



**Parish Office, Colden Common Community Centre
St Vigor Way, Colden Common, Winchester
Hampshire, SO21 1UU**

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TENDER DOCUMENTATION

FOR

GROUNDS MAINTENANCE

**CONTRACT
COMMENCING**

ON 1st APRIL 2024

AND ENDING 31st MARCH 2028

GROUNDS MAINTENANCE CONTRACT

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INSTRUCTIONS TO TENDERERS

- a) The following instructions are provided for information only.
- b) Tenders shall be submitted on the attached Form of Tender (page 3) not later than noon on Thursday 23rd November 2023, in the envelope address using the label on page 28
- c) The form of tender shall be returned with a breakdown of the tender by area priced in black ink. (Page 27)
- d) A checklist of an additional information to supply with the tender can be found on page 7
- e) Any Tender arriving after noon on the date stated in (b) above will not be considered, as will no Tender which has not been fully priced in black ink as stated in (c) above.
- f) No alterations or qualifications of any kind whatsoever shall be made by the Tenderers to the text of this document.
- g) Any unauthorised alteration or qualification made by the Tenderer will be ignored and the original text of the specifications by area rigidly adhered to.
- h) Colden Common Parish Council is not bound to accept the lowest or any Tender, the Tender offer is to remain open for acceptance for a period of at least three months from the tender due date.
- i) **Abnormally low bid** - Where we consider any of the total price(s) you have submitted to be abnormally low will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015)
- i) Any questions or points of clarification to be made to clerk@coldencommon-pc.gov.uk

GENERAL TERMS OF CONTRACT

Contact starts 1st April 2024

Companies are invited to tender for a 1-year contract, beginning 1st April 2024. The contract is to maintain Colden Common Parish Council's open spaces, including play areas. During the year, there may well be additions to the contract that the Council will expect the winning company to also maintain. Those additional areas will be expected to be charged at the same rate as those that form the initial contract or an "out of season" discounted rate for additional works during the winter months.

From time to time there may be specific, one-off jobs, such as coppicing and scrub clearance, clearing small fallen trees, tree planting and watering, and it is anticipated that those would also be undertaken by the winning company and charged individually as they are completed.

Details of the areas to be included in the contract, and the required work for each area, are supplied in the following pages.

It should be noted that all areas covered by the contract receive significant use by residents, children and the elderly. Procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential.

The Council will be happy to take any interested parties around the various sites that make up the specification prior to any bid being submitted. To arrange this please call 01962 713700 or 07775 627131.

The winning bid will have non-exclusive use of an equipment store at Colden Common Park which is approx. 8 metres by 5 metres. Any equipment left in this store is at own risk and no security system is included. If this facility is of value, please factor this into your bid. Building insurance (but not contents) of this store will be at the Council's cost. This does not include any security alarm. If you wish to use the store, any maintenance of this store during the contract period (for example new locks, new roller doors or new lighting) will be split on a 50/50 basis on year 1 reducing ever year by 10% in favour of the contractor, resulting in year 5 being a 90/10 split.

To be considered for this contract, please return your tender by noon on Thursday 23rd November 2023 and must be submitted in an envelope addressed using the label on page 28.

Debbie Harding
Clerk to Colden Common Parish Council
September 2023

FURTHER DETAILS AND REQUIREMENTS

- The contract is for 1 year with a 3-year extension based on performance.
- The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.
- Any extra work or visits must be agreed by both parties in advance of the work being undertaken.
- All prices quoted should exclude VAT.
- Either party may terminate the contract by giving three calendar months' written notice.
- Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected, then the Council retains the right to terminate the contract with three months' notice.
- The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request.
- All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected.
- Only suitably qualified staff will use machinery to carry out any work for the Parish Council.
- The contractor is required to have all necessary and relevant licences and certificates, including but not limited to a waste disposal licence, weedkilling licence and chainsaw licence.
- The contractor is required to have Public Liability insurance, details of which will be provided to the Parish Council prior to the 1st of April 2024 and every year upon renewal of the insurance.
- Copies of all licences and certificates held, the Public Liability insurance certificate, all other relevant insurance documents, a staff list, an equipment list, company details and bank account details will need to be provided at the same time as the submitted bid. If the intention is to hire staff or purchase equipment once the contract is awarded, then those details should be provided too.
- The price quoted by the company for the 1st year of the contract, thereafter for the life of the contract be subject to CFI inflation as of November the same year.
- The price of the contract for each year will be split into 12 equal amounts, to be paid monthly at the end of each calendar month.

**CHECKLIST OF ITEMS TO BE PROVIDED BY APPLICANTS
WITH THE TENDER**

ITEM REQUIRED	TICK BOX
A letter introducing the company	
Cost per year to the Parish Council excluding VAT.	
A breakdown of the annual cost per site	
An hourly rate for additional works outside of the contract	
Copies of all relevant and necessary licences and certificates	
Copies of all necessary insurance documents, including the value of Public Liability insurance held	
Current staff numbers, including any specific qualifications (e.g. chainsaw licence holder) and indicating if any further people would be employed should the contract be awarded	
A current equipment list indicating any equipment that would be purchased should the contract be awarded.	
Company details – including but not limited to how long the company has been in operation.	
Bank account details	
Examples of current and previous work, including contact details for at least two customer references to be taken up	
An indication of willingness to take on the potential additions to the contract	
Details of any of the possible ad hoc jobs the company is unwilling or unable to undertake.	
Any further information the company relevant to tender evaluation on page 29	

STANDARD PLAY AREA / OPEN SPACE SPECIFICATION

Grass cutting: To mow the grass, including strimming where necessary, within each marked area shown, roughly on a fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. A minimum of 18 visits per year for each site beginning in mid-March² 2024 through to November. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

Scrub/Bramble removal: Remove any scrub or brambles which grow and dispose of

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

Weed killing: The paths through each area, and the enclosed play areas to be weed killed as necessary through the mowing period.

Litter picking: All bins (excluding red dog waste bins) in each area to be emptied 2 days per week (Thursday/Friday and Monday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected can be disposed of in the trade waste bin at Colden Common Park.

Health and Safety: Basic weekly health and safety check, by eye only, completed for each play area, reporting on any obvious broken equipment, divots, trip hazards, graffiti, broken glass etc.

An open spaces inspection log should also be completed at each visit. Both log sheets will be provided by the Council and submitted to the Council at the end of each month. ***Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.***

² April for 1st year, mid-March every year thereafter

Area 1

Land at Hazel Close / Ash Close (SO21 1AL) footpath leading to and area of land in front of 5a Ash Close & 18 Ash Close, Land South of 1 Hazel Close

Additions / Modifications to standard open space / play area specification

In all areas, grass cuttings are to be collected

- Area coloured in red (This area has rare orchids just starting to propagate)
 - Cut 1 lawnmower width around the outside of area to show the area is managed.
 - Cut 1 lawnmower strip diagonally through the area (follow the natural indent that pedestrians walk through)
 - Leave rest of the area uncut for the summer, cutting once in October, leaving grass cuttings to sit for 1 week and then raking away (to allow seeds to drop)
 - Cut once again after Winter (March) before allowing to grow in the summer
 - Cut the hedge once a year to the height of the picket fence and reduce width

- Area coloured in Green
 - Cut grass every two weeks
 - Cut hedges / Shrubs back alongside the footpath from Hazel to Ash Close once a year between October and February to the height of the picket fence
 - Cut the hedge West of 15 and 31 Hazel Close to a height of no greater than 1.8 metres and reduce width
 - Clear any Scrub / Brambles/Weeds twice a year

- Area coloured in Yellow (This area has wildflowers)
 - Cut 1 lawnmower width adjacent to the pavements and footpaths to show the area is managed.
 - Cut 2 lawnmower strips up the bank (cut the natural indent that pedestrians walk)
 - Leave uncut for the summer, cutting once in October, leaving cuttings for 1 week and then raking away (to allow seeds to drop)
 - Cut once again after Winter (March) before allowing to grow in the summer

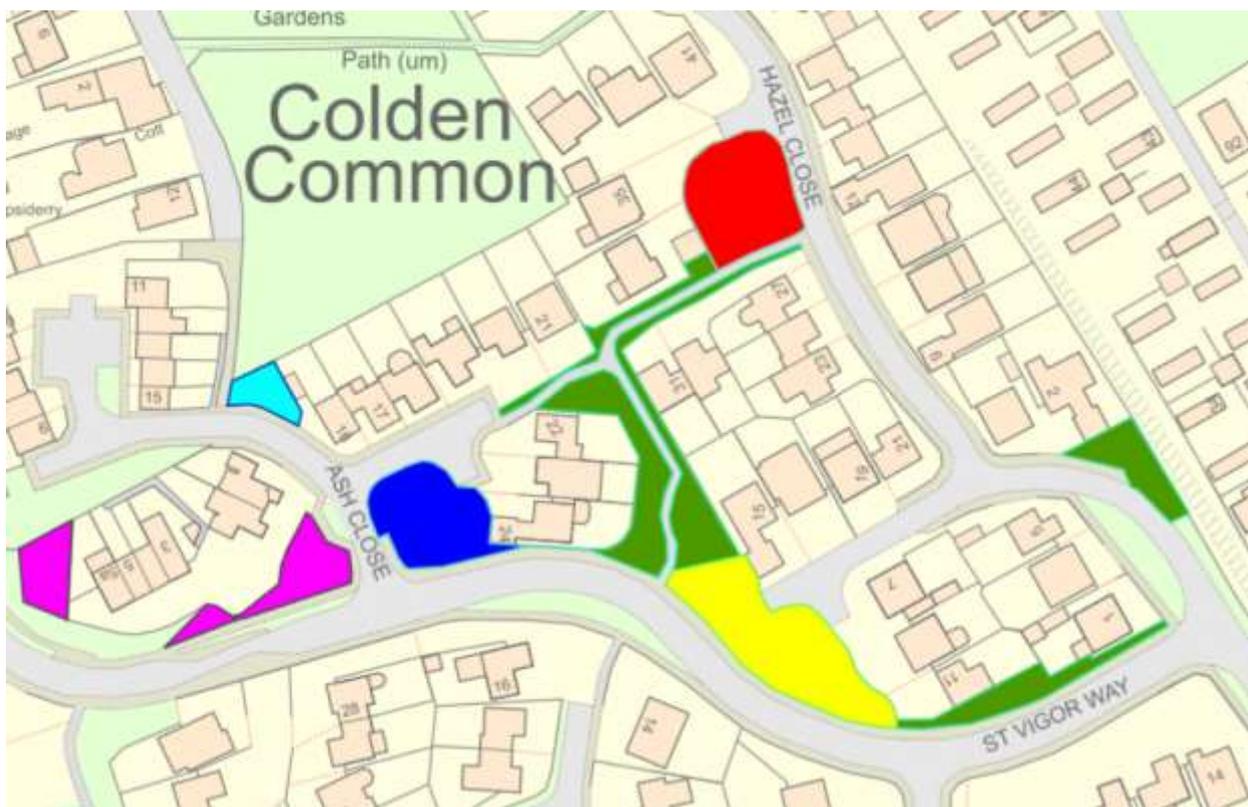
- Area coloured in Blue (This area has wildflowers)
 - Cut 1 lawnmower width around the outside of area to show area is managed.
 - Leave uncut for the summer, cutting once in October, leaving cuttings for 1 week and then raking away (to allow seeds to drop)
 - Cut once again after Winter (March) before allowing to grow in the summer
 - Cut hedges to a height no greater than 2 metres and reduce width
 - Clear scrub /Brambles twice a year

- Area coloured in Pink
 - Cut grass every two weeks
 - Cut hedges once a year between October and February to 1.5 metres high and reduce width
- Area in Light blue
 - Cut grass every two weeks
 - Cut back rear of area in the Autumn and trim any Shrubs

Area 1 Map

/// what3words

///plot.kinds.limp - Ash Close blue area
///rear.offers.oiled - Hazel Close red area
///cotton.lungs.rocket – Yellow area



Area 2

The Triangle Open Space and Play Area Off Upper Moors Road, SO50 6HW

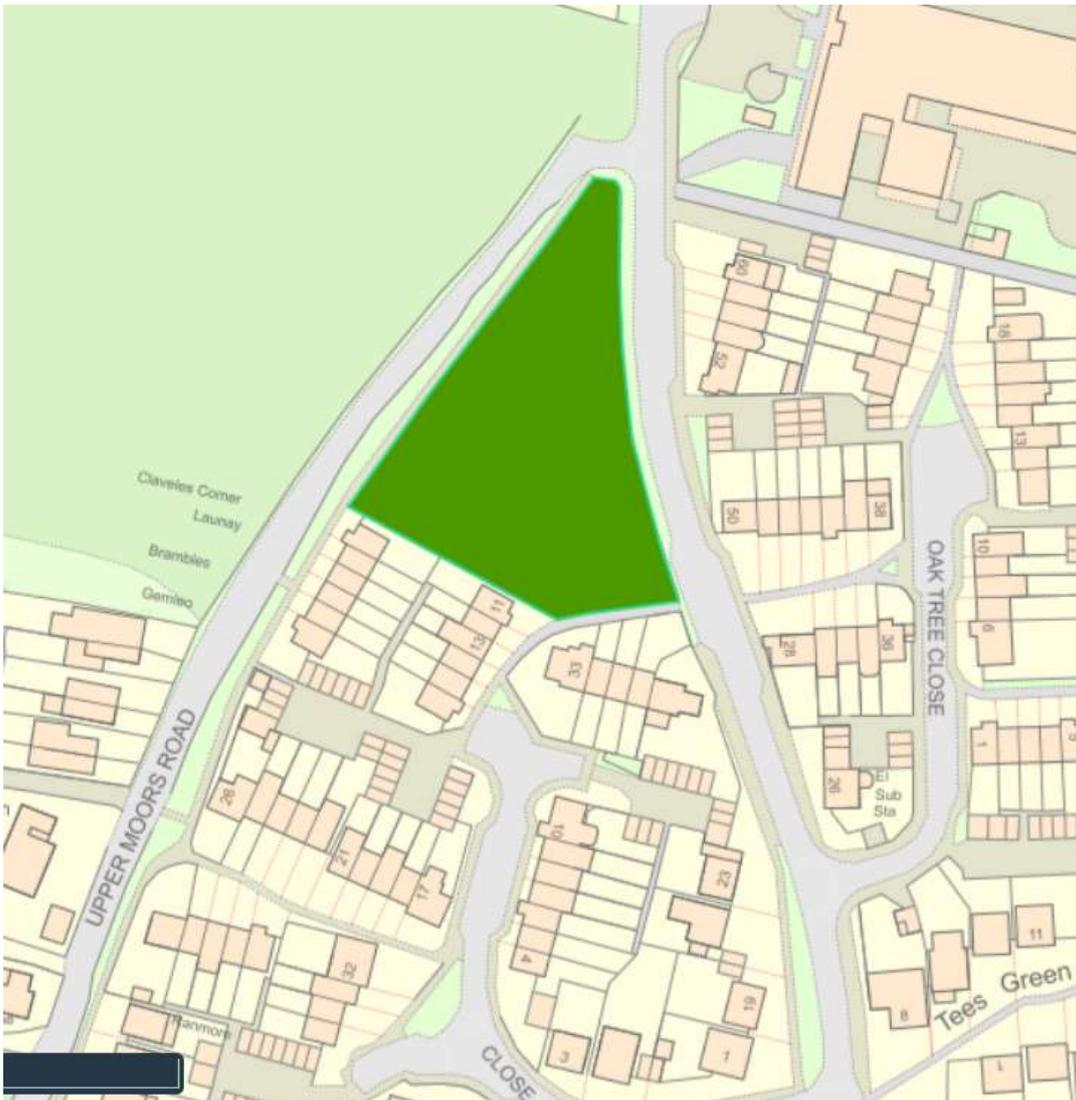
Additions / Modifications to standard specification

Bins to be emptied as per standard specification

Area 2 Map

 what3words

///civic.tops.joke – The Triangle Play area



Area 3

Lime Close, off St Vigor Way, SO21 1WN Alder Close, off St Vigor Way, SO21 1XB

Additions / Modifications to standard specification

- In all areas, grass cuttings are to be collected
- Cut hedge which borders St Vigor Way, twice a year between October and March to a height of no more than 1 metre (shown in black)
- Cut hedge which borders St Vigor Way, twice a year between October and March to a of 2 metres (shown in blue)
- Cut hedge at Alder Close open space once a year between October and February to a height of 1 metre

Area 3 Map



///loves.worm.dirt - Lime Close
///awake.rate.public – Alder Close



Please note some of this area is subject to a Woodland TPO order

Area 4 Aspen Close, SO21 1XB

Additions / Modifications to standard specification

- Grass cuttings are to be collected
- Between October and March clear any scrub and cut all hedging once a year between October and February to a height not greater than 1.8 metres.
- Cut back any foliage/ scrub around the parking area 2 times a year

Area 4 Map

/// what3words

///badly.lease.admits – Aspen Close



Area 5

St Vigor Way, area opposite number 17 St Vigor Way, Nr Hawthorn Close, SO21 1UX

Additions / Modifications to standard specification

Grass cuttings are to be collected

Cut / time the shrubs/hedging adjacent to 2 Aspen Close in height and away from the footpath.

Cut back any scrub/brambles both sides of the footpath leading South

Cut back any scrub/brambles which border the southern boundary

Area 5 map

 what3words

[///t.me.scores.spine](https://t.me/scores.spine)



Please note this area is subject to a Woodland TPO order

Area 6 Church Pond Accessed via gate opposite via 17 Hawthorn Close, SO21 1UX

Additions / Modifications to standard specification

Grass cuttings are to be collected

Bin to be emptied as per standard specification

Cut low level Shrubs / hedging once a year between October and February south of 13 to 17 Hawthorn Close

Cut grass either side of the footpath

Strim down foliage around the ponds edge in October annually

Area 6 map

 what3words

[///alone.stages.coffee](https://www.what3words.com/alone.stages.coffee)



Please note some of this area is subject to a Woodland TPO order

Area 7 Valley Close, SO21 1UN

Additions / Modifications to standard specification

In all areas, grass cuttings are to be collected

Allow grass to grow either side of the stream from March to August, except one metre width of alongside the footpath from 2 Tees Farm Road to end of rear garden of 5 Piping Close (Stops grass from overhanging the footpath and area looks managed)

Strim down and cut banks in September and February

Ensure foliage is cleared from the foot bridges

Ensure foliage is cleared from the white railings either side of the Tees Farm Road (nr the entrance to Valley Close)

Cut other areas as per standard specification (i.e. the grass the Valley Close side of the stream and land leading to Church Lane).

Area 7 map

 what3words

///humans.backup.finest



Area 8

Church Lane, betwixt Upper Moors Road and Tees Farm Road (opposite Bishopstoke Lane)

Additions / Modifications to standard specification

Strim back to bank

Wildflower area

Mid-March - Mark out area approx. 2 metres wide approx. 2 metres from the roadside.
Cut grass and treat area with Herbicide. (approx. 240 square metres)

1st week April - Rotavate the area, form a tilth and sow with Euroflor Classic mix

Area 8 map

/// what3words

///alone.stages.coffee



Area 9

The Green, Off St Vigor Way, SO21 1UU

Adjacent to the Community Centre

Additions / Modifications to standard specification

Bins to be emptied as per standard specification.

Leaf blow Skateboard Park every visit

Cut back scrub and brambles hard around edges once a year between October and February

Area 9 map

 what3words

[///helps.grows.smoke](https://www.what3words.com/#!/helps.grows.smoke)



Area 10

Birch Close, Off St Vigor Way, SO21 1XE

Small area off Whitebeam, SO21 1AH

Additions / Modifications to standard specification

In all areas, grass cuttings are to be collected

Cut back scrub around edges once a year between October and February

Cut hedge adjacent to 3 Birch Close to height no more than 2 metres and reduce width between October and February annually

Area 10 map



///diary.page.bets (Birch Close)
///space.remedy.season (Whitebeam)



Area 11 Strattons Copse

Additions / Modifications to standard specification

No grass cutting.

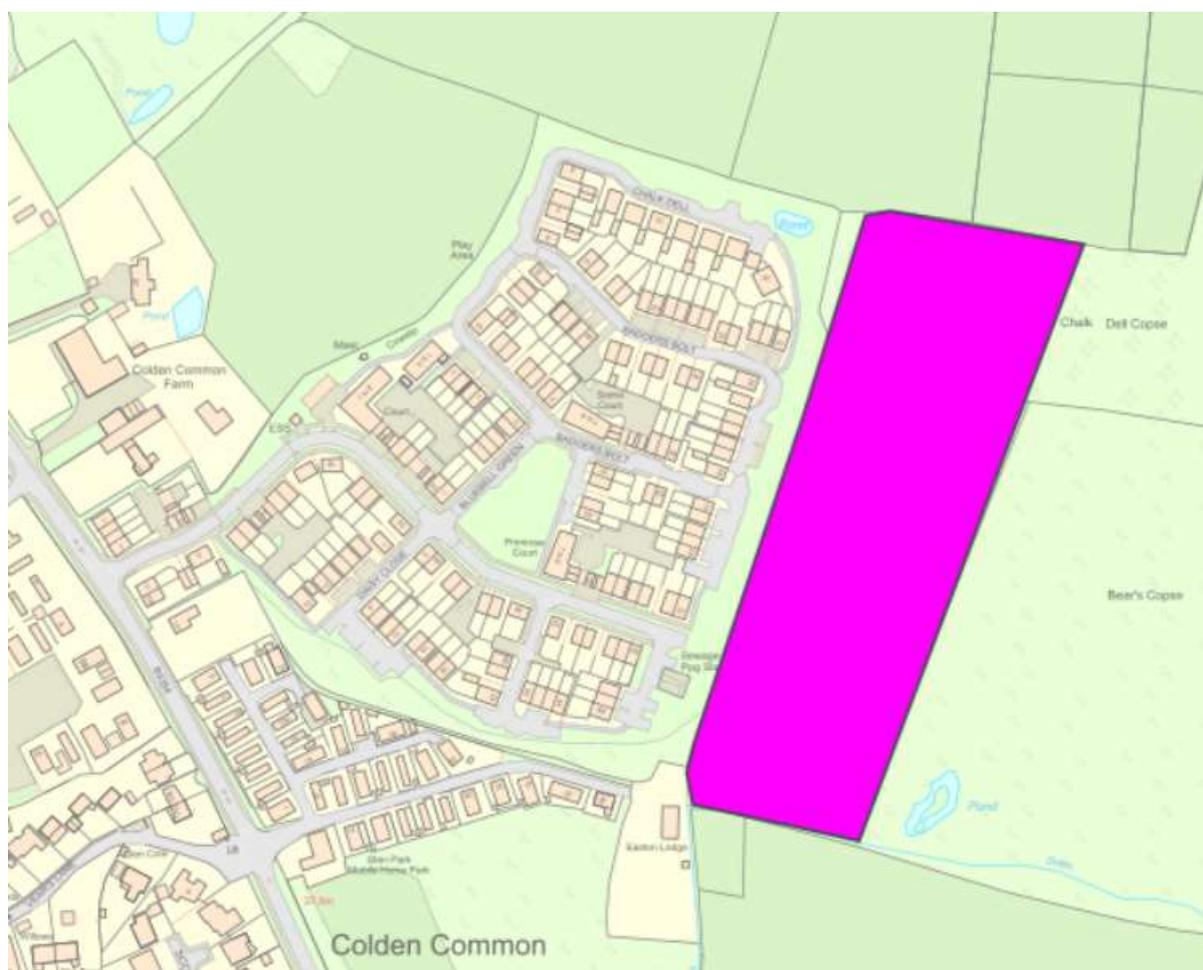
Walk the boardwalk in the woodland weekly and litter pick either side.

An open spaces inspection log must be completed at each visit.

Area 11 map

 what3words

///leans.testers.locals



RECREATION GROUNDS AND CAR PARKS STANDARD SPECIFICATION
AREAS 12-14
COLDEN COMMON PARK,
RECREATION GROUND AND
COLDEN COMMON COMMUNITY CENTRE CAR PARK

STANDARD SPECIFICATION

1.0 Grass cutting:

1.1 To mow the grass, including strimming where necessary, within each marked area shown, roughly on a fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. A minimum of 18 visits per year for each site beginning in April 2024 and going through until March 2028. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date. Within each enclosed play areas itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

The Cricket boundary at Colden Common Park, Boyes Lane to be mown every week during the cricket season

1.2 To provide a level, mown surface covered with dense growth of turf grass species free from pot holes, undulations or any obstructions that may cause injury to the user.

1.3 Where large amounts of grass are cut, grass mowing must be evenly spread.

1.3 The mower operator must, prior to mowing, pick up and remove from site any debris. Any debris allowed to pass through the mower must further be removed.

1.4 Particular care must be taken when mowing near members of the public, animals, trees or parked cars.

1.5 Strimming - Avoid damage to plants when cutting grass and weed growth around them. To avoid damage to tree bases and demarcation posts, a margin of 100mm of unstrimmed grass is required, which can be controlled with the application of appropriate weed killer.

1.6 Trees demarcation posts and other plants damaged as a result of incorrect strimming practice or mower damage, will be replaced at the contractor's cost.

1.7 Any damaging pests and/or disease that would be detrimental to the grass surface are to be reported by the contractor to the supervising officer, as soon as possible.

2.0 Leaf collection:

A minimum of 4 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

3.0 Weed killing:

The car parks and paths through each area, and the enclosed play areas to be weed killed as necessary through the mowing period.

4.0 Litter picking: All litter bins (excluding dog waste bins) in each marked area to be emptied 2 days per week (Thursday/Friday and Monday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected is to be disposed in the trade waste bin at Colden Common Park.

5.0 Health and Safety: Basic weekly health and safety check, by eye only, inspection log must be completed for each play area, reporting on any obvious broken equipment, issues, graffiti, broken glass etc.

An open spaces inspection log must be completed at each visit.

Both log sheets must be provided by the Council and submitted to the Council at the end of each month. Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.

6.0 Pruning of shrubs

Carry out selective pruning of shrubs as and when required in order to avoid obstruction to the car park, pathways and gate access, a minimum of once per year.

7.0 Tree and Hedge Works

To cut the Hedge both sides at the Recreation ground car park twice a year in August and between October and February to a height from the road no higher than 1.5 metre, paying particular attention to sight lines. To cut the hedge and strim the footpath from the Recreation ground to New Road twice a year in August and between October and February.

To cut the hedges in the Community Centre Car Park twice a year in August and between October and February

Raise the crown on all trees as required at Colden Common Park, the Recreation ground and Community Centre Car Park.

To flail all hedges at Colden Common Park annually

8.0 Leaf Blowing

The cricket net area, play area surfaces and pump track area to be blown and free of debris on each visit litter picking visit.

9.0 Sports Pitches (6 pitches)

9.1 To provide a level, true and well drained surface covered with dense growth of turf grasses, free from potholes and any obstruction that would, at the end of each weekly inspection, deflect the ball from its intended path or cause injury to players.

9.2 Mowing – maintain the cut height at between 50mm to 65mm.

9.3 Divot repair –to divot check and repair weekly.

9.4 Maintain goalmouths – is to be hand forked following heavy wear.

9.5 Marking out must be in strict accordance with the requirements set down by the Football Association.

9.6 All line markings, for the purposes of football pitch white linings must be accurate and clearly visible to players.

9.7 Using a transfer wheel or similar wet line marker, mark out the facility. Use only mixtures of water and whiting, or other suitable proprietary product and ensure that the mixture used is non-toxic to both humans and animals.

9.11 Markings are to be maintained by re-marking fortnightly. During periods of inclement weather, the football pitches are to be over marked in the areas where lines have become obscured, i.e. penalty areas, goal area and centre circle.

9.12 Respect lines to be marked out as per Football Association regulations.

9.13 Mark out the cricket boundary as required during the playing season.

13.00 Noticeboards

13.1 To visit the Parish noticeboards weekly, remove out of date literature, replace with new literature (giving priority to village events). Clean glass as and when required.

Any end of season renovations will be negotiated as and when required outside of the contract but may or may include the following :-

10.0 End of season renovation

10.1 The contractor is to advise as to what end of season pitch renovations are recommended before any renovations works take place. If additional costs will be incurred in carrying out these works, then agreement must be sought from the Clerk before proceeding.

11.0 Summer Season maintenance

11.0 Any weed killing or fertilizer recommended

12.0 Pre-season maintenance

12.1 Site pitches; allowing for movement each year to distribute wear areas further, where space allows, pitches are to be located in such a way as to allow lateral movement in order to facilitate wear and recover of worn areas.

Colden Common Community Centre Car Park (SO21 1RR)

Area 12

/// what3words

///trim.sting.keep

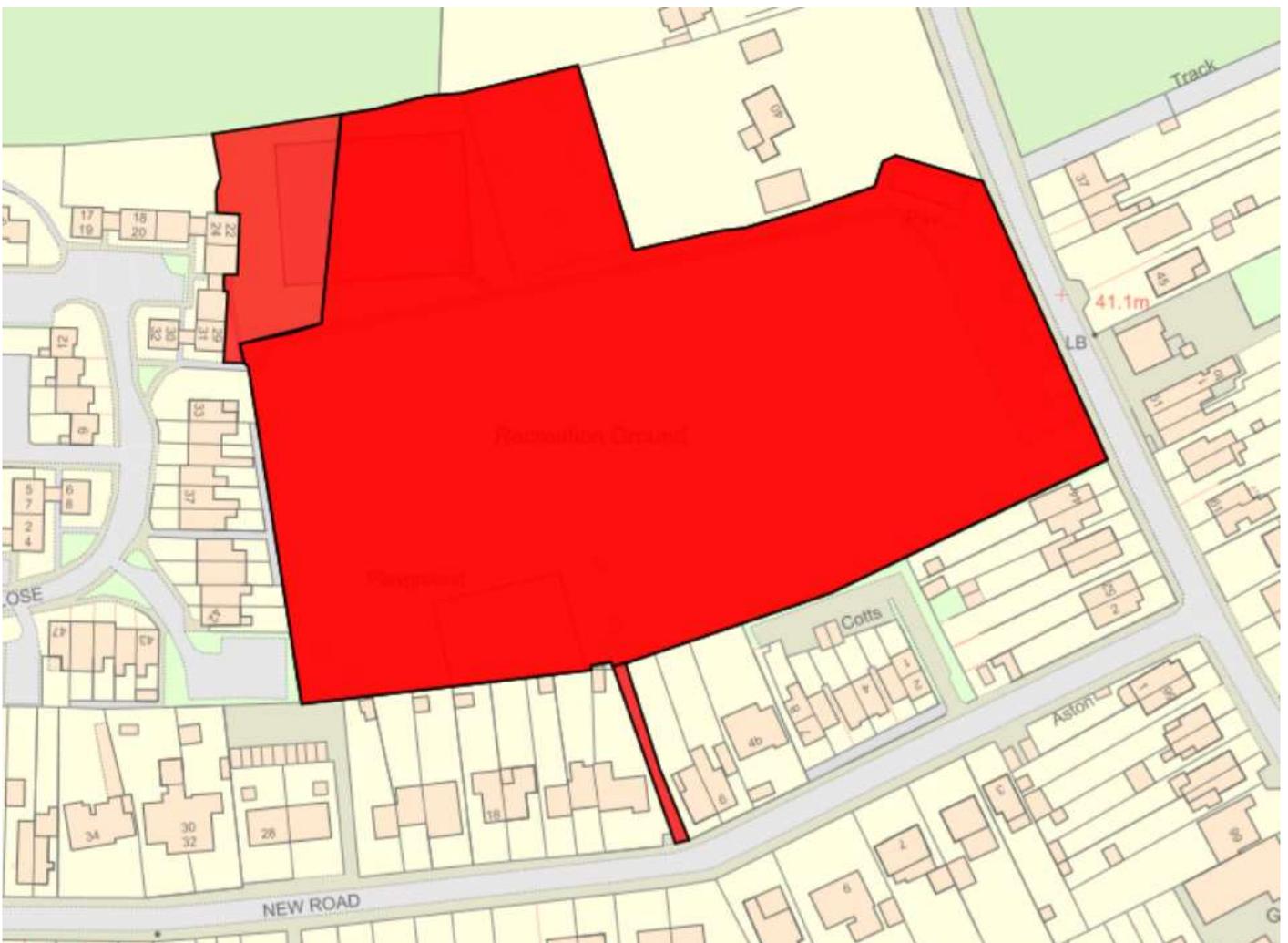


Recreation Ground, Main Road (SO21 1RR)

Area 13

/// what3words

///ruled.text.wasp

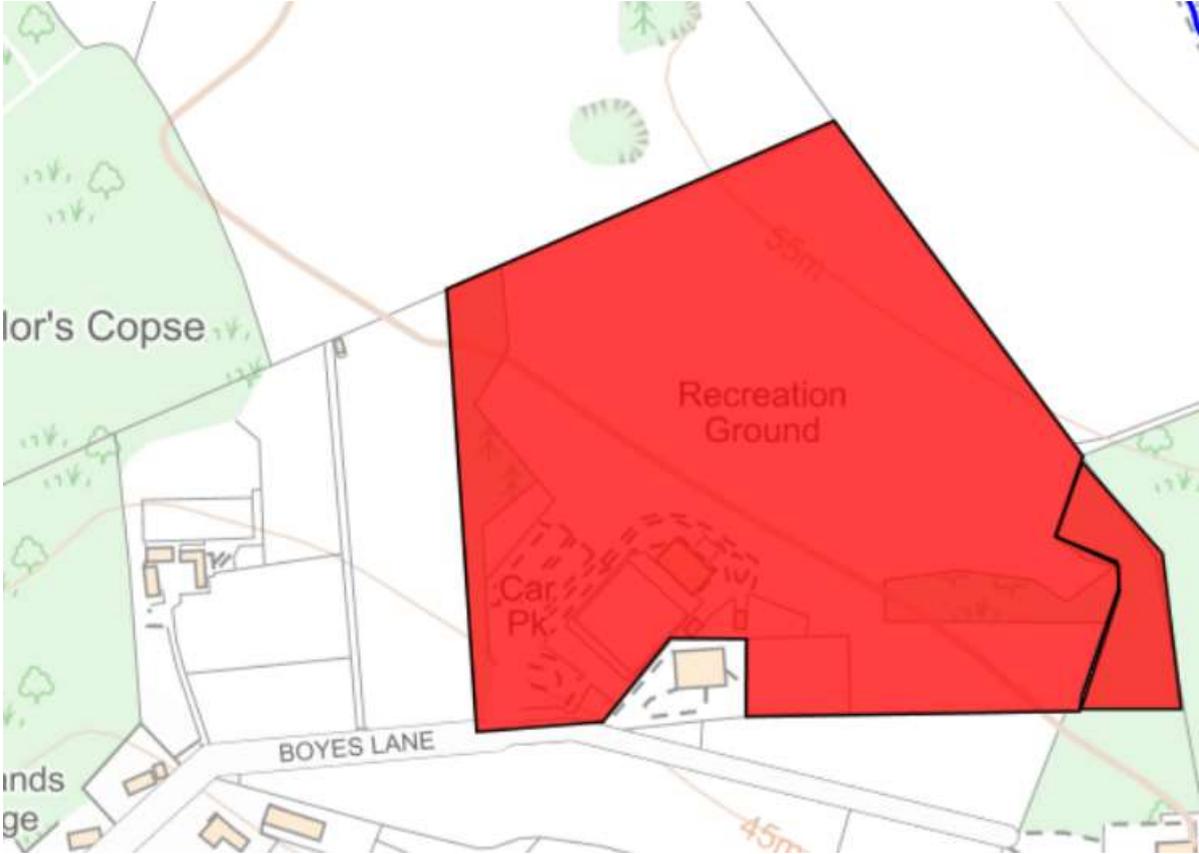


Colden Common Park, Boyes Lane (SO21 1TA)

Area 14

what3words

///melon.engage.flip



BREAKDOWN OF TENDER BY AREA

Total cost per tender area	24-25 *	Cost per hour for additional works *	Cost per hour for additional works *
Duration	12 months	April to Sept	Oct - March
Dates	1 st Apr 24 - 31 st Mar 25	1 st Apr 24 - 31 st Mar 25	1 st Apr 24 - 31 st Mar 25
Area 1			
Area 2			
Area 3			
Area 4			
Area 5			
Area 6			
Area 7			
Area 8			
Area 9			
Area 10			
Area 11			
Area 12			
Area 13			
Area 14			
TOTAL CONTRACT COST			

- All prices subject to percentage increase of CPI rate as of November as detailed on page 3

LABEL TO BE USED FOR RETURN OF TENDERS
Must be returned by NOON Thursday, 24th November 2023

TENDER DOCUMENTS FOR GROUNDS MAINTENANCE CONTRACT
DO NOT OPEN UNTIL MONDAY 28th NOVEMBER 2023

COLDEN COMMON PARISH COUNCIL
PARISH OFFICE
COLDEN COMMON COMMUNITY CENTRE
ST VIGOR WAY
COLDEN COMMON
WINCHESTER
HANTS
SO21 1UU



EVALUATION OF GROUNDS MAINTENANCE TENDERS

SUPERVISION	NOTES	SCORE
<ul style="list-style-type: none"> • Who will supervise the contract? • What experience and qualifications have they? • Who would supervise the contract in the event of illness or absence? • What experience and qualifications does your second in command hold (if applicable) 		

STAFF	NOTES	SCORE
<ul style="list-style-type: none">• Please provide a brief summary of the operational staff in your company who would be employed on this contract. Within this summary, please include details of qualifications and length of relevant experience.• Please describe the training policies of your company, and how it will apply to the staff on this contract.• How will you deploy the staff on this contract (inc. information on employee numbers and regularity)?• Where will the staff be based?• What percentage of employees which are employed on a seasonal basis for the growing season?		

RESOURCES	NOTES	SCORE
<ul style="list-style-type: none">• What types of machinery and equipment does your company hold?• What machinery and equipment do you propose to use on the contract? Please give details on current and planned efforts to reduce impact on the Environment.• What is your process in the event of breakdown of any of this machinery?• What systems do you have for maintenance and replacement of machinery?• How do you dispose of green waste?• Is it your intention to use subcontractors for this contract? If so, to what extent?		

EXPERIENCE	NOTES	SCORE
<ul style="list-style-type: none"> • What similar work do you carry out at present, who for and where? Please list according to employer, type of work, length and currency of contract, and physical area involved. • To achieve the high standard and quality required by the Parish Council and users is a challenge, given the many variables (weather, machinery, illness etc.). Explain how you will overcome these and other challenges to ensure week in week out delivery. Please give examples when you have had to respond to similar/related challenges. • Where do you source your materials, such as fertiliser and grass seed? • Are you able to give a considered view on the playability of pitches from week to week? 		

GENERAL	NOTES	SCORE
<ul style="list-style-type: none"> • Please provide your company's most recent public statement of accounts • Tell us why you think your firm/company will be a successful partner for Colden Common Parish Council in undertaking this maintenance contract. • Generally, how long would it take you to respond to works required outside of the contract in an emergency i.e. filling in divot and holes in pitches, clearing a overgrow hedge reported on a footpath 		

CATEGORY SCORING CRITERIA

0	Fails to meet the minimum requirements.
1	Basic compliance only
2	Generally, of a good standard with some reservations.
3	Good standard
4	High standard but falls just short of A.
5	Very high standard with no reservations at all about acceptability.

EVALUATION MODEL (WITH WEIGHTINGS)

EVALUATION CATERGORY	CATERGORY WEIGHTING (A)	MARKS AWARDED (B)	WEIGHTED MARKS (C) (AxB=C)
Supervision	10%		
Staff	12.5%		
Resources	10%		
Experience	10%		
General	7.5%		

Cost will be scored with the lowest tender receiving the most points and highest the least points.

Cost	50%		
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