



RAUNDS TOWN COUNCIL

Mayor: Councillor Paul Byrne

Clerk & RFO: Steve Tucker

Tel: 01933 622087

clerk@raunds-tc.gov.uk

www.raunds-tc.gov.uk

Contract for Grounds Maintenance and Associated Services

Contract start date: 1st April 2025

Term: 5 years

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1. Introduction

- 1.1. Raunds Town Council is inviting tenders for a five-year grounds maintenance and associated services contract. The contract is to maintain Raunds Town Council's open spaces, including recreation grounds/sport pitches, play areas and cemeteries, as well as regular litter picking and bin emptying.
- 1.2. Details and maps of the areas to be included in the contract are supplied within this specification, along with the work required in each area. A full cost breakdown, including price per cut/task, is required and should be entered into the Excel workbook entitled "**Pricing Schedule**" which must be fully completed and returned for a tender to be valid. Copies of all documents are available on our website www.raunds-tc.gov.uk
- 1.3. Tenders must be priced on an annual fixed price basis. There will be no opportunity to alter the rates tendered during the term.
- 1.4. It should be noted that all areas covered by the contract receive significant use by residents and procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential. On award of the contract and prior to the start date the contractor will provide a full suite of risk assessments, safe systems of work and method statements for all tasks undertaken.
- 1.5. The successful contractor will be appointed not simply on the basis of value for money, but also on their ability to attend regularly and maintain the quality of the Council's grounds. We will look for the ability to provide a service for all of our landscape needs including grass cutting, grave-digging and other landscape maintenance work.
- 1.6. The Council is keen to leave small areas uncut where possible without detriment to safety considerations, where this helps to promote wildflowers and wildlife diversity. For example, if cutting a 1.5m verge with a 1m mower, the inner 0.5m could be left uncut.
- 1.7. Attention is drawn to the terms within sections 13-15.
- 1.8. Contractors are advised that all the grounds included within this contract are open to the public and may be visited at any time. Please contact the Town Clerk to arrange accompanied visits.

1.9.All enquiries should be directed to:

Steve Tucker
Town Clerk
The Hall
Thorpe Street
Raunds
Wellingborough
NN9 6LT
clerk@raunds-tc.gov.uk

2. Timetable for tendering process

Item	Deadline
Opening Date:	24 December 2024
Closing date for receipt of tenders:	31 January 2024
Tenders opened by Council:	w/c 3 February 2025
Appointment made by Council:	11 February 2025
Notification made to applicants:	12 February 2025
Induction visits to take place:	March 2025
Contract to commence:	01 April 2025
Contract end date:	31 March 2030

3. Definitions:

Standard 2: Amenity Grass

It will be expected that these areas will require to be cut 16 times each season, commencing in March until the last full week in October (an average fortnightly cut). The grass length and prevailing weather conditions will determine the frequency of cut. As a guide, the grass should not exceed 50mm to 70mm in length; arisings to be left on site.

Standard 3: Highway Verges

The grass verges and footpaths in Highway areas are to be cut on a frequency basis at regular intervals between April to October to achieve the cuts per year as specified. After completion of the cut, the grass should not exceed 50mm in length.

4. Submission Instructions

4.1. The following must be included with all tenders

1. Covering letter introducing the company/contractor including relevant history
2. Landscape Tender Pricing schedule (using the supplied Excel workbook)
3. Contact details for two references, ideally local authorities
4. Public and Employers' Liability Insurance certificates
5. Health and Safety Policy

4.2. Tenders will be accepted both by email and via post.

4.3. Electronic tenders and accompanying information can be emailed to clerk@raunds-tc.gov.uk

4.4. Please send hard-copy tenders and accompanying information in a sealed envelope marked:

**PRIVATE & CONFIDENTIAL – GROUNDS MAINTENANCE TENDER
ENCLOSED**

Town Clerk
Raunds Town Council
The Hall
Thorpe Street
Raunds
Wellingborough
NN9 6LT

4.5. The email/envelope should arrive no later than 5pm on Friday 31 January 2025. Any tenders received after the deadline will be discounted.

5. Overview of Areas

5.1. The areas to be covered by the contract are set out below. Please see full requirements for each area, including maps on the relevant page of this document.

5.2. Number of cuts for each area are specified but the appointed contractor will be required to determine the timing, frequency and height of these cuts according to season and growth. The aim is to maintain a uniform standard.

5.3. Grass clippings may be left unless otherwise specified or if grass has been left particularly long by the contractor.

Grass Cutting (to include strimming and general clearance):	Anticipated No. of cuts per annum
RA01(A) - Amos Lawrence Playing Field, Stanwick Road	Sixteen
RA01 (B) – Community Orchard, Amos Lawrence Playing Field, Stanwick Road	Twice
RA01 (C) – Andrews Way	Sixteen
RA02 – Bassfords Recreation Ground, Marshalls Road	Sixteen
RA02A – The Delves/London Road	Sixteen
RA03 – Saxon Hall and Town Hall Grounds	Sixteen
RA04 - St Peter's Church Memorial Gardens	Sixteen
RA05 – St Peter's Churchyard	Sixteen
RA06 – Cemetery, London Road	Sixteen
RA06A – Dog Park, Rear of London Road Cemetery	Eight
RA07 – Windmill Avenue / Windmill Grove	Sixteen
RA09 – Manor Road Junction	Sixteen
RA10 – Whittam Close	Sixteen
RA11 – Heritage Way	Sixteen
RA14 – Nene Close / McInnes Way	Sixteen
RA15 – De Ferneus Drive	Sixteen
RA16 – De Ferneus Drive / Rotton Row	Sixteen
RA17 – Harvey Close	Sixteen

RA17A – Spinney Street	Sixteen
RA18 – Millfield, Off Windmill Lane	Sixteen
RA20 – Windmill Lane to Millfield Footpath	Sixteen
RA21 – Blind Lane Footpath	Sixteen
RA22 – Perry Lane	Sixteen
RA24 – Webb Road	Sixteen
RA25 – Highway Verges (Maps available at Appendix 1 – Raunds Verges)	Seven
RA28 – Chamberlain Way	Sixteen
RA29 – Titty Ho	Sixteen
RA30 – Saddlers Play Area	Sixteen
RA32 – Sheffield Court	Sixteen

Hedge Cutting:	Anticipated No. of cuts per annum
RA01(A) - Amos Lawrence Playing Field, Stanwick Road	Two
RA01 (C) – Andrews Way	Two
RA02 – Bassfords Recreation Ground, Marshalls Road	Two
RA02A – The Delves/London Road	Two
RA03 – Saxon Hall and Town Hall Grounds	Two
RA04 – St Peter’s Church Memorial Gardens	Two
RA06 – Cemetery, London Road	Two
RA06A – Dog Park, Rear of London Road Cemetery	Two
RA17A – Spinney Street	Two
RA18 – Millfield, Off Windmill Lane	Two
RA19 – Welbourne Close Hedge	Two
RA20 – Windmill Lane to Millfield Footpath	Two
RA24 – Webb Road	Two
RA28 – Chamberlain Way	Two
RA30 – Saddlers Play Area	Two

Footpaths:	Anticipated No. of cuts per annum
RA01 (B) – Community Orchard, Amos Lawrence Playing Field, Stanwick Road	Four

Litter Bins:	Frequency per week
RA01(A) - Amos Lawrence Playing Field, Stanwick Road x 5	Twice
RA02 – Bassfords Recreation Ground, Marshalls Road x2	Twice
RA03 – Saxon Hall and Town Hall Grounds x1	Once
RA06 – Cemetery, London Road x4	Once
RA18 – Millfield, Off Windmill Lane x1	Once
RA24 – Webb Road x1	Once
RA30 – Saddlers Play Area x1	Once

Litter Collection and Cleansing:	Frequency per annum
RA01(A) - Amos Lawrence Playing Field, Stanwick Road	Refer to schedule
RA01 (B) – Community Orchard, Amos Lawrence Playing Field, Stanwick Road	Fifty-Two
RA02 – Bassfords Recreation Ground, Marshalls Road	Refer to schedule
RA04 – St Peter’s Church Memorial Gardens	Fifty-Two
RA17A – Spinney Street	Fifty-Two
RA18 – Millfield, Off Windmill Lane	Fifty-Two
RA20 - Windmill Lane to Millfield Footpath, Raunds	Fifty-Two
RA21 Blind Lane Footpath, Raunds	Fifty-Two
RA24 – Webb Road	Refer to schedule
RA30 – Saddlers Play Area	Refer to schedule
RA31 – Marshalls Road Car Park	Fifty-Two

Pesticides	Frequency per annum
RA06 – Cemetery, London Road	Refer to schedule
RA27 – Pocket Park	Four
RA30 – Saddlers Play Area	Four
RA31 – Marshalls Road Car Park	Four

Leaf Collection	Anticipated No. of cuts per annum
RA04 – St Peter’s Church Memorial Gardens	One

6. Miscellaneous

6.1.The appointed contractor will also be required to undertake some occasional miscellaneous work outside the contracted tasks. It is expected that these tasks will be invoiced separately but priced at the same hourly rate as the main contract. Instruction for any of this additional work will be given by the Clerk or Assistant Clerk.

7. Cemetery Maintenance, Grave Digging and Related Works

7.1.The Contractor shall ensure that all measures required under or by virtue of the provisions of the Local Authorities Cemeteries Order 1977, are strictly complied with and shall be deemed to have allowed in the Tender rates for doing so.

7.2.All grave digging operations shall be carried out in accordance with the Institute of Cemetery and Crematorium Management (ICCM) Code of Safe Working Practice (CSWP) and relevant health and safety legislation, and all documentation contained in the Bereavement Service Cemeteries Procedures (BSCP) and any modification or amendment, of any such Act, EC Directive, Regulation, Code or Guidance thereof.

7.3.All the Contractor’s employees engaged on burial and/or exhumation duties shall hold the Cemetery Operatives Training Scheme (COTS) Certificate or City and Guilds National Proficiency Test Council (NPTC) Standard.

7.4. The Contractor shall set out the costs of providing Cemetery Works in the Pricing Schedule referred to in paragraph 1.2.

Miscellaneous/Cemetery Works to include:	Frequency
Cemetery Maintenance, Grave Digging and Related Works	As instructed
Clearing leaves	As instructed
Weed untended graves and ashes plots	As instructed
Make up sunken graves	As instructed
Litter picking on specified areas of grass verge	As instructed
Watering new trees and hedges	As instructed
Tree works - reducing, thinning, pruning pollarding and felling works as necessary	As instructed
Other miscellaneous work	As instructed

8. Grass Cutting Area Maps and Specifications

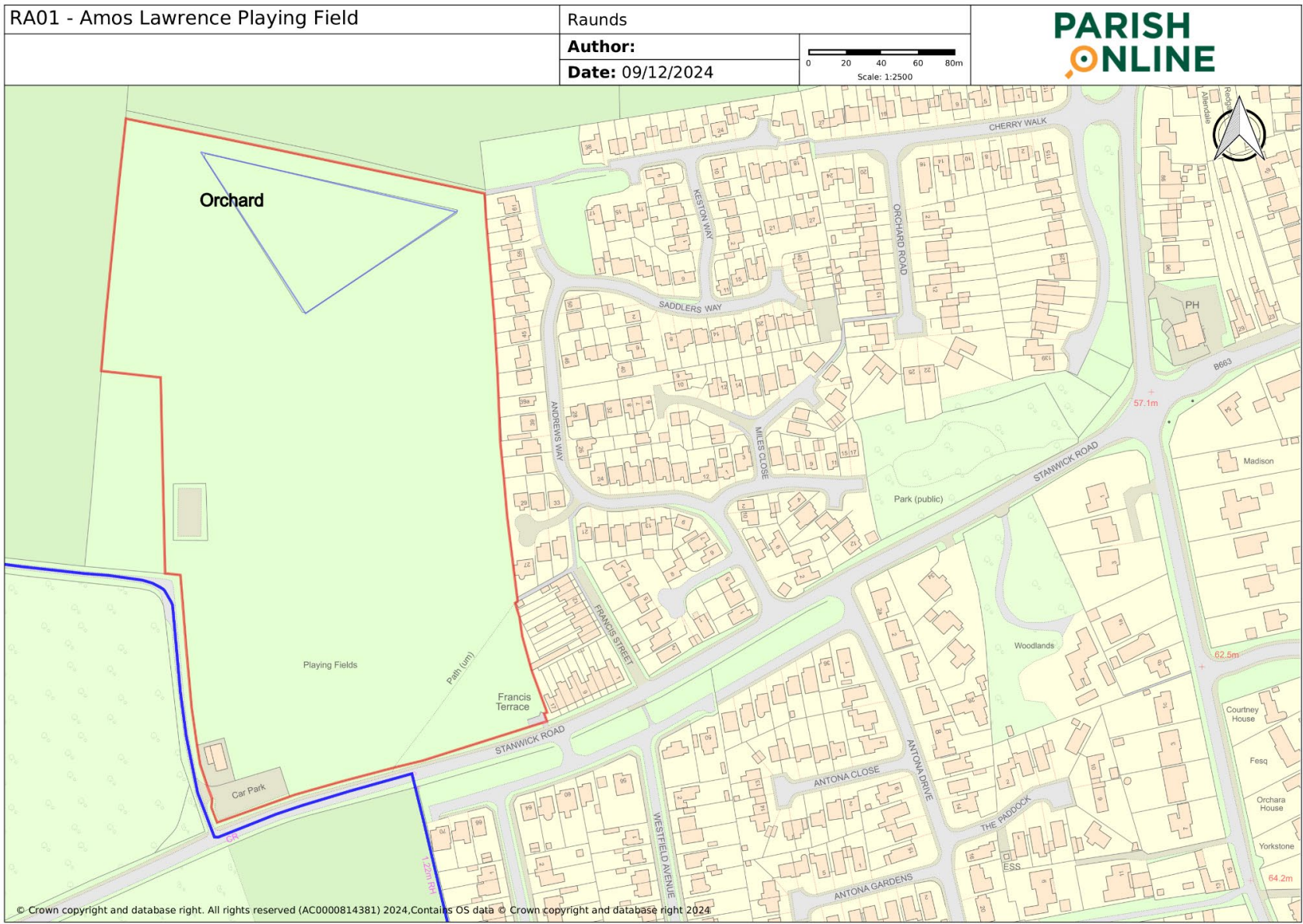
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA01
(A)

Site: Amos Lawrence Playing Field, Stanwick Road

Playing field comprising grass area, hard surfaces, boundary hedges, skate park and car park.

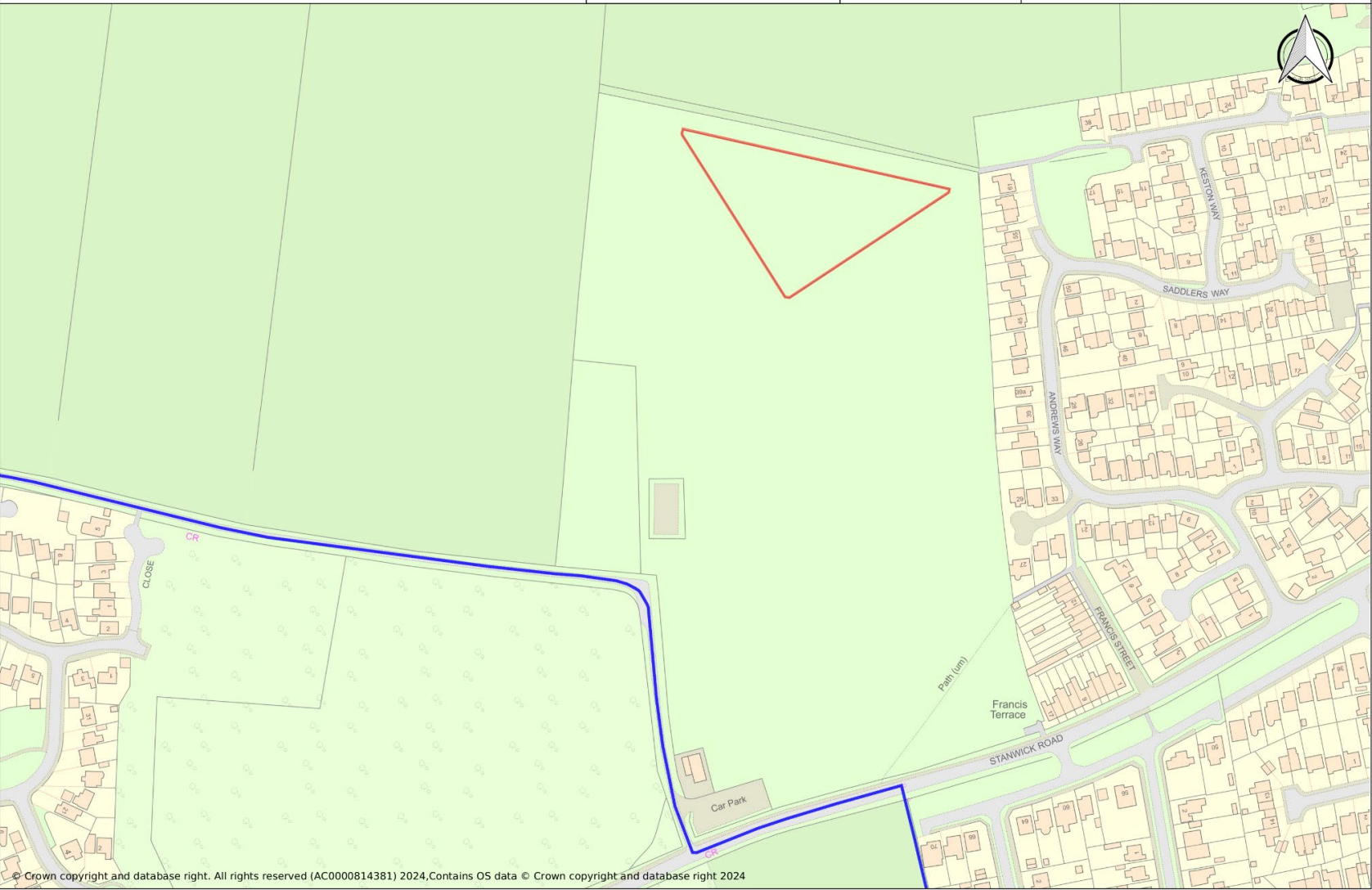
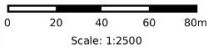
No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	One side and top not exceeding 3m high.	2
	Two sides and top not exceeding 3m high (Stanwick Road).	2
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Litter pick hard surface Basketball area weekly	52
	Litter pick hard surface Car Park and Skate Park/Pump Track areas (5x Summer, 3x Winter)	156
	Litter pick perimeter of the playing field (1m strip) weekly	52
	Empty all litter bins (x5) twice per week.	104



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICESSITE NO: RA01
(B)**Site:** Community Orchard, Amos Lawrence Playing Field, Stanwick Road

Community orchard containing a variety of fruit and nut trees, planted in grassland with unsurfaced footpaths.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Community Orchard grass footpaths to be cut during the months of March, June and August	3
	Community Orchard full cut during the month of September/October	1
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Collection and removal of all litter from the entire site weekly.	52



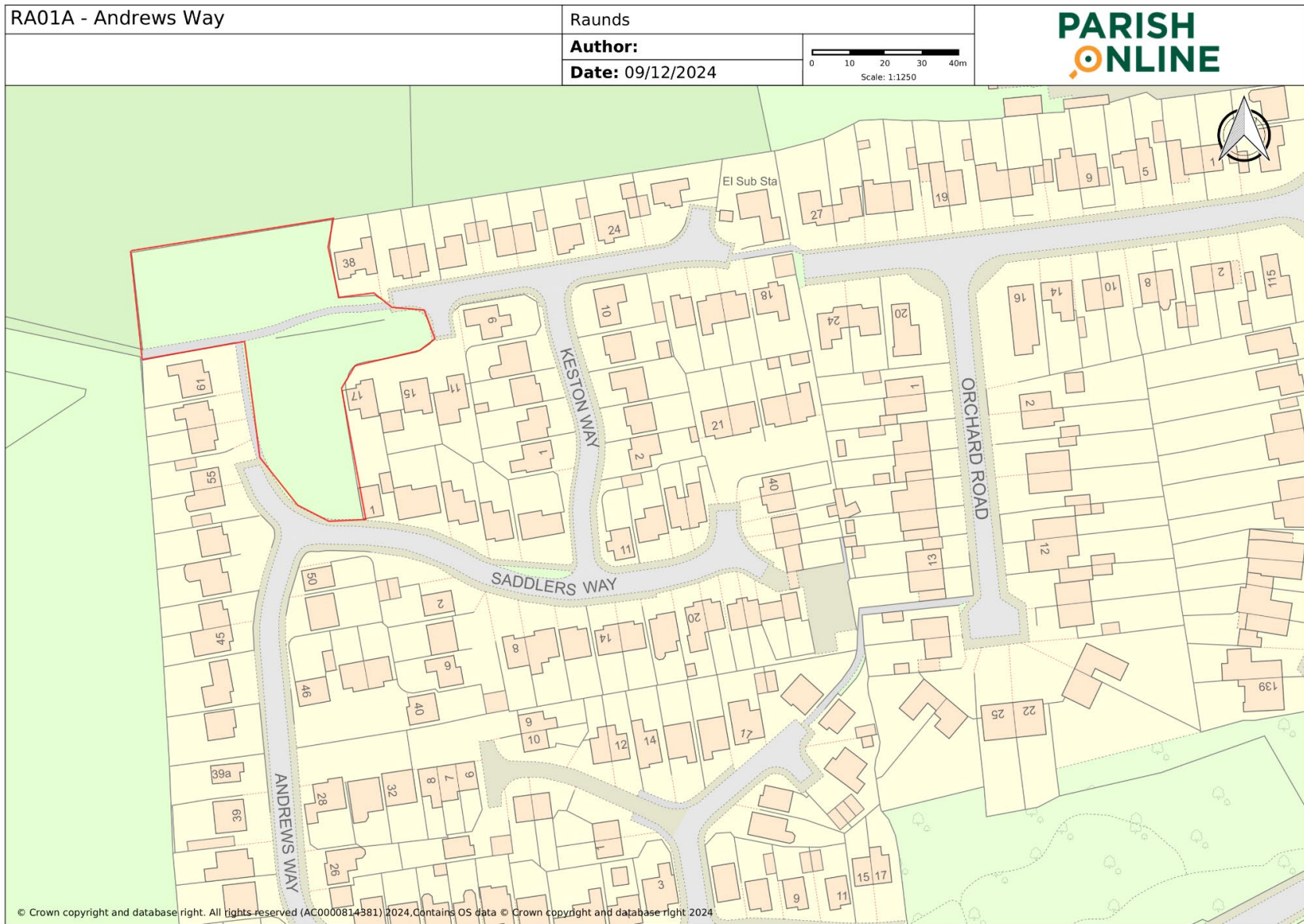
**CONTRACT FOR GROUNDS MAINTENANCE AND
ASSOCIATED SERVICES**

SITE NO: RA01
(C)

Site: Andrews Way, Raunds

Amenity area, comprising grass and hedge.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	Two sides and top not exceeding 2m high.	2



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA02

Site: Bassfords Recreation Ground, Marshalls Road

Recreation Ground comprising grass area, footpath, hard surfaces and boundary hedge.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	One side only exceeding 3m high.	2
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Collection and removal of all litter from the entire site fortnightly.	27
	Litter pick perimeter of the playing field (1m strip) weekly	52
	Collection and removal of all litter from Play Area daily.	260
	Emptying of Play Area litter bins (x2) twice per week.	104

RA02 - Bassfords Recreation Ground

Raunds

Author:

Date: 09/12/2024

0 20 40 60 80m
Scale: 1:2500

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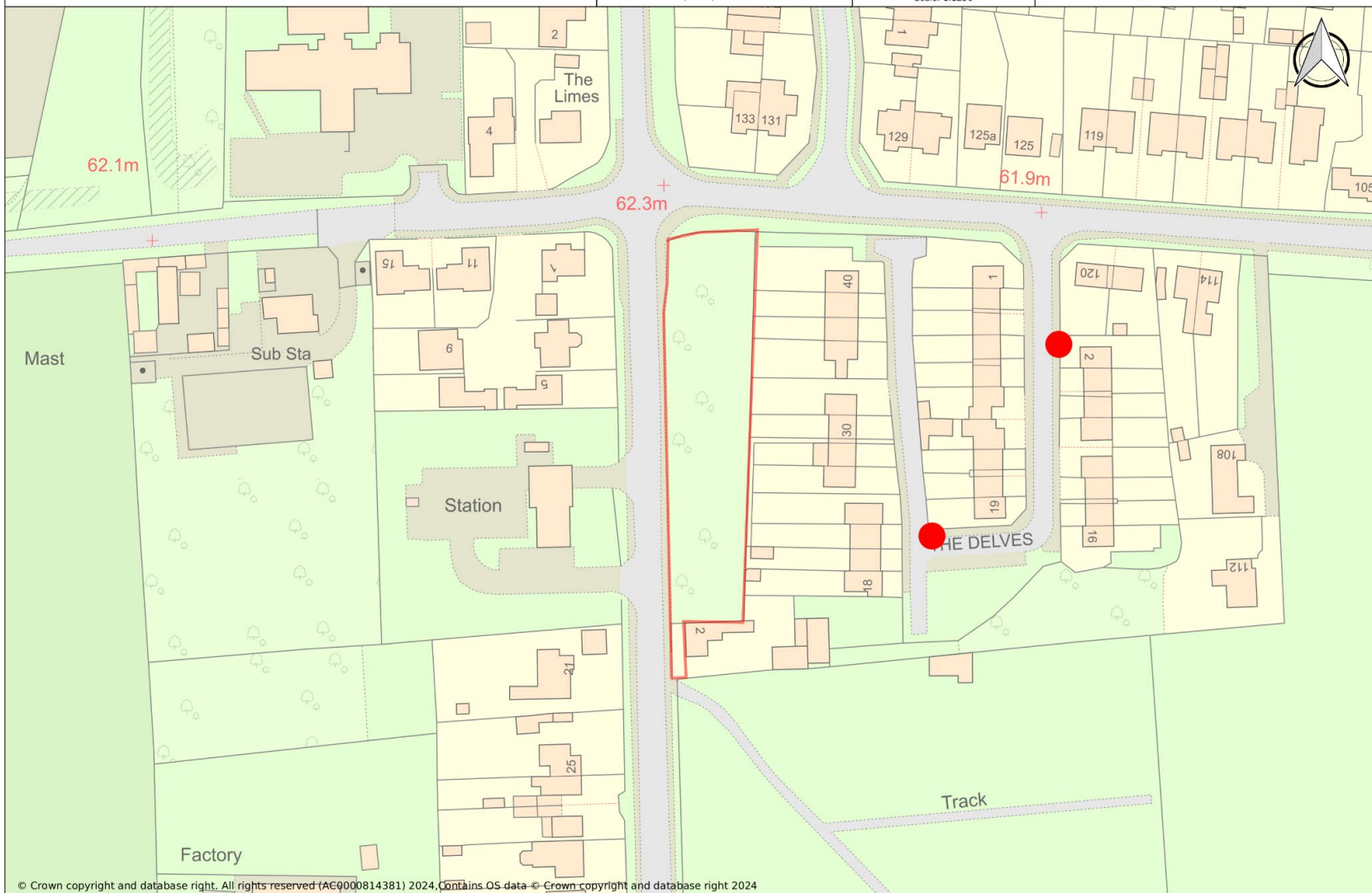
**CONTRACT FOR GROUNDS MAINTENANCE AND
ASSOCIATED SERVICES**

SITE NO: RA02A

Site: The Delves/London Road

Open space comprising of amenity grass and hedge.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	Both sides and top, not exceeding 2.5m high.	2



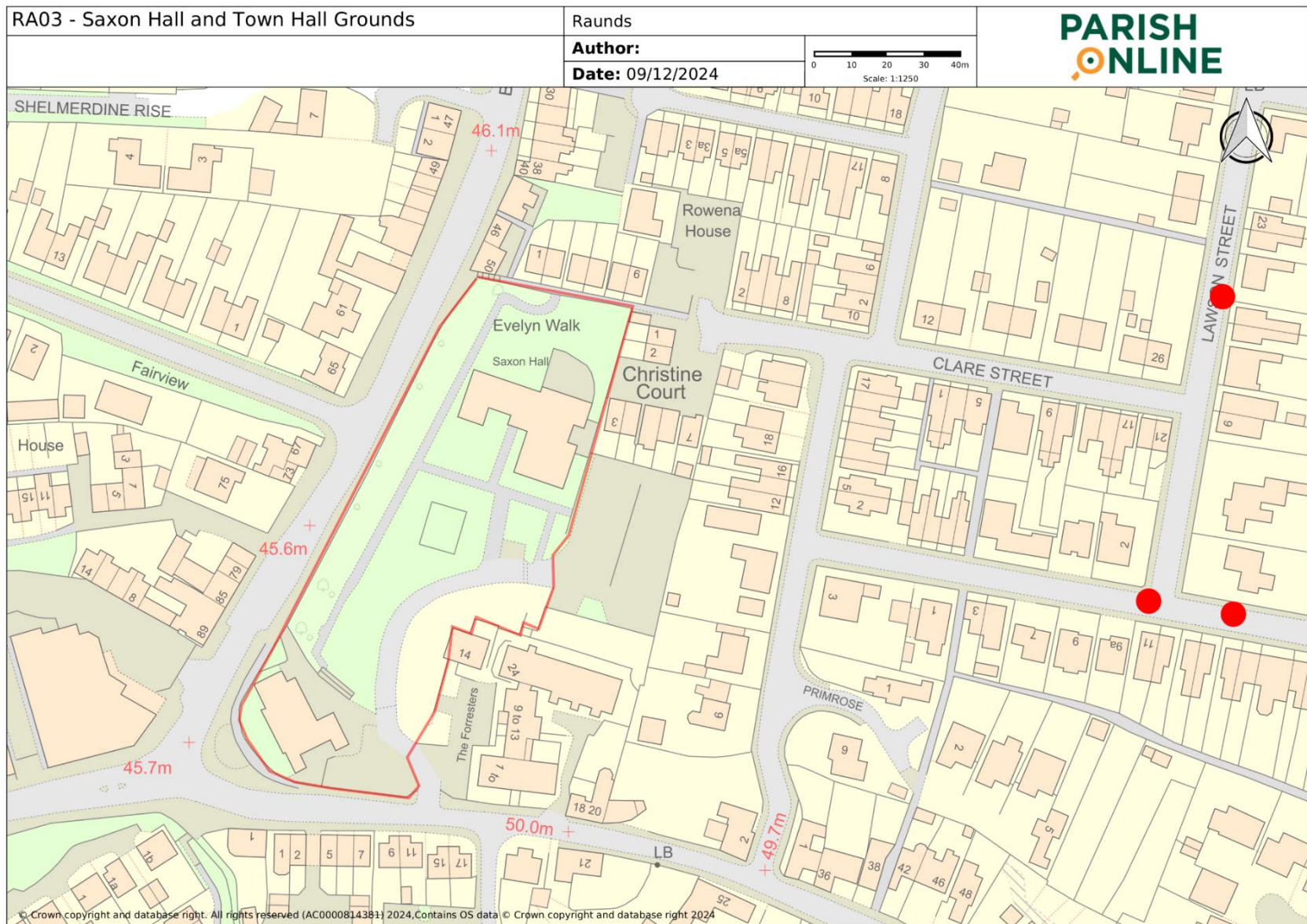
**CONTRACT FOR GROUNDS MAINTENANCE AND
ASSOCIATED SERVICES**

SITE NO: RA03

Site: Saxon Hall and Town Hall Grounds

Grounds surrounding The Town Hall and Saxon Hall comprising grass area, hedge, footpaths and car parking areas.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	Both sides and top not exceeding 2.5m high.	2
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Emptying of play area litter bin once per week.	52



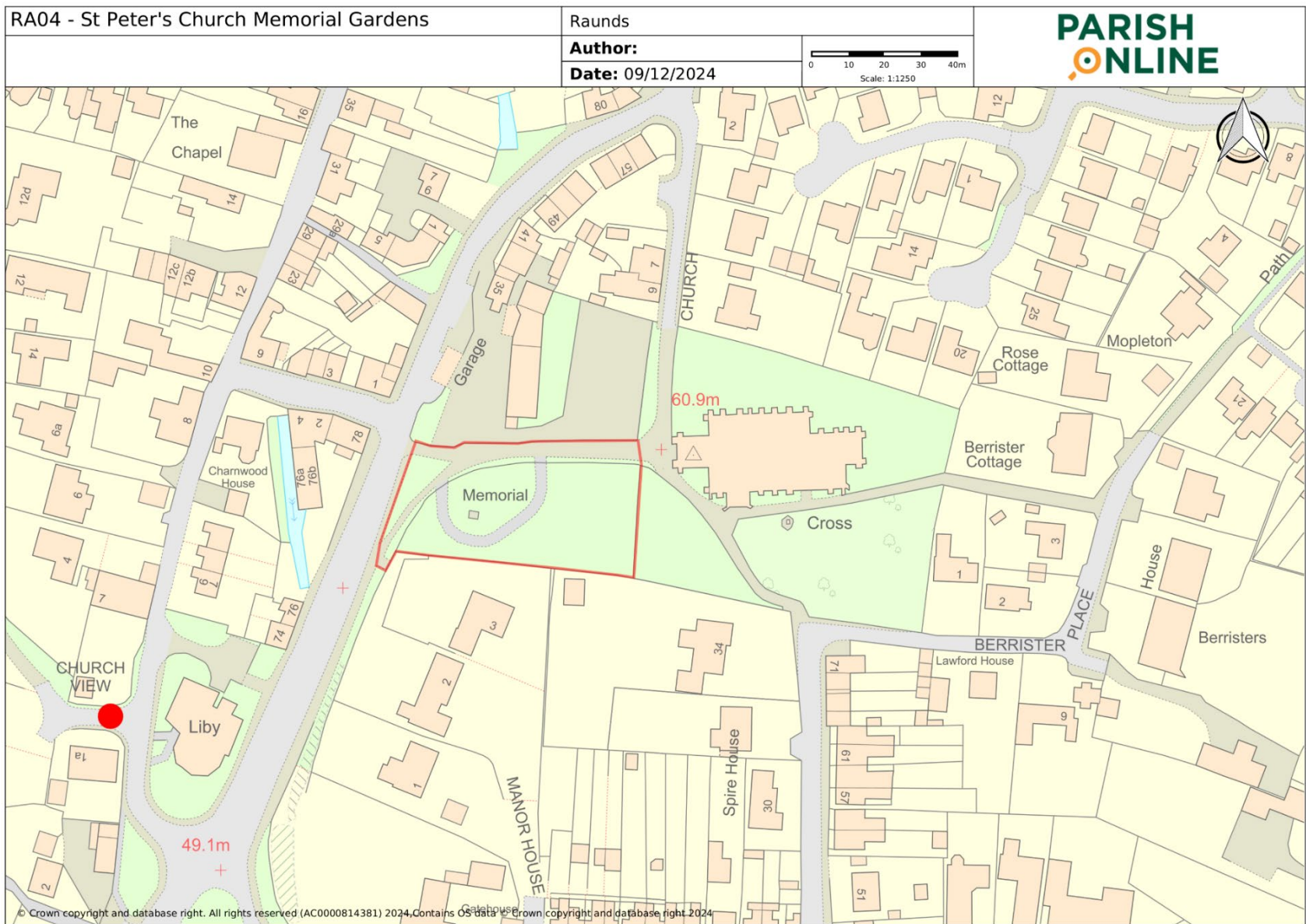
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA04

Site: St Peter's Church Memorial Gardens

Memorial Gardens comprising grass area, boundary hedge and footpaths.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	One side and top exceeding 2.5m high.	2
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Collection and removal of all litter from the whole site once per week.	52
9	<u>Leaf fall</u>	
	Removal of leaf accumulation prior to Remembrance Sunday.	1



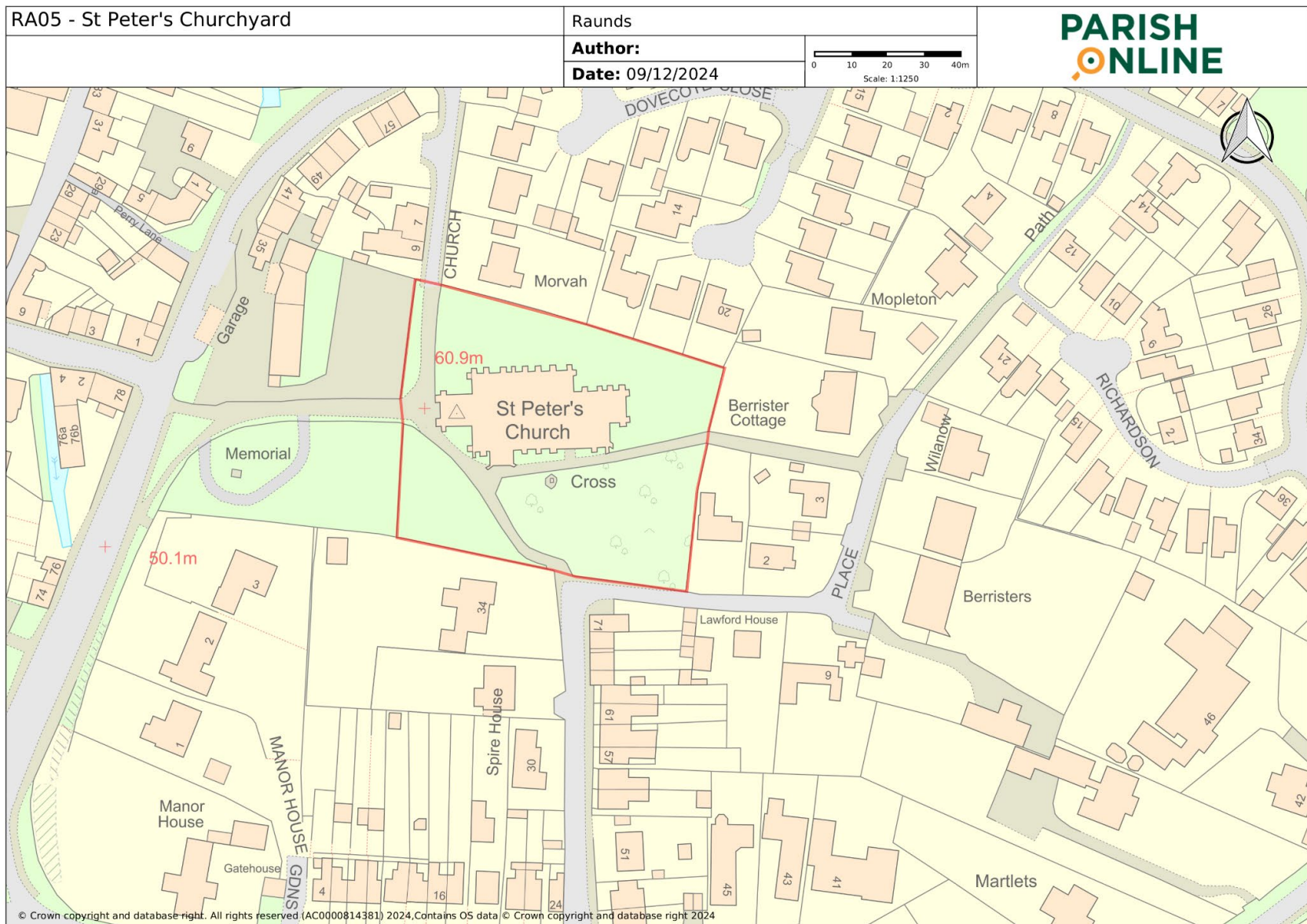
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA05

Site: St Peter's Churchyard

Closed churchyard comprising general grass areas including path side, boundary hedge and burial plots.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2 (refer to items 12.2.2 to 12.2.5 deemed to be inclusive).	16



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

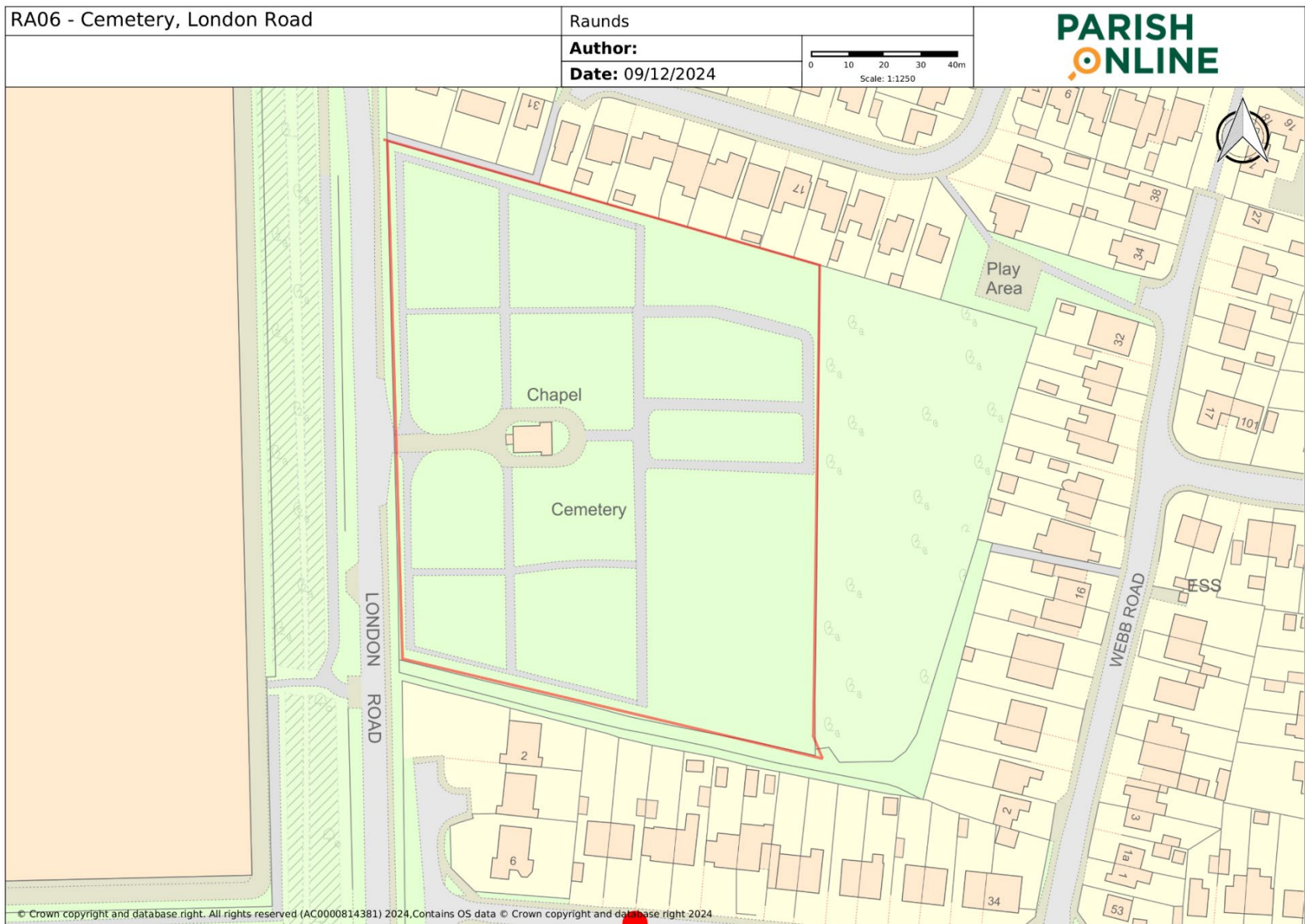
SITE NO: RA06

Site: Cemetery, London Road

Municipal Cemetery comprising general grass areas, flower beds, individual shrubs, burial plots and chapel.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2 (refer to items 12.2.2 to 12.2.5 deemed to be inclusive).	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	Two sides and top not exceeding 2m high.	2
	One side and top not exceeding 2m high.	2
8	<u>Pesticides</u>	
8.2	Spraying Hard Surfaces	
8.2.1	To all roadways and gravel paths	4
8.2.1	To areas affected by Mare's Tail only	4
8.14	Moss Killing	
	Apply Moss Killer to roadways and gravel paths	2
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	

	Empty Litter Bins weekly (x4)	52
12	<u>Cemeteries/Churchyards</u>	
12.5	Interments	
	Double (minimum depth 2m).	
	Single (minimum depth 1.8m).	
	Re-open (minimum depth 1.35m).	
	Child's grave (minimum depth 1.35m)	
	Ashes (minimum depth 600mm)	



**CONTRACT FOR GROUNDS MAINTENANCE AND
ASSOCIATED SERVICES**

SITE NO: RA06A

Site: Dog Park, Rear of London Road Cemetery

Open space comprising of amenity grass and hedge.

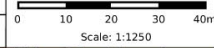
No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Perimeter paths, as shown edged blue on the map, to be maintained as Standard 2.	8
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	Both sides and top, not exceeding 2.5m high.	2

RA06A Dog Park, Rear of London Road Cemetery

Raunds

Author:

Date: 23/12/2024



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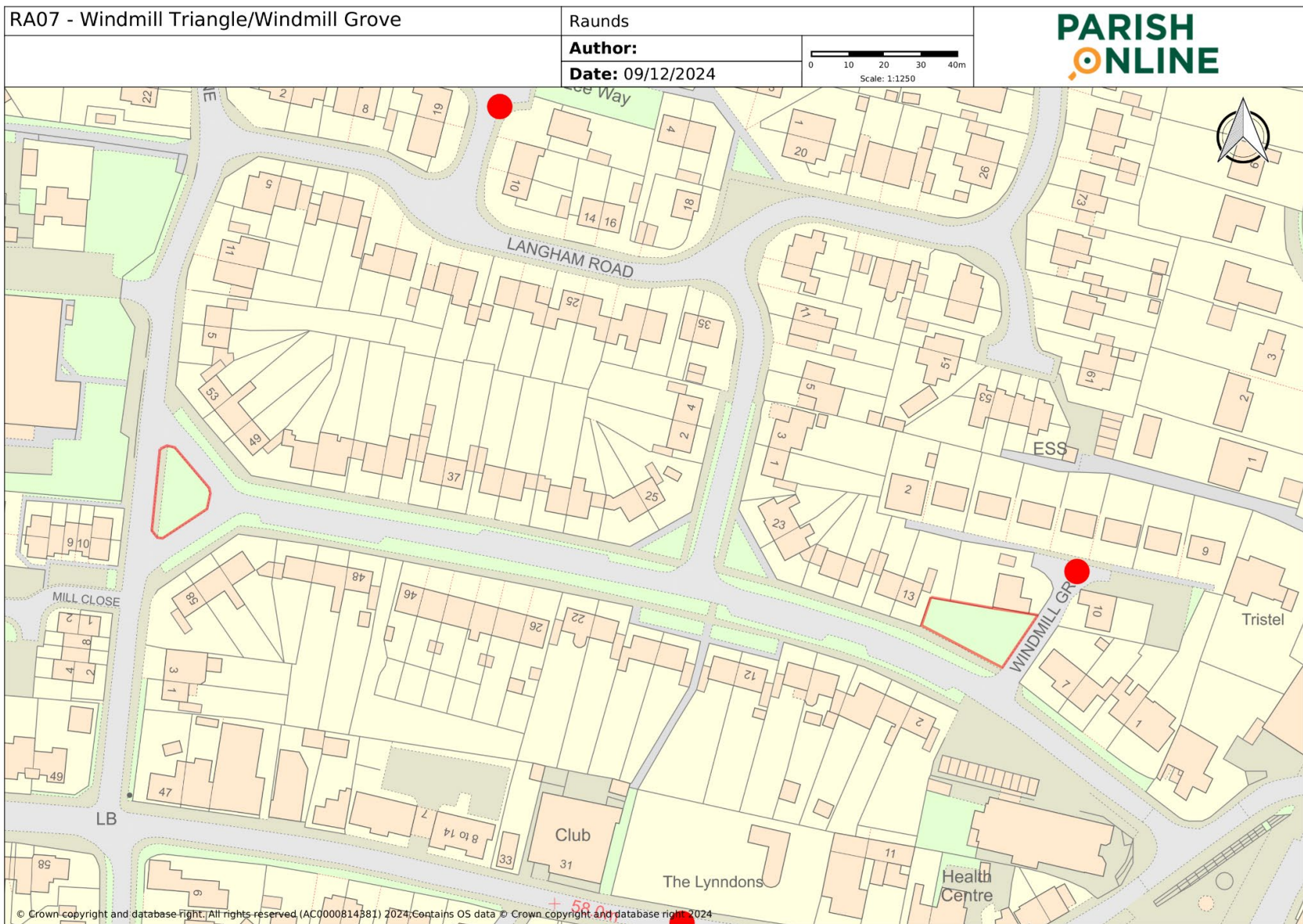
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA07

Site: Windmill Avenue/Windmill Grove

Amenity area comprising grass.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16



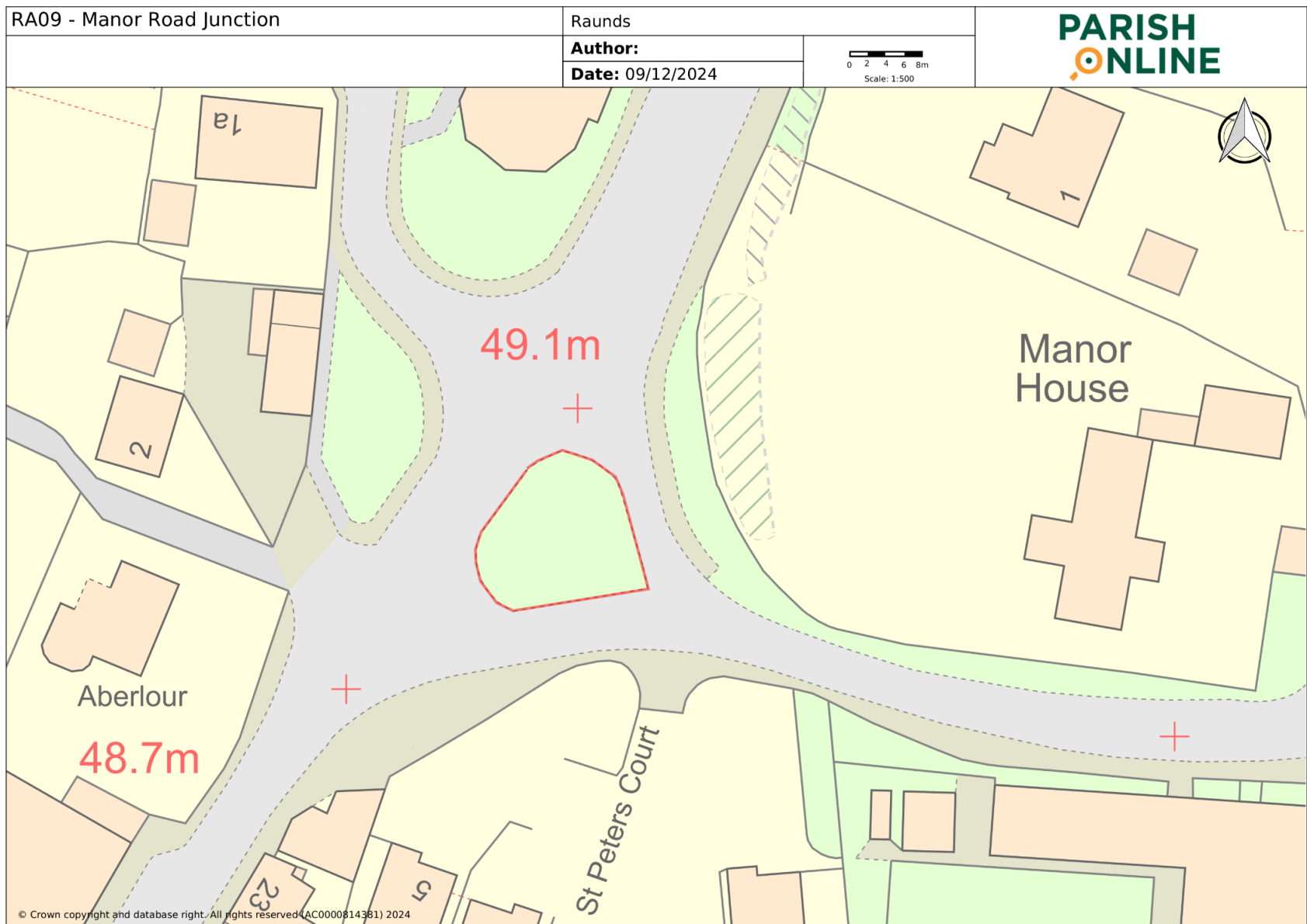
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA09

Site: Manor Road Junction

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16



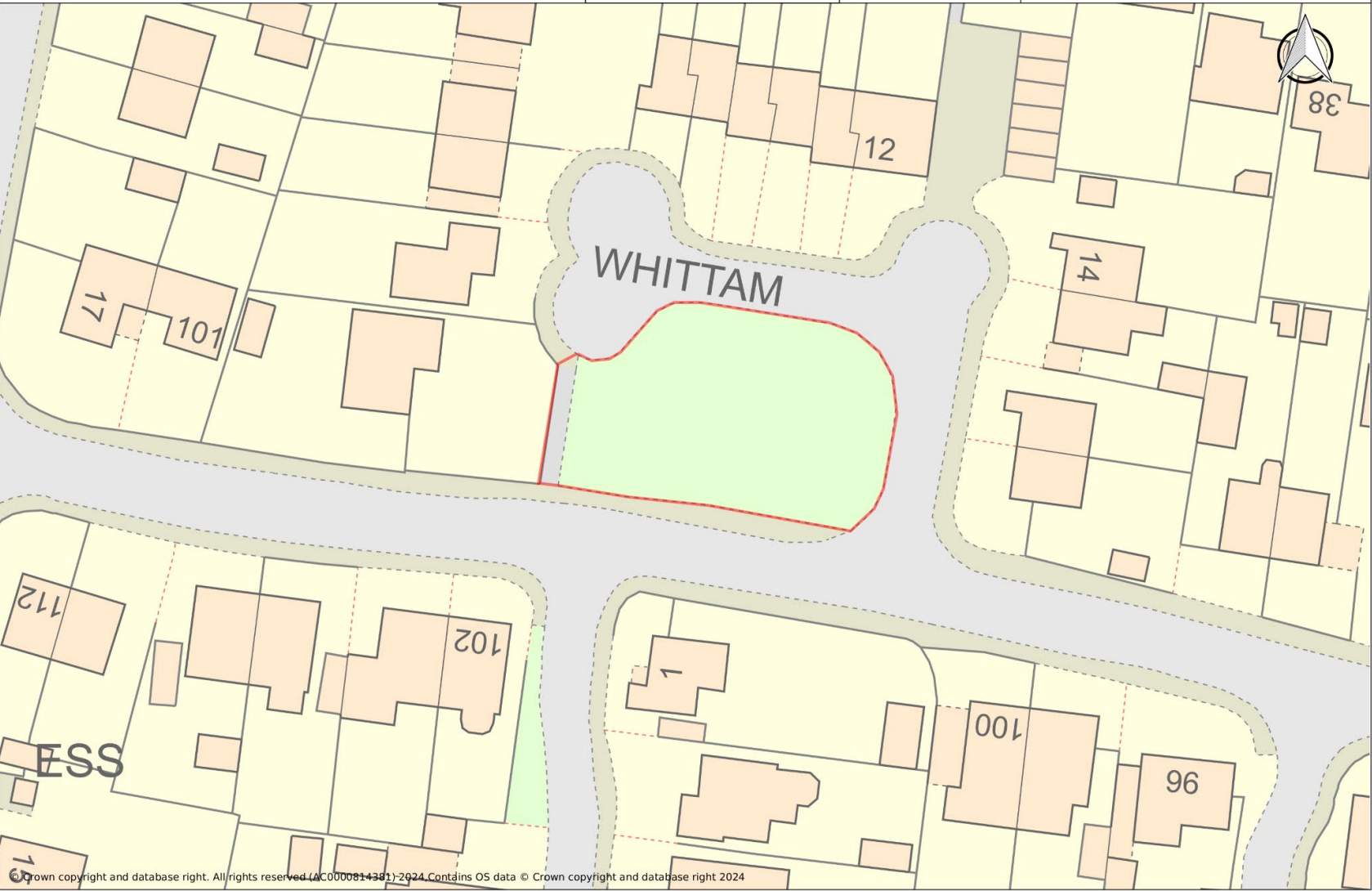
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA10

Site: Whittam Close, Raunds

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16



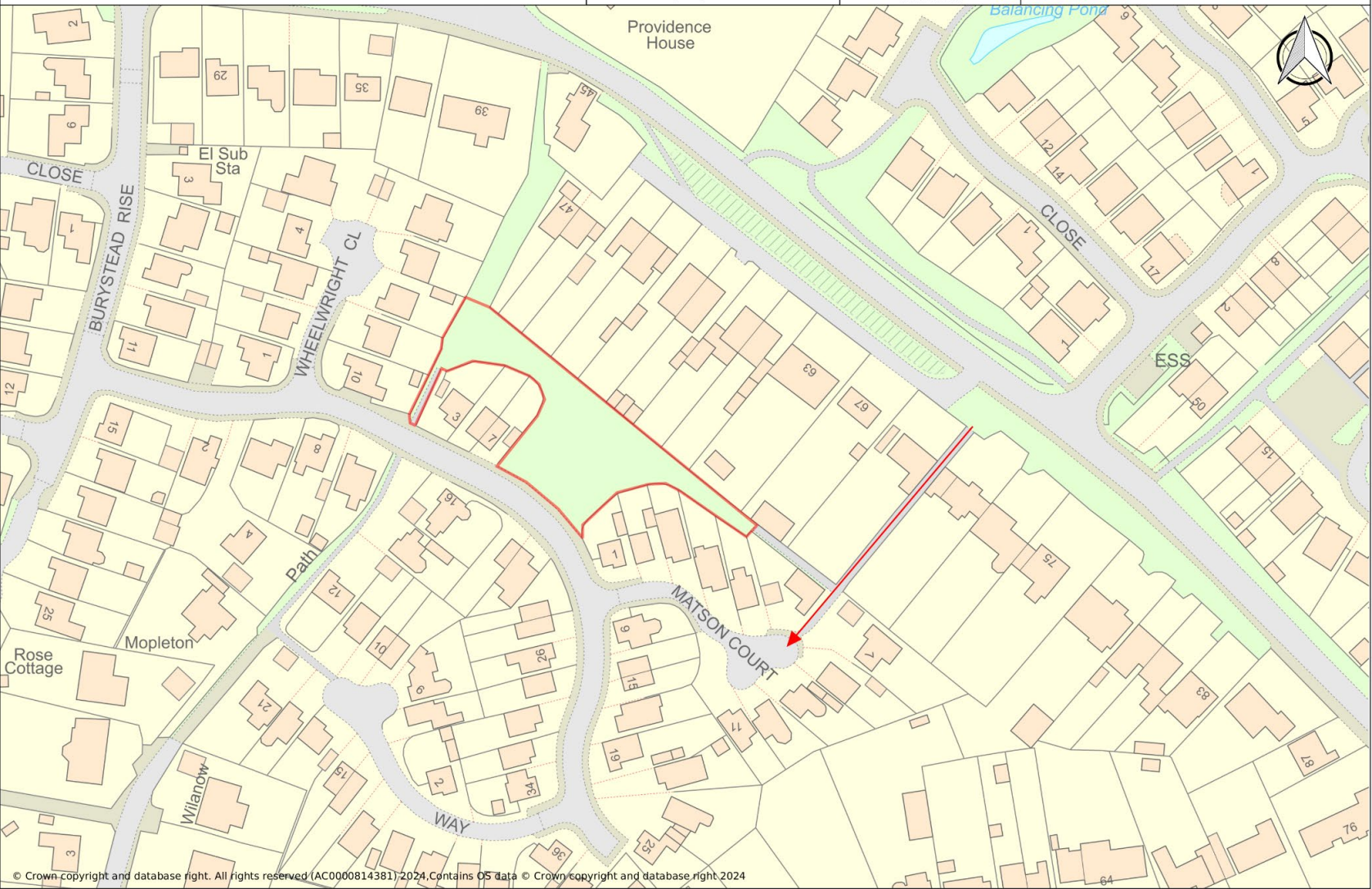
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA11

Site: Heritage Way, Raunds

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA14

Site: Nene Close/McInnes Way

Amenity grass area.

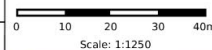
No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16

RA14 - Nene Close/McInnes Way

Raunds

Author:

Date: 09/12/2024



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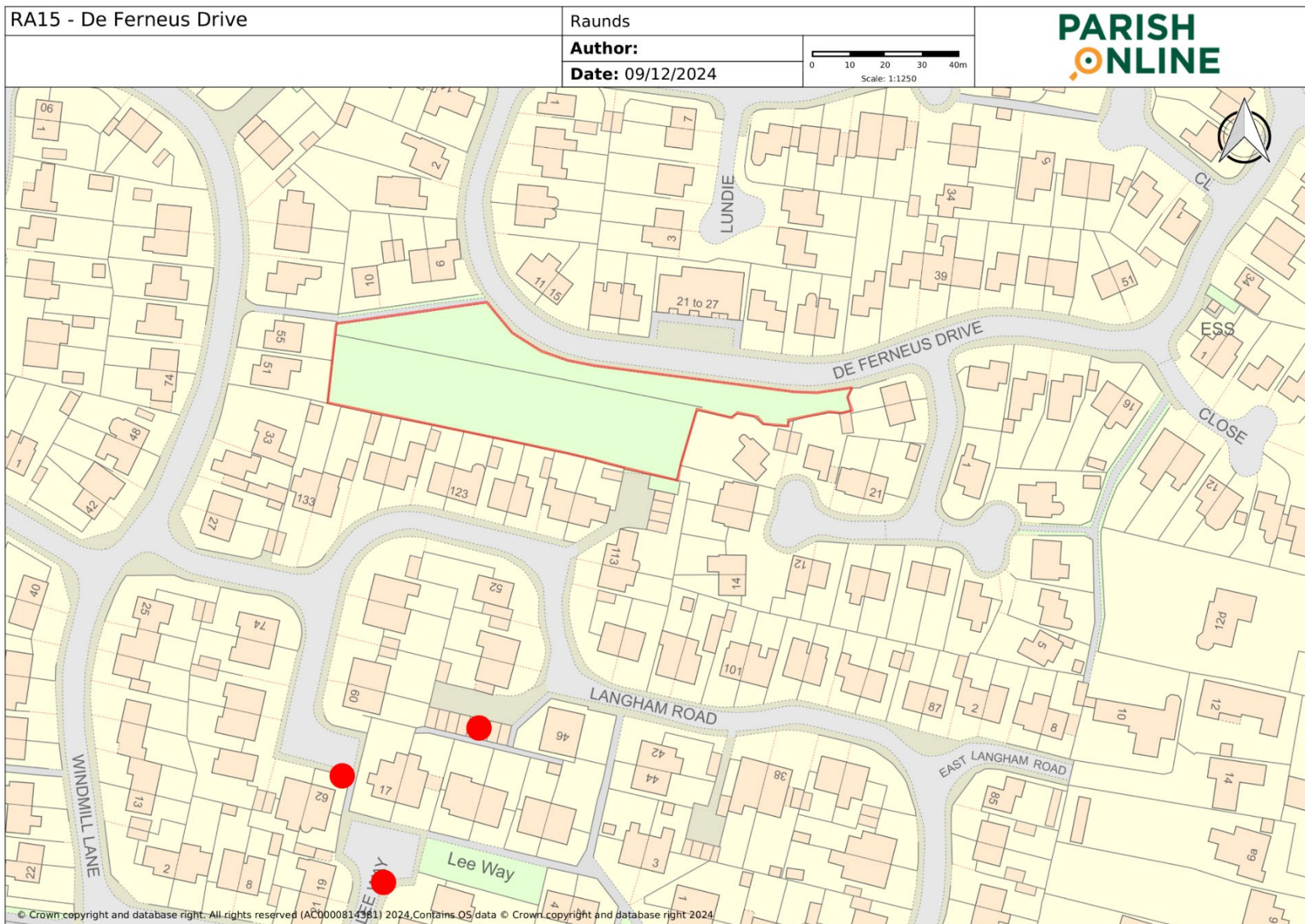
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA15

Site: De Ferneus Drive

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16



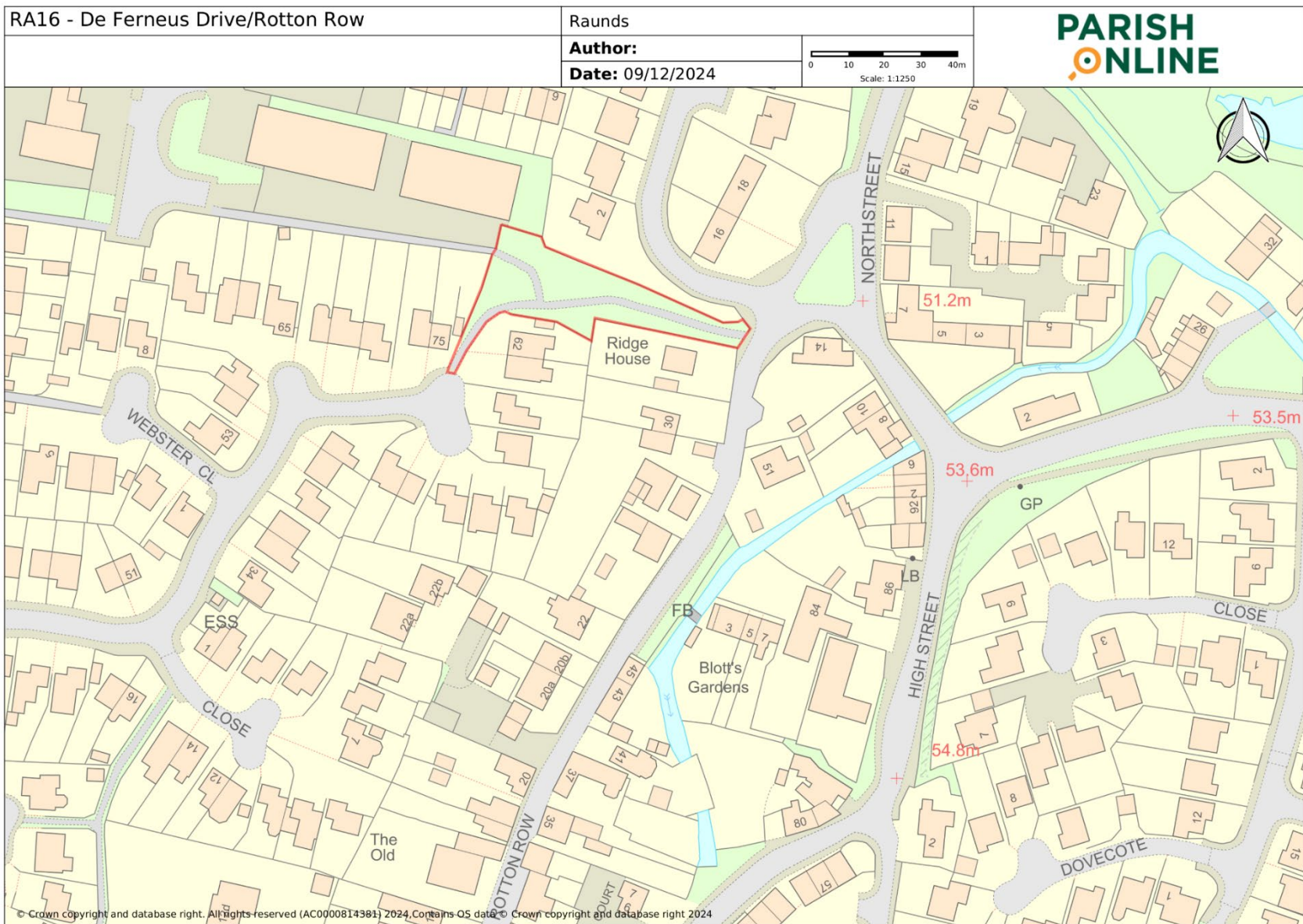
**CONTRACT FOR GROUNDS MAINTENANCE AND
ASSOCIATED SERVICES**

SITE NO: RA16

Site: De Ferneus Drive/Rotton Row, Raunds

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES **AND** SITE NO: RA17

Site: Harvey Close

Amenity grass area at end of cul-de-sac and pocket park.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16

RA17 - Harvey Close

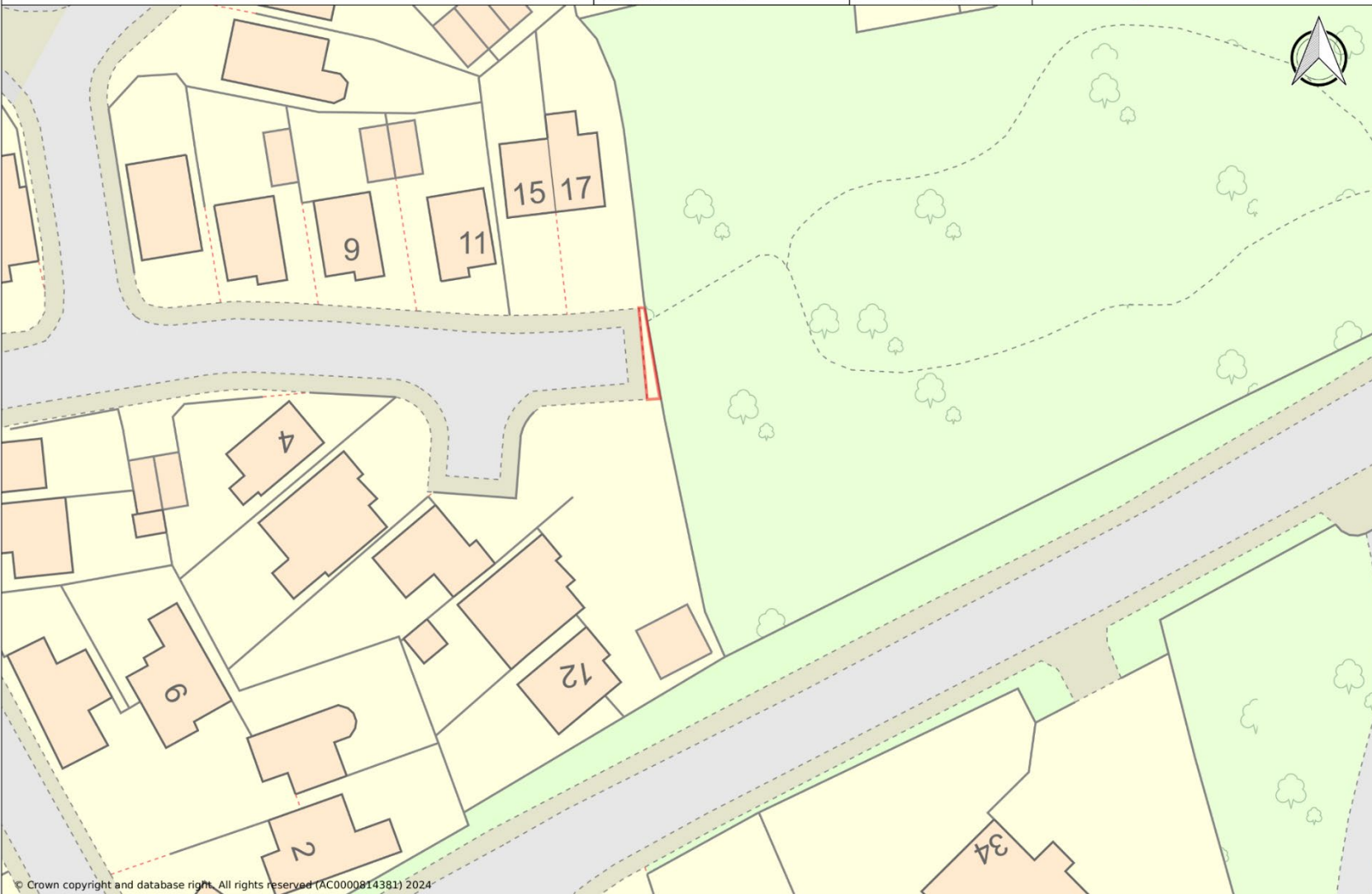
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Author:

Date: 09/12/2024

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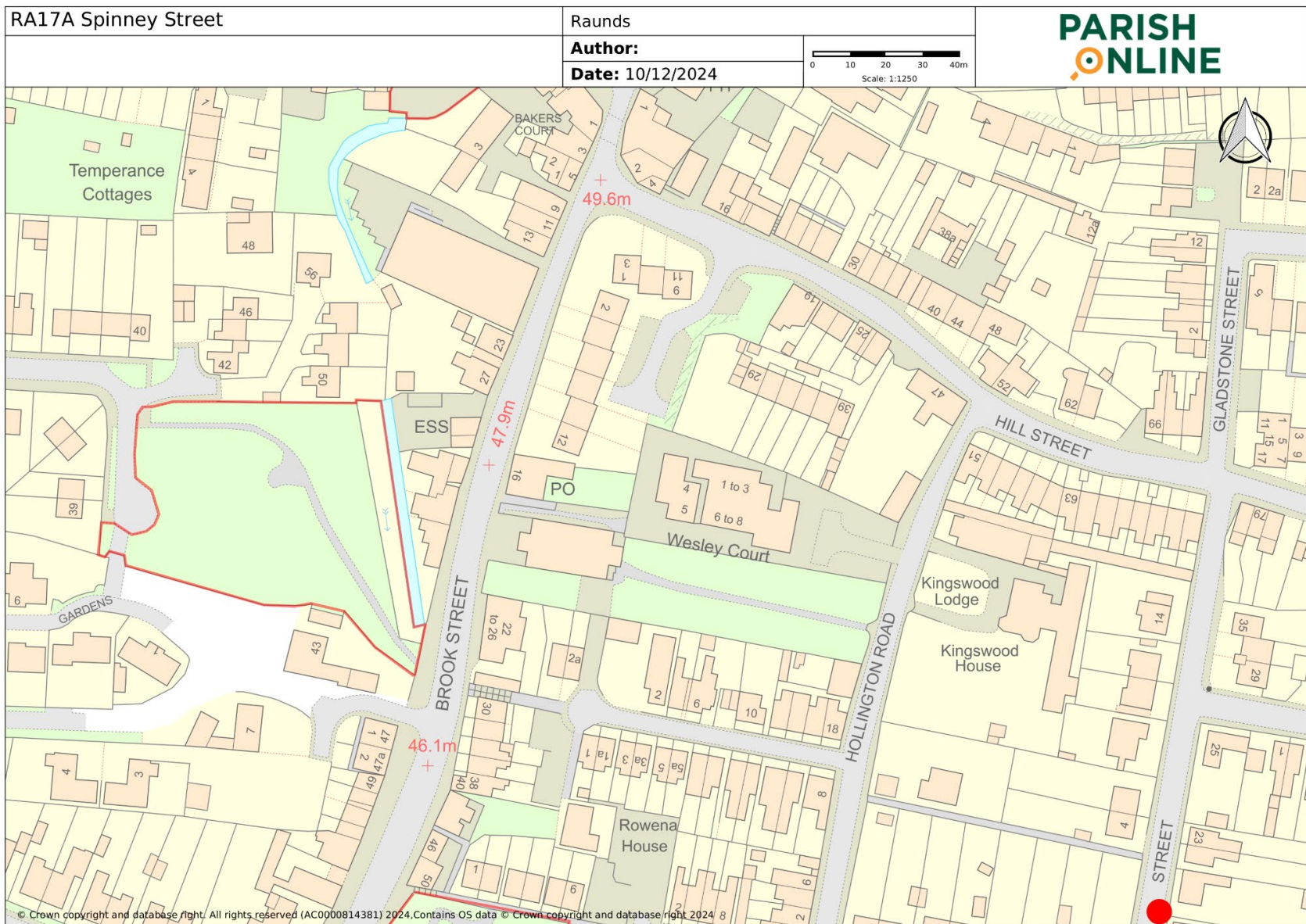


CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES **AND** **SITE NO: RA17A**

Site: Spinney Street

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	One side and top not exceeding 3m high.	2
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Collection and removal of all litter from the whole site weekly.	52



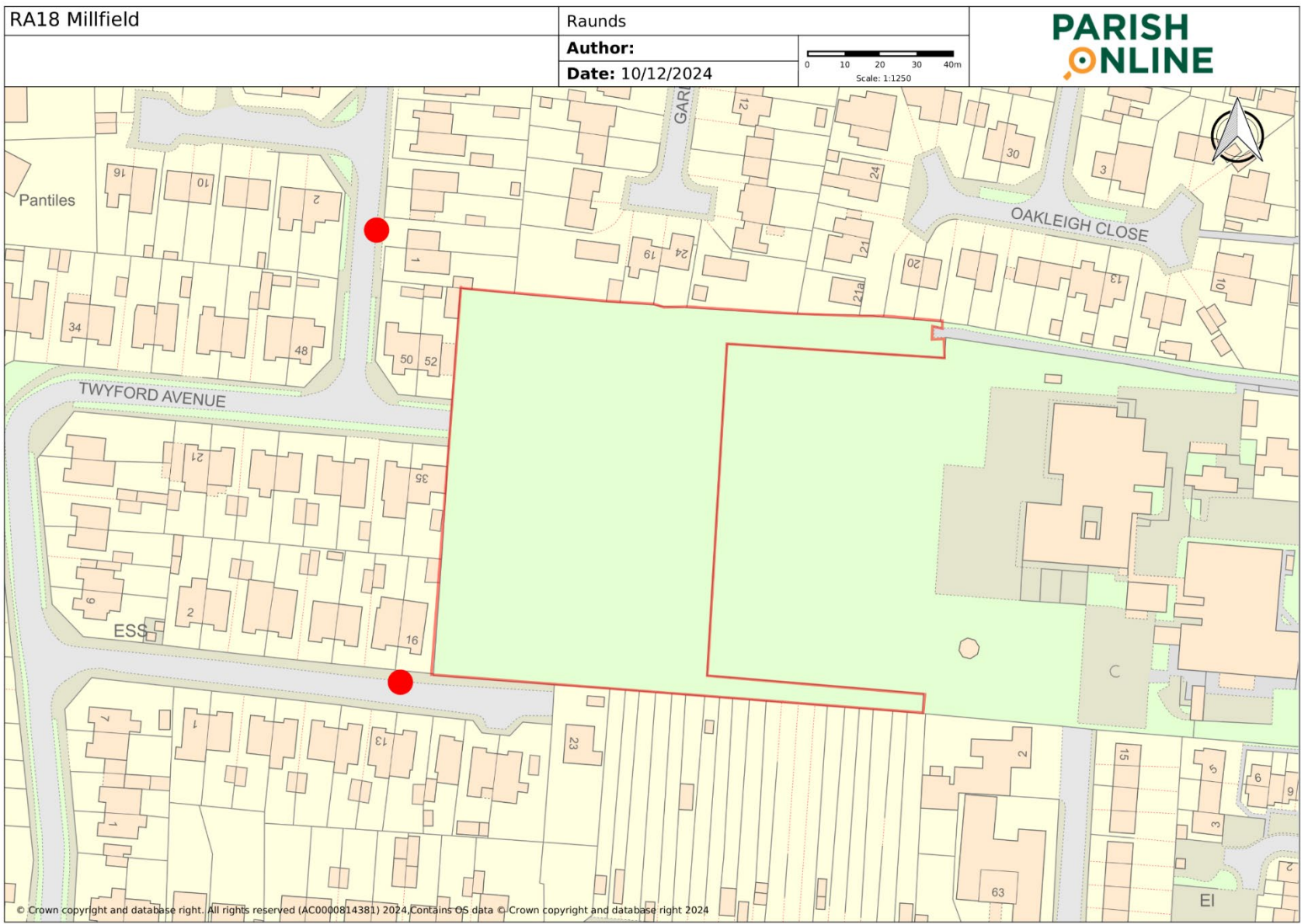
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA18

Site: Millfield, Off Windmill Lane

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	One side and top not exceeding 3m high.	2
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Litter pick perimeter of the playing field (1m strip) weekly.	52
	Emptying of litter bin once per week..	52



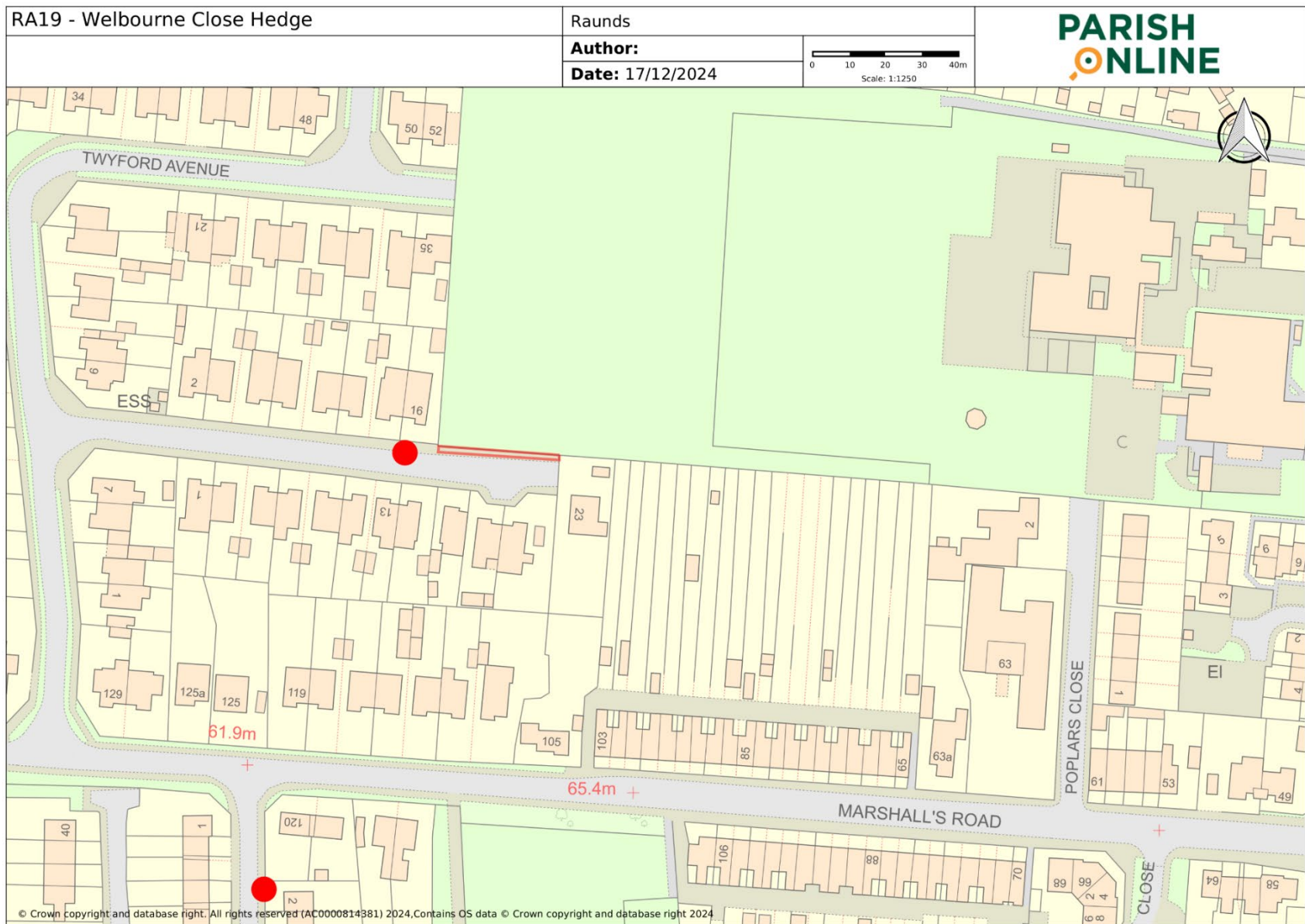
**CONTRACT FOR GROUNDS MAINTENANCE AND
ASSOCIATED SERVICES**

SITE NO: RA19

Site: Welbourne Close Hedge

Rough Hedge section outside of Millfield

No.	Description	Freq.
4	<u>Hedges</u>	
4.3.3	Rough Hedges One side and top not exceeding 3m high.	2



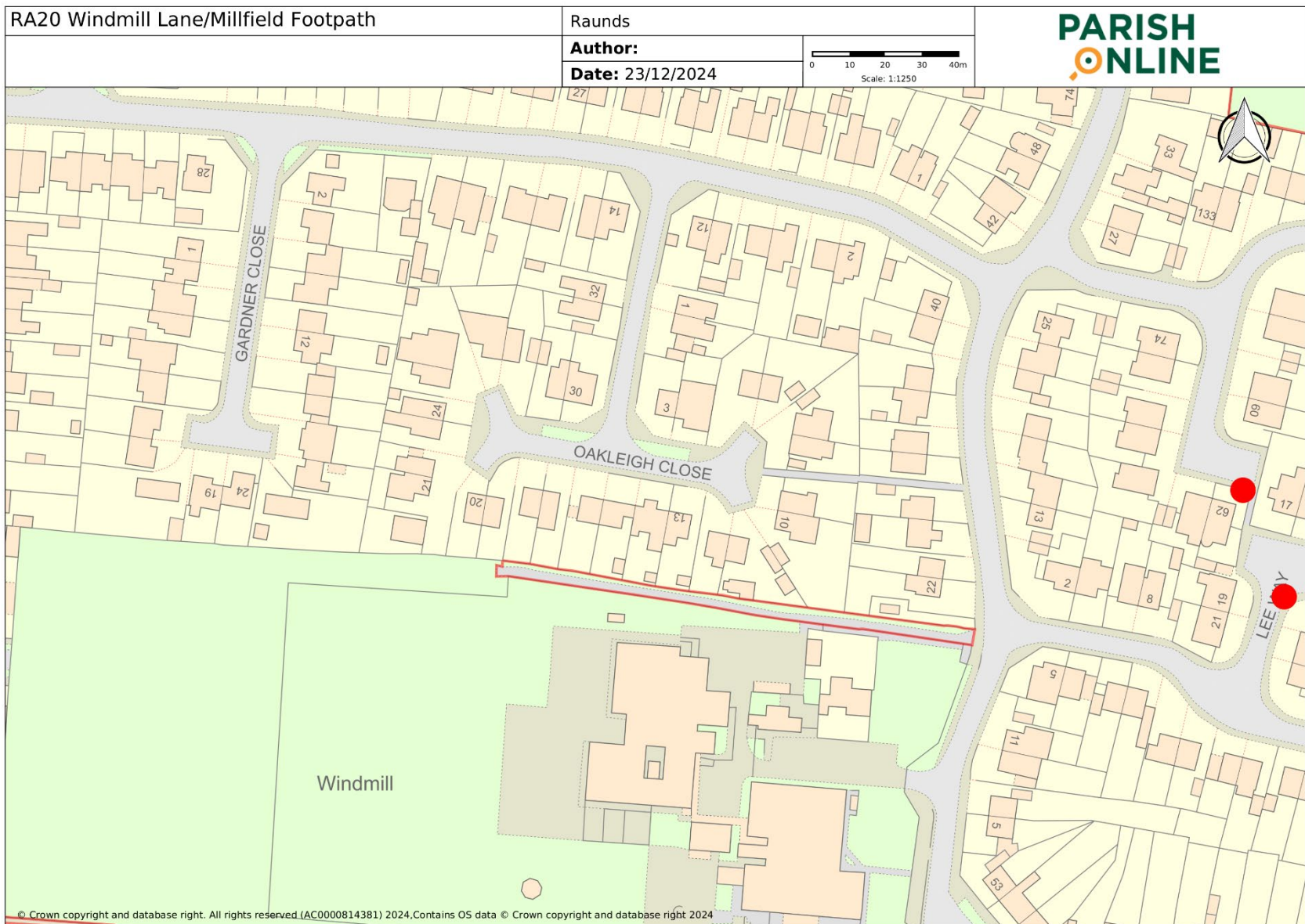
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA20

Site: Windmill Lane to Millfield Footpath, Raunds

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	One side only exceeding 3m high.	2
	Litter pick perimeter of the footpath (1m strip) weekly.	52



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA21

Site: Blind Lane Footpath, Raunds

Amenity grass area.

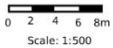
No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16
9	<u>Litter Collection and Cleansing</u> All works deemed inclusive of Clauses 9.1.1 to 9.1.15 Litter pick perimeter weekly.	52

RA21 - Blind Lane Footpath

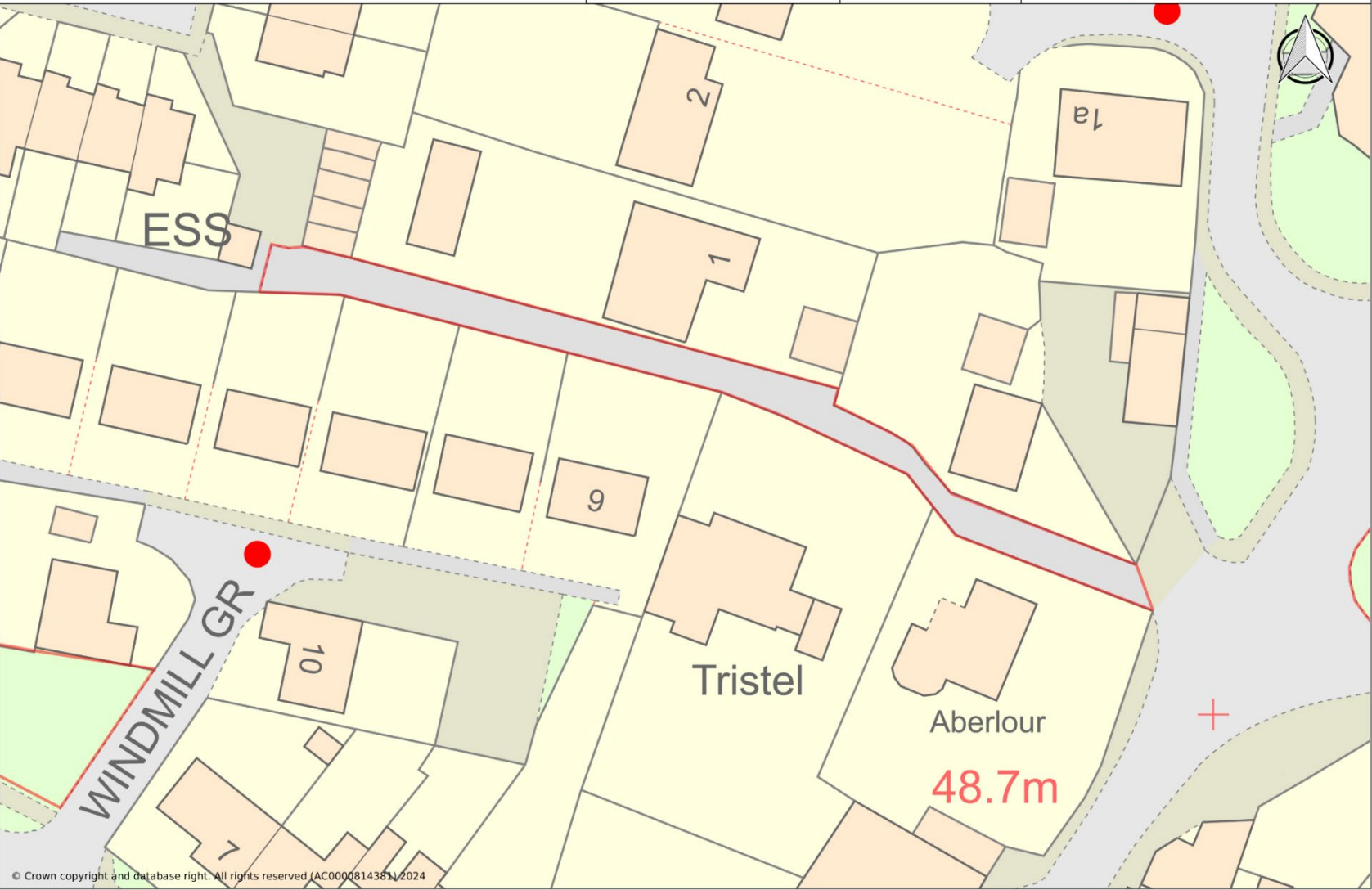
Raunds

Author:

Date: 17/12/2024



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CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA22

Site: Perry Lane, Raunds

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16

RA22 - Perry Lane

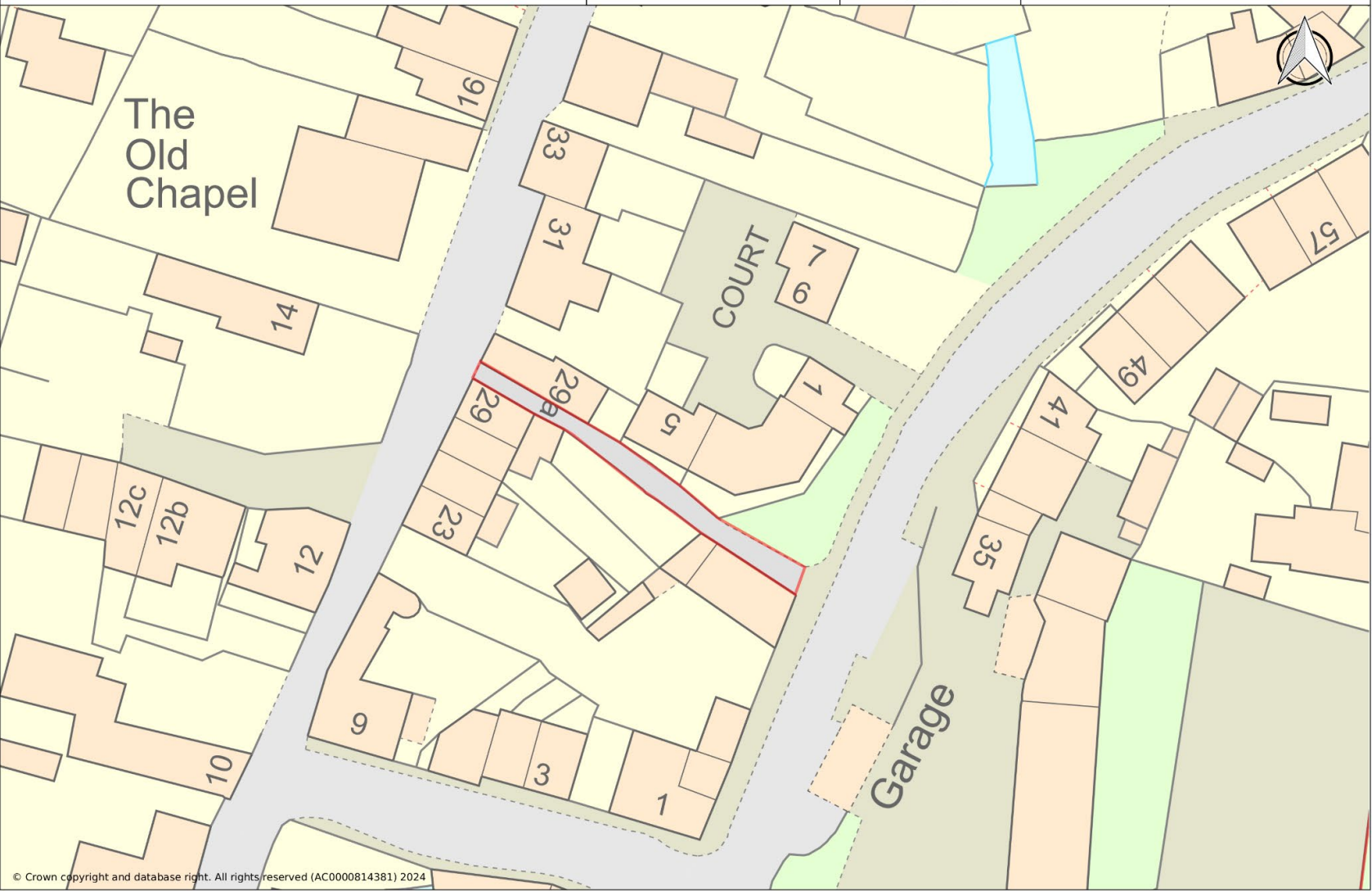
Raunds

Author:

Date: 17/12/2024

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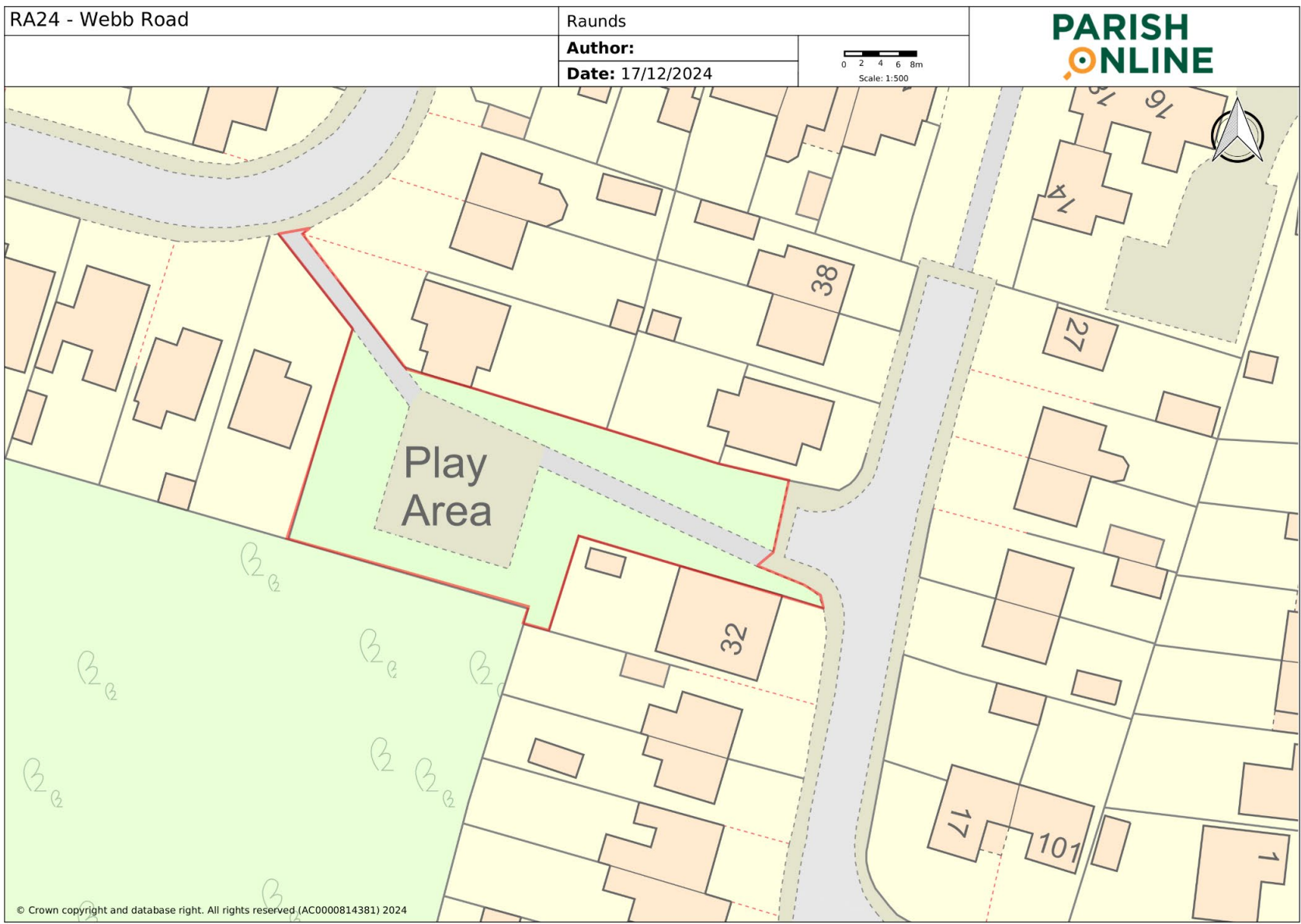
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA24

Site: Webb Road, Raunds

Amenity area comprising grass and play area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	Both sides and top not exceeding 2m high.	2
	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Collection and removal of all litter from the entire site once per week.	52
	Litter pick hard surface (play area) daily.	260
	Emptying of litter bin once per week.	52



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA25

Site: Highway Verges, Raunds

Individual amenity grass areas maintained by Raunds Town Council on behalf of North Northamptonshire Council. Maps available at Appendix 1 – Raunds Verges.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 3 in the following locations:	
	Stanwick Road inclusive of Westfield Avenue and Westfield Drive	7
	Andrews Way, Miles Close and Lawrence Close	7
	Chelveston Road	7
	Wellington Road	7
	Titty Ho	7
	Sheffield Court	7
	Cherry Walk	7
	London Road	7
	Brick Kiln Road	7
	St. Crispin Way	7
	Welland Close	7
	Lundie Close	7
	North Street	7
	Midland Road	7
	Richardson Way	7

No.	Description	Freq.
	Matson Court	7
	Brooks Road	7
	Mountbatten Way	7
	Mountbatten Way to Butts Road	7
	Viceroy Close	7
	Butts Road	7
	Ponds Close	7
	Manor Street	7
	Church View	7
	Rotten Row	7
	High Street	7
	Marshalls Road	7
	Coggins Close	7
	Twyford Avenue	7
	Welbourne Close	7
	Whitefield Way	7
	Ramsay Close	7
	Fairoaks Drive	7
	Gardner Close	7
	Oakleigh Close	7
	York Way	7
	Webb Road	7
	Whittam Close	7

No.	Description	Freq.
	Popham Close	7
	Ellison Close	7
	Laywood Close	7
	Windmill Lane	7
	Miller Street	7
	Langham Road/Lee Way	7
	Windmill Avenue	7
	Cartrill Street	7
	Spinney Street	7
	Grombold Avenue	7
	Dryden Street	7
	Mackenzie Road	7
	Ashfield Avenue/Ashfield Rise	7
	Thorpe Street	7
	Warwick Close	7
	Primrose Gardens	7
	Streather Court	7

CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA27

Site: Pocket Park, Raunds

Pocket Park comprising general grass areas, individual shrubs and hedge.

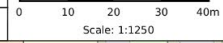
No.	Description	Freq.
8	<u>Pesticides</u>	
8.2	Spray Hard Surfaces	
8.2.1	To footpaths	4

RA27 - Pocket Park

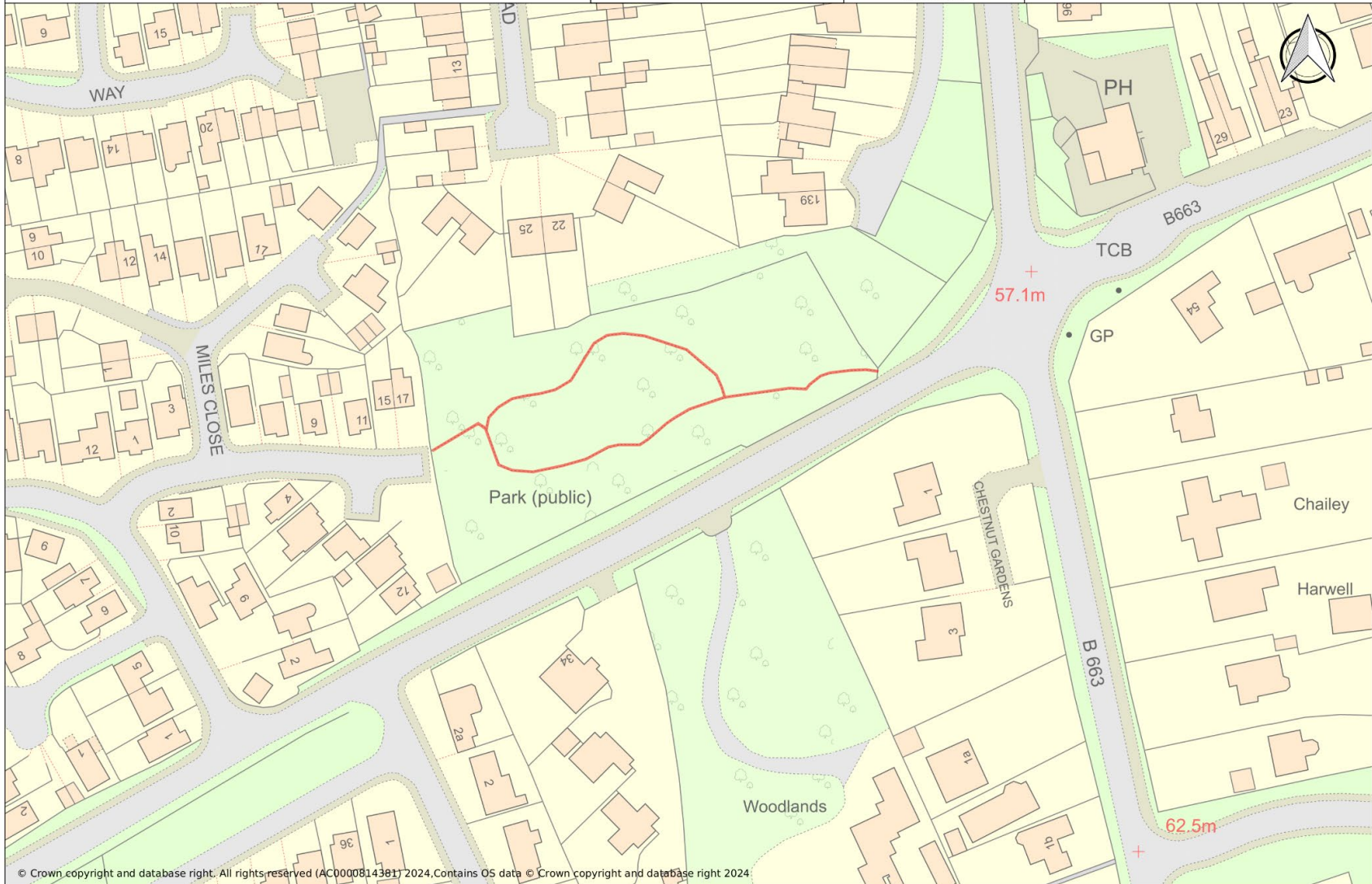
Raunds

Author:

Date: 17/12/2024



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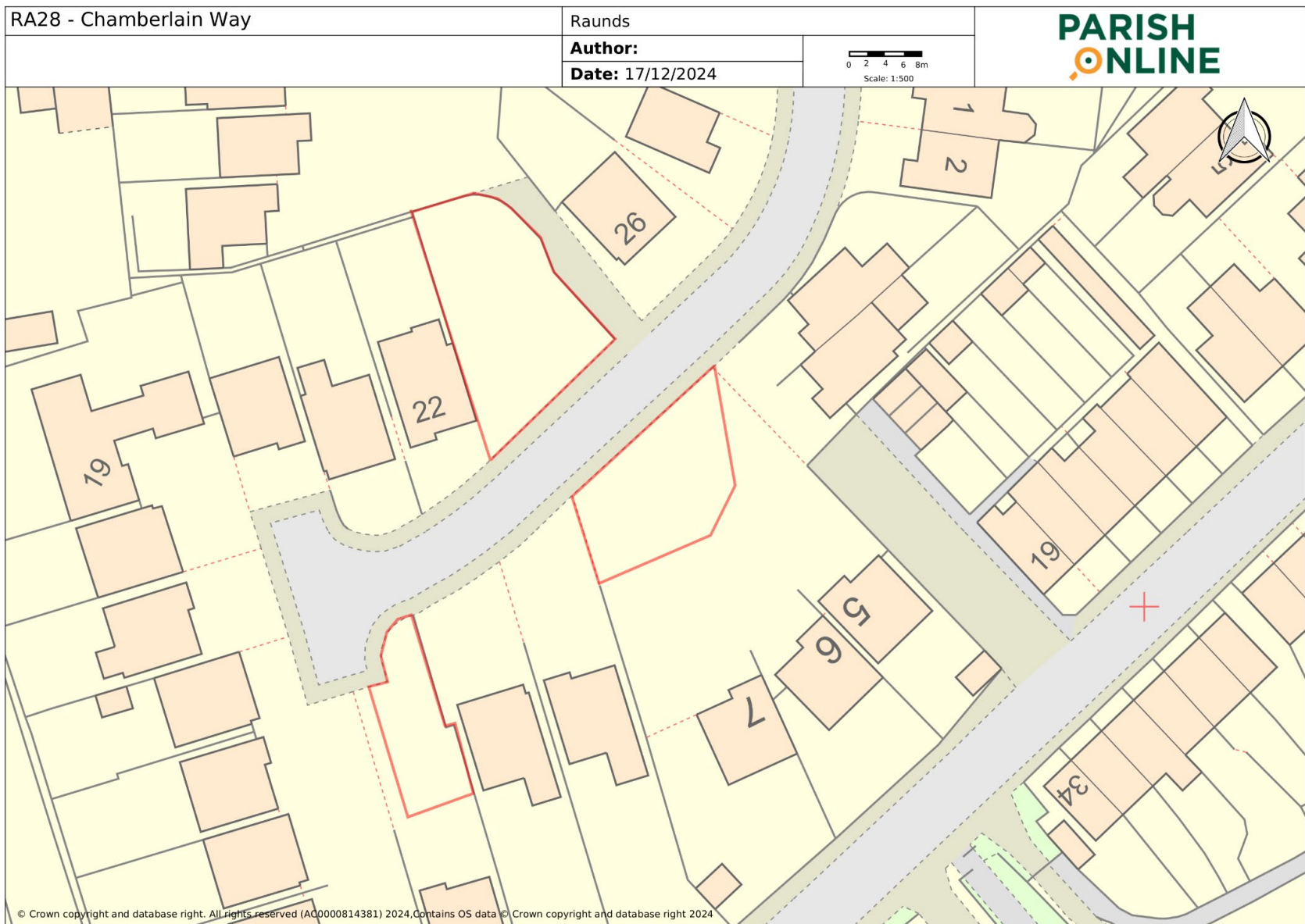
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA28

Site: Chamberlain Way, Raunds

Amenity area comprising grass and boundary hedge.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedges	
	One side and top exceeding 3m high.	2



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA68

Site: Titty Ho, Raunds

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16

RA29 - Titty Ho

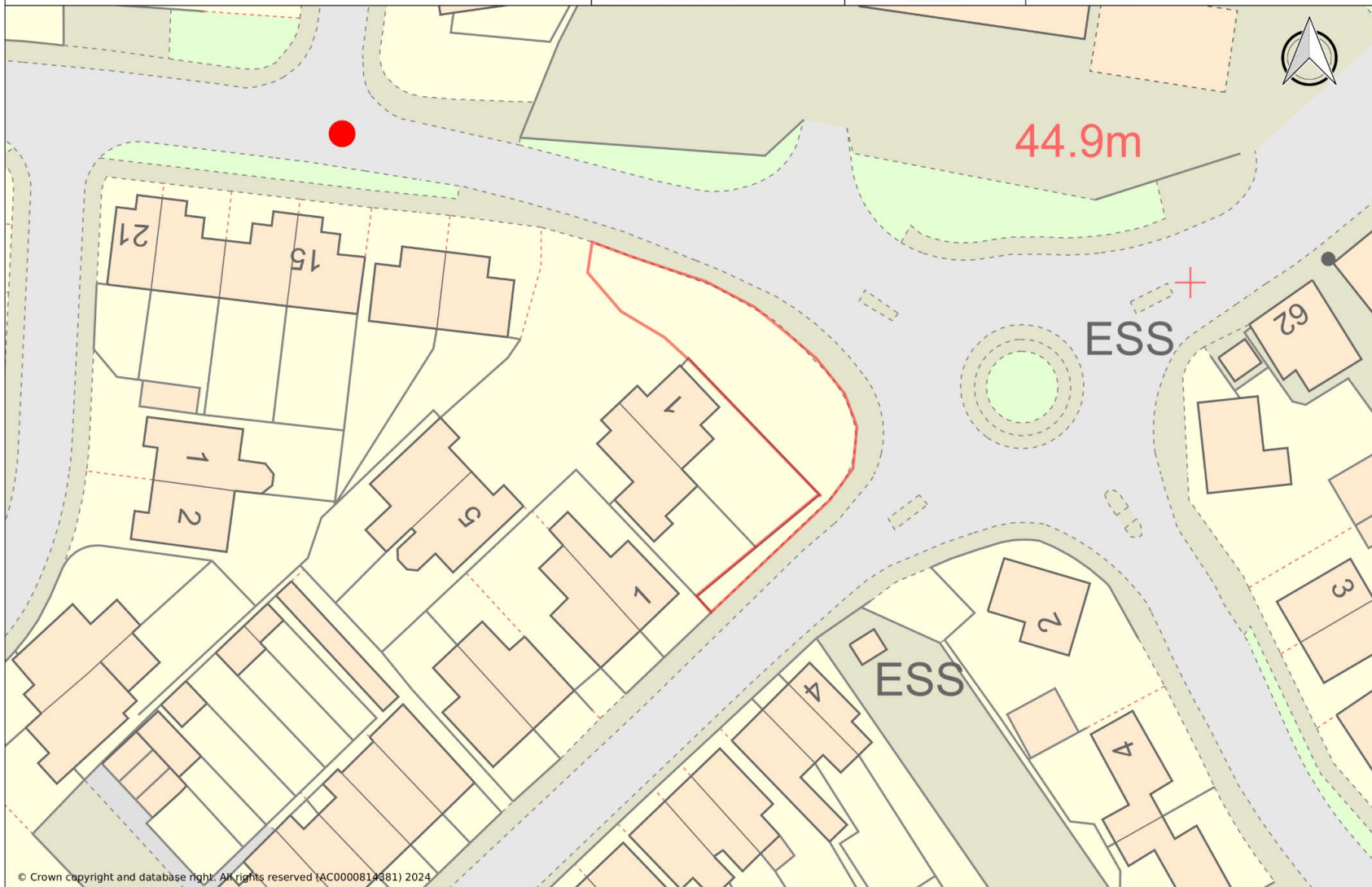
Raunds

Author:

Date: 17/12/2024

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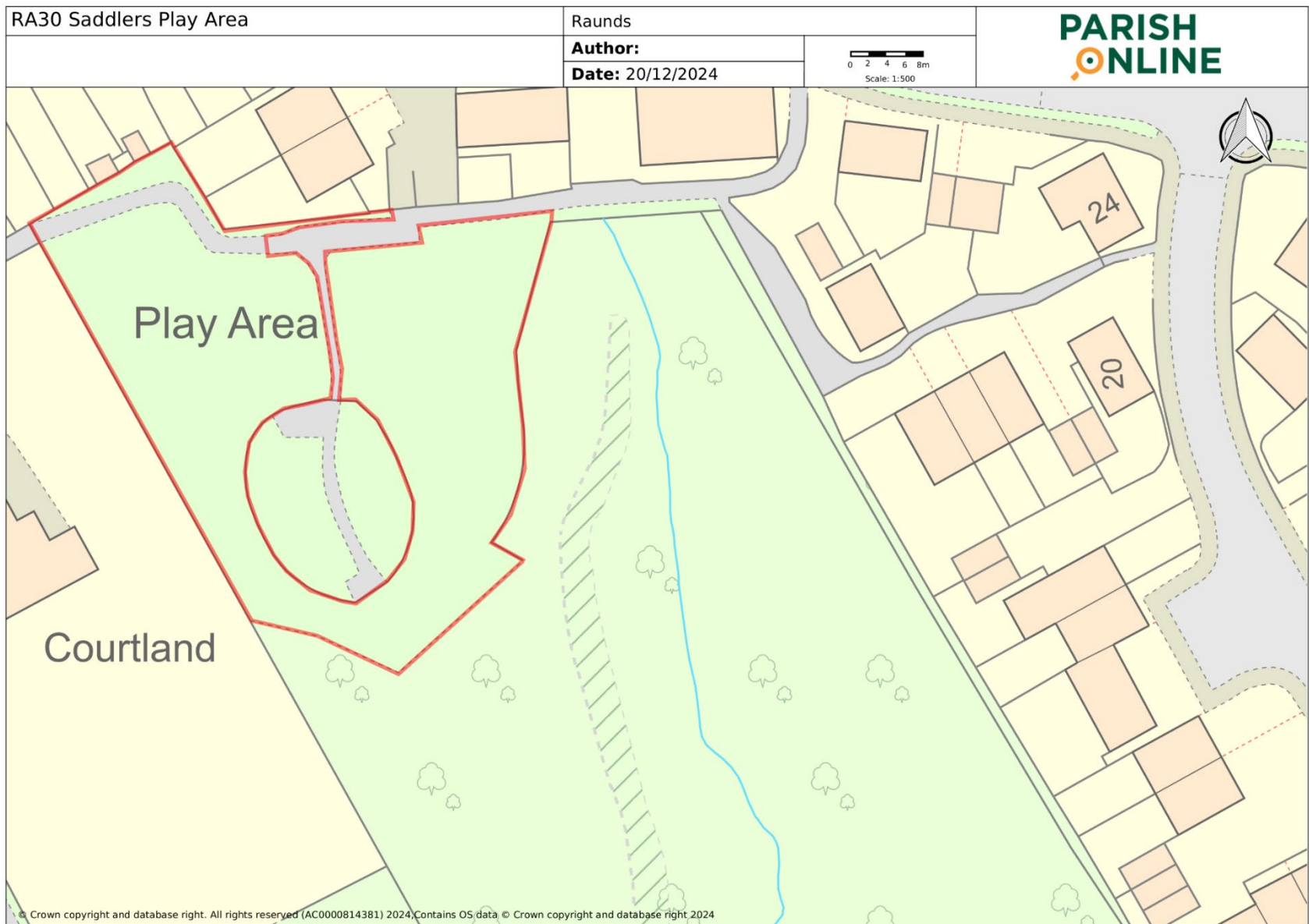
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA70

Site: Saddlers Play Area

Open space including play area comprising grass and hard surfaces.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass	
	Aggregated areas to be maintained as Standard 2.	16
4	<u>Hedges</u>	
4.3.3	Rough Hedge	
	One side only exceeding 3m high	2
8	<u>Pesticides</u>	
8.2	Spray Hard Surfaces	
8.2.1	To the Type 2 MOT Footpath only	4
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Collection and removal of all litter from the entire site once per week.	52
	Litter pick hard surface (play area) daily.	260
	Emptying of litter bin in the play area once per week.	52



CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA31

Site: Marshalls Road Car Park, Raunds

Public car park.

No.	Description	Freq.
8	<u>Pesticides</u>	
8.2	Spray Hard Surfaces	
8.2.1	To Gravel Areas and Car Park Perimeter (1m Strip)	4
9	<u>Litter Collection and Cleansing</u>	
	All works deemed inclusive of Clauses 9.1.1 to 9.1.15	
	Collection and removal of all litter from the entire site once per week.	52

RA31 - Marshalls Road Car Park

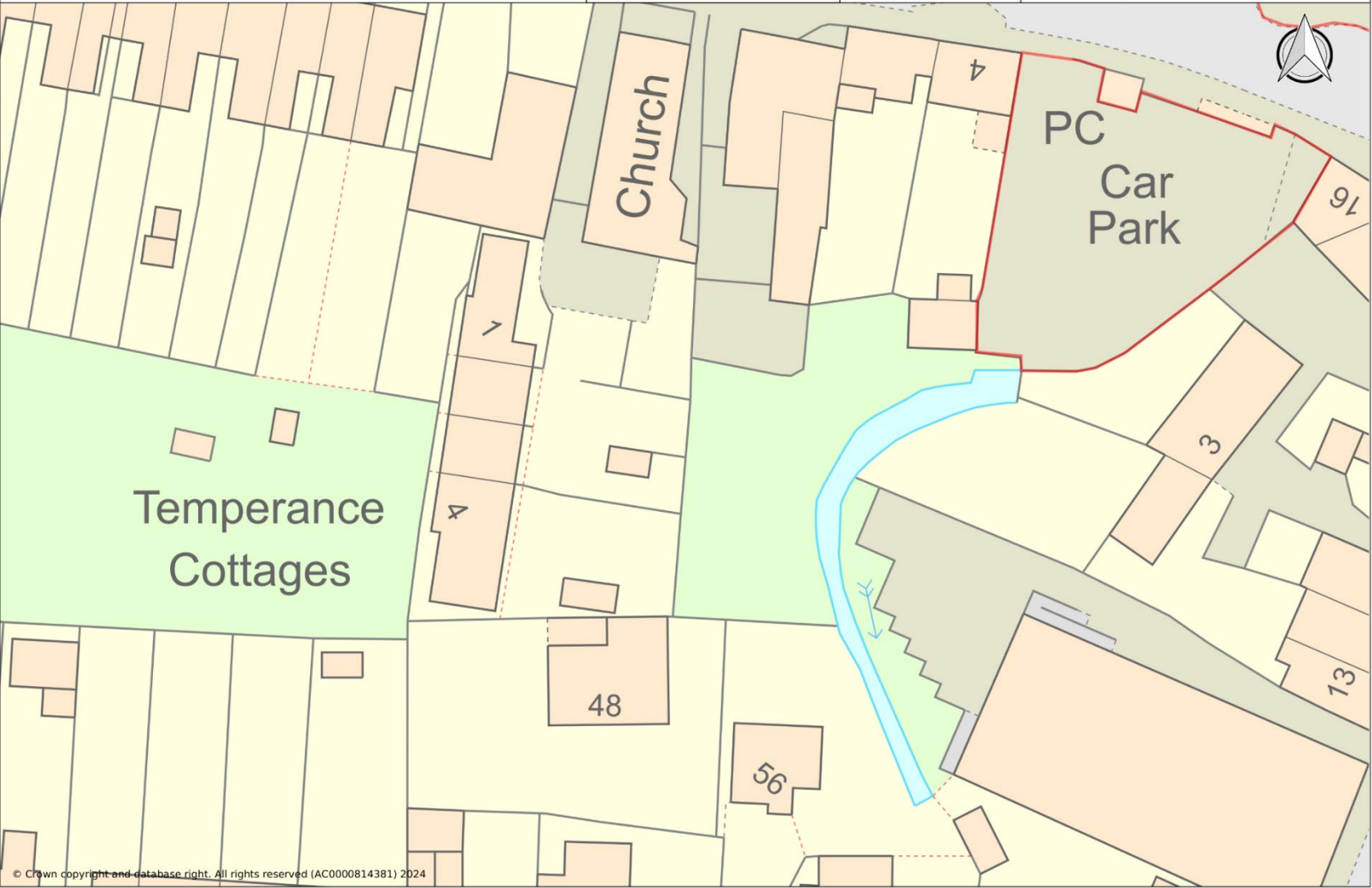
Raunds

Author:

Date: 17/12/2024

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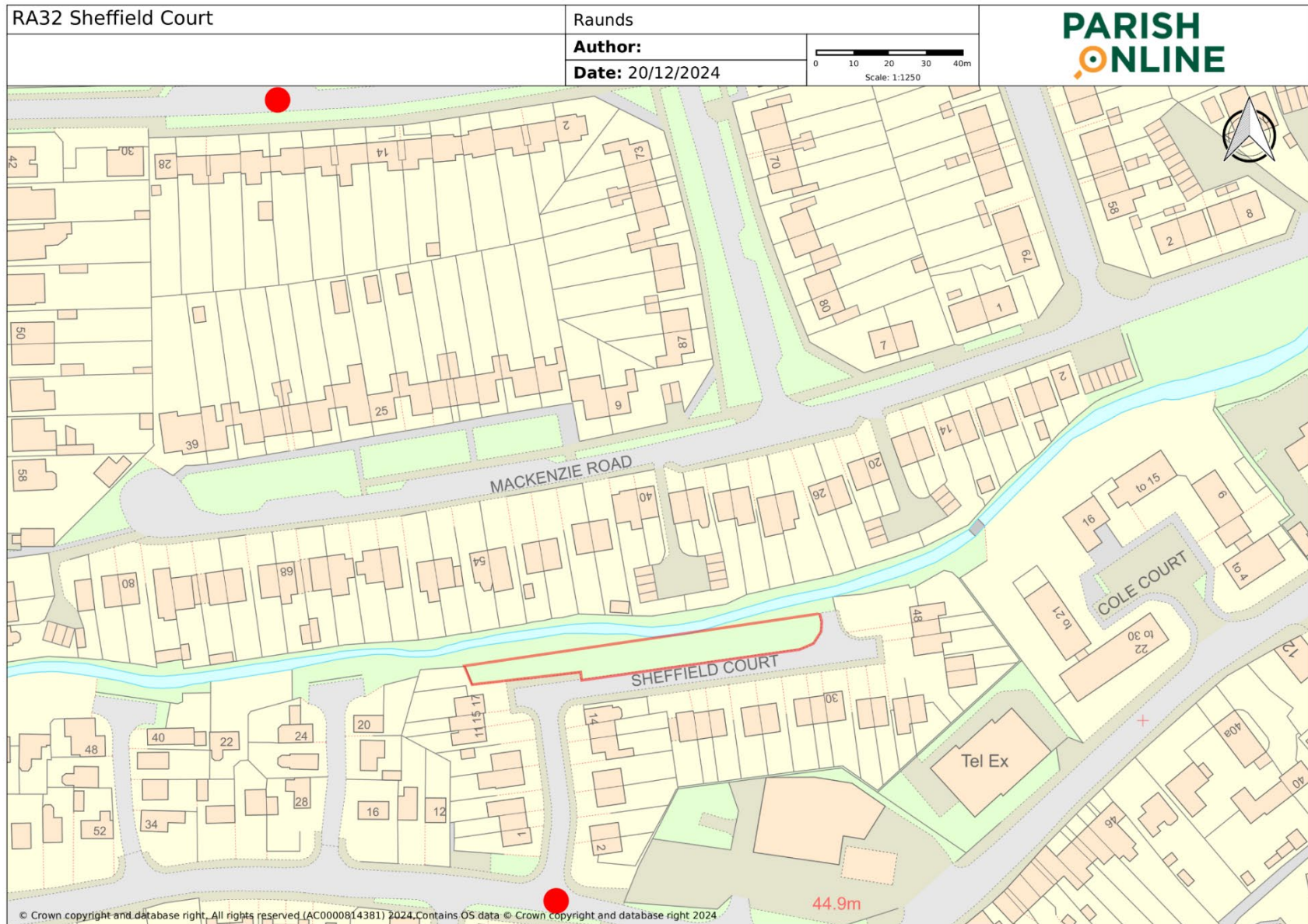
CONTRACT FOR GROUNDS MAINTENANCE AND ASSOCIATED SERVICES

SITE NO: RA32

Site: Sheffield Court

Amenity grass area.

No.	Description	Freq.
2	<u>Grass Maintenance</u>	
2.12	Amenity Grass Aggregated areas to be maintained as Standard 2.	16



9. Hedge Cutting

- 9.1. Hedges are to be cut annually between September and February.
- 9.2. Contractors will be responsible for erecting signage in advance of cutting verges near pavements.
- 9.3. Cut material should be removed from site and disposed of.

10. Litter Bins

- 10.1. Where weekly bin collections are specified, bins are to be emptied on Fridays. Where twice weekly bin collections are specified, bins are to be emptied on Mondays and Fridays.
- 10.2. Replacement bin bags to be supplied by the contractor on each occasion of emptying.

11. Litter Picking

- 11.1. Weekly litter picking is required in the areas named, except where specified. The Council does not specify which day(s) of the week this should take place but would expect it to be the same day(s) each week.

12. Pesticides

- 12.1. The contractor shall conform to the manufacturer's instructions with regard to mixing of compounds and prevent spillage during preparation and during operation.
- 12.2. The contractor shall operate within the legal framework of the Control of Substances Hazardous to Health (C.O.S.H.H.)
- 12.3. Any operatives engaged in undertaking the application of any pesticides as defined within the terms of the relevant act shall be in excess of 18 years of age and shall hold a certificate from the National Proficiency Test Council.

13. Health and Safety

- 13.1. The appointed contractor will need to supply:
 - 1. Risk assessment for all activities
 - 2. Health & Safety Policy
 - 3. Public Liability and Employers Liability Insurance annually
 - 4. Waste carrier registration document or other appropriate licences
- 13.2. The Contractor will adopt safe methods of work in order to protect

the health and safety of its own employees, service users and all other persons including members of the public.

- 13.3. The appointed contractor will be responsible for the provision of all PPE for use by its employees.
- 13.4. All equipment must be supplied and suitably maintained by the contractor.
- 13.5. The contractor shall comply with applicable laws, regulations and safety standards related to grounds maintenance.

14. Payment Terms

- 14.1. Invoices are to be submitted monthly by email to the Town Clerk.
- 14.2. Ideally invoices should be received by the 1st of each month for the previous month.
- 14.3. Invoices presented for payment must include a schedule of the works completed including the date of the work.
- 14.4. Payments will be made by BACS.

15. References

- 15.1. References will be taken up prior to the start of the contract. References from other local authorities are preferred but under no circumstances should references be from members of the contractor's family.
- 15.2. The Council reserves the right to re-evaluate tenders received if references are deemed to be unsatisfactory.

16. Terms & Conditions

- 16.1. It is for the contractor to satisfy themselves that they are aware of the location, size and condition of the site of work and are in possession of sufficient information to offer a tender. Tenderers shall be expected to visit the locations where the services will be performed to satisfy itself as to the facilities for access and all other site conditions likely to affect the accuracy and completeness of tender offers.
- 16.2. The Council does not accept liability for any costs incurred in the preparation and submission of any tender.

- 16.3. The Council is not bound to accept the lowest or indeed any tender.
- 16.4. The Council reserves the right to remove elements from the contract in advance of it being signed by all parties.
- 16.5. The contract will be awarded on the basis of the most economically advantageous offer having regard to:
1. The Total Cost of the service (60% of the total score)
 2. The Quality of the solution in terms of functionality and infrastructure (40% of the total score), taking into account issues such as; technical merit, environmental characteristics, cost effectiveness, local knowledge of Raunds and company credentials.
 3. The Council shall be under no obligation to accept the lowest tender or award a contract for all or any part of the requirements set out in the Invitation to Tender, to any tenderer or at all.
 4. Tenderers may be required to answer any Council queries on their proposal and to attend formal meetings with the Council during the tender evaluation period.
- 16.6. Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.
- 16.7. The Transfer of Undertakings Protection of Employment may apply; therefore it is expected that anyone tendering should be prepared to honour the regulations in full.
- 16.8. The successful contractor will be contacted in writing once the contract has been awarded.
- 16.9. The successful contractor will make available to the Town Clerk a copy of their proposed Annual Maintenance Plan at the start of each year of the contract. The plan will show the scheduled dates when works are to be carried out throughout the year and shall be approved by the Town Clerk prior to works commencing.
- 16.10. No sub-contracting will be permissible without the prior written consent of the Town Clerk.
- 16.11. Where the Contractor fails to achieve the required standards, for whatever reason, they must inform the Council within 2 working days and propose how the failure is to be corrected. Where correction does not

occur within a further 3 working days, a reduction equivalent to the value of work not carried out or not performed to the specification will be made for the relevant invoice. The Contractor will be required to demonstrate that they operate a quality control system to ensure that the standards specified are maintained and all work is carried out as per the specification.

- 16.12. All horticultural machinery must be safe, not exceed legal noise levels, be of a type appropriate for the work concerned, be in a well-maintained condition and in good working order and, where required, carry any necessary safety stamps or certification.

17. The Contract

- 17.1. A contract will be drawn up and signed by both parties in advance of the contract start date.
- 17.2. Within this contract, the contractor will be required to indemnify and hold the Council harmless from any and all losses arising.
- 17.3. The signed contract shall be governed by and construed in accordance with the law.
- 17.4. The contract will include termination terms for both parties.
- 17.5. The option of a 1-year extension will be available by agreement from both parties at a maximum uplift equivalent to the rate of RPI applicable at that time.