February 2024

**GROUNDS MAINTENANCE SPECIFICATION**

**Parks and Open Spaces Grounds Maintenance for a Five-Year Period:**

**1st April 2024 – 31st March 2029**

**LOCATIONS:**

* Howard Palmer Gardens
* Joel Park & Holt Copse
* King George V Playing Field
* Langborough Recreation Ground
* Leslie Sears Playing Field
* Viking Field (entrance via Leslie Sears Playing Field)
* Redlands Farm Park
* Elms Field (please refer to separate schedule supplied)

Please reference the provided “Parks Map” for park location overview.

**SPECIFICATION:**

1. **Extent of Works**

The detailed works, as per the enclosed grounds maintenance schedule 2024-2029, consist of cutting grass and trimming round trees, obstacles, fence lines, and walls every two weeks from early April to late October each year (total of 15 cuts each year), together with the litter picking of all shrub areas. A further grass cut in November of each year may be required, depending on prevailing weather conditions and growth.

1. **Grass cutting**
   1. The cutting of the grass shall be by hand and mechanical means. All mechanical plant shall be adequately maintained and protected against causing damage to the public and all of the Council's property. No mains electrical power shall be obtained for the operation of plant from any point within the Council's property.
   2. All cutting shall be carried out as expeditiously as possible and the Contractor shall at all times have sufficient labour and plant available to ensure that cutting is completed at two weekly intervals at each site. Should the weather conditions be such that they are unsuitable for the cutting of grass, either because the ground conditions are unfavourable, or because the grass has not grown due to a period of dry weather, the Contractor agrees to reschedule the cut or a pro rata reduction to the tender price for grass cutting.
   3. Before carrying out the cutting operations at any of the sites the Contractor shall examine each site, pick up and remove from site any rubbish, cans, bottles, paper, stones, bricks, household rubbish, builders’ materials, etc. and any materials or objects thereon at their own expense, included in this work. The Council will not accept any claim by the Contractor for damage to equipment on this account.
   4. The Contractor shall ensure that the grass is cut in accordance with the Schedule over the whole of each and every grassed area listed in the Schedule. Their tendered prices shall allow for the necessary handwork to carry out the work as described in this sub-clause.
   5. The Contractor shall cut the grass with approved cylinder or rotary machines (depending on growth). These machines are to be adequately guarded at all times to comply with the provisions of the Health and Safety at Work Regulations. Grass cut on the first cut will be required to be removed from site. On subsequent cuts grass to be fly-cut leaving clippings in situ, but clippings must be swept off footpaths and play equipment areas especially in wet conditions to the satisfaction of the Council. However, for Howard Palmer Gardens all clippings must be removed after the first and every subsequent cut. The grass at Howard Palmer Gardens is to be cut to ‘golf course’ standard. Horizontal stripes are to be visible in the grass after it has been cut.
   6. The Contractor shall ensure that the prices submitted are adequate to allow the grass to be cut along all edges whether shrub borders around the trees, fence lines, including around play areas, or walls as per the attached grounds maintenance schedule.
2. **Fertiliser**

Application of fertiliser (such as ICL Sportsmaster Base Spring & Summer or equivalent) to be applied in the first weeks of April after the appropriate cut for the period at Elms Field and Howard Palmer Gardens. The product used must be approved by the Grounds Officer before application.

1. **Harrowing and Reinstatement**

The Council may request additional quotes for ad-hoc harrowing and grounds reinstatement work, prior to re-seeding.

1. **Maintenance of tree/shrub areas**

The Contractor shall allow for 4 visits to each site during the period early April to late September and undertake the following works:

1. Removal of paper and all rubbish including tins, bottles, builders' rubbish, or other waste material of a non-horticultural nature before grass cutting.
2. Weeding areas around bases of all trees.
3. Every care must be taken to ensure that no damage is caused to existing shrubs or plants, and any so damaged must be replaced by the Contractor at their own expense.
4. All rubbish removed from tree/shrub areas by the Contractor shall be taken to a licensed tip, at their own expense.
5. Keep brambles, bushes and hedges abutting and around play areas and major footpaths,
   1. in Joel Park & Holt Copse,
   2. Langborough Recreation Ground,
   3. Leslie Sears Playing Field and
   4. King George V Playing Field, cut back in accordance with the ground's maintenance schedule.
6. **Viking Field**

The Contractor shall in each year of this contract sow a minimum of six varieties of wildflower, the varieties to be determined in the first year, suitable for the soil type. Sowing location will be by the main footpath, between Tanners Row and Leslie Sears, totalling of a minimum 600m2 (1.5m wide on both side of the footpath) per year. Areas of sowing to be determined by the Council in consultation with the Contractor. After sowing, initial maintenance of the sown area is to be carried out in accordance with the seed fact sheet or suppliers’ recommendations. Grass cutting is as per grounds maintenance schedule.

1. **Proof of Works Delivered**

The Contractor shall submit, by the last day of each month, to the Council a copy of the grounds maintenance schedule 2024 – 2029, listing the sites completed on which date, so that an inspection can be made to ascertain whether the work has been carried out to a satisfactory standard. In the event of the work not being satisfactory the Contractor will be informed, and the work must be undertaken again. The appropriate grounds maintenance schedule log must then be re-submitted by the Contractor.

1. **Ditch clearance and autumn leaves pick-up**

One autumn pick-up of leaves as per the grounds maintenance schedule is to be made. Ditches at Joel Park are to be cleared of silt and debris annually in November or December, date to be agreed with Grounds Officer.

1. **White Line Marking**

White line marking equipment required to mark a 100 m running track at King George V Playing Field, date to be confirmed by the Council.

1. **Equipment**

It may be necessary for the Contractor to allow a representative of the Council to visit the Contractor's depot so that they can satisfy themself about the adequacy of the Contractor’s machinery, their maintenance facilities and arrangements.