**Redbourn Parish Council**

(Herein referred to as ‘RPC’)

**APPENDIX 1**

**SPECIFICATION FOR THE PROVISION OF GROUNDS MAINTENANCE**

**Please insert** **your organisation’s name and contact details in the spaces below.**

**NB: This page must be the front cover sheet of your submission.**

**Your contact details**

Tenderer’s name:

Contact name for the procurement process:

Contact telephone No:

Email address:

**Tenderers must ensure that they have read and understood the requirements in all the documents within the Invitation to Tender, before completing and submitting their response. The documents included are;**

* Specification for The Provision of Grounds Maintenance.
* The Statutory Standard Selection Questionnaire Parts 1 & 2.
* Appendix 1, Maps.
* Appendix 2, Park Furniture.
* Appendix 3, Grounds Maintenance Cost Schedule.

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# BACKGROUND

Redbourn is a village and Civil Parish in the County of Hertfordshire, England; three miles from Harpenden, four miles from St Albans, and five miles from Hemel Hempstead.  It is situated to the North West of St Albans and is a Parish within the City and District of St Albans, and in the Hitchin and Harpenden parliamentary constituency.

The village has been settled at least since Saxon times, and it is recorded in the Domesday Book. It has a rural setting surrounded by Green Belt.

Redbourn Parish consists of two Wards; Beaumont and Nicholls, with a population at the time of the 2011 Census of, 5344 people, living in 2274 dwellings, and served by twelve Councillors elected by residents every four years.

Redbourn has been named Village of the Year by CPRE the Hertfordshire Society and by Hertfordshire County Council in the following years; 2002, 2003, 2004, 2005, 2006, 2007, 2008 and 2010, 2011. In 2014 CPRE awarded East Common Play area with a Rural Living Award.

# 2 OVERALL SPECIFICATION

Redbourn Parish Council, (hereinafter referred to as "RPC") is offering an invitation to tender (ITT), to enable the engagement of a competent and cost-effective grounds maintenance supplier.

All specification items are to be read in conjunction with all Appendices and the Conditions of Contract. The numbers listed in Appendix 3, Grounds Maintenance Cost Schedule, are designed to line up with the numerical order of this specification. These numbers are also applied to the maps where appropriate. Tenderers must ensure that they have read and understood the requirements in all the documents within the Invitation to Tender, before completing and submitting their response.

Tenderers will treat all the information included in this tender as confidential and commercially sensitive and take all reasonable steps to prevent any disclosure to any third party. Under no circumstances will any of the information be disclosed by your organisation or your personnel to any third party without RPC’s prior consent in writing.

The tenderer undertakes to provide the services set out in the tender.

The overall purpose of the grounds maintenance contract is to provide clean, tidy, and well-maintained grounds within Redbourn, which reflect the needs of RPC, the residents and visitors, whilst adhering to good horticultural and environmental practice. The most important aspect of the contract is a genuine interest and concern for the environmental wellbeing of Redbourn. This interest and concern can only be reflected and judged by the effort put into fulfilling the contract responsibilities.

The maintenance of grounds should be consistent with the good practice of Green Flag (<http://www.greenflagaward.org>) and ‘Anglia In Bloom’ (<http://www.angliainbloom.co.uk>).

The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

Purpose & aims:

* To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
* To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
* To establish standards of good management.
* To promote and share good practice amongst the green space sector.

All work shall consequently be carried out and timed in such a way as to always leave the whole of each site in a well maintained and tidy condition.

To meet the required standard for each of the different sites, in some cases, the frequency of the work schedule will be determined by The Contractor. In other cases, frequencies are specified.

Due to the seasonal nature of the duties and the impact of weather, RPC reserve the right to increase or reduce the number of units of work specified in the tender. Additional cuts will be paid at the rate specified by The Contractor in Appendix 3, The Grounds Maintenance Cost Schedule.

The growing season referred to throughout the specification is 1st April-30th September. It should also be noted there will be more work in the period 1st April to 30th September, than during the Winter months.

The initial contract period is for 5 years, with an option to extend to 7 years.Services shall commence on 1st May 2019 and shall continue through to 1st May 2024, with an option to extend the contract until 1st May 2026.

Responses to this ITT are required by Friday 29th March 2019. Responses must be sent in hard copy and soft copy format.

Soft copies are to be e-mailed to [facilities@redbournparishcouncil.gov.uk](mailto:facilities@redbournparishcouncil.gov.uk)

Hard copies are to be posted to,

Facilities Officer

Redbourn Parish Council

The Parish Centre

The Park

Redbourn

Hertfordshire

AL3 7LR

# DETAILED SPECIFICATION

The detailed specification sets out what is required and when these works are to be undertaken, to guide The Contractor toward the expected contractual obligations and outcomes. All specification items are to be read in conjunction with all Appendices and the Conditions of Contract.

## GRASS MAINTENANCE

The height of the first cut of The Common in Spring season, shall be set at three inches. Cutting must be with the use of a rotary mower or flail cutter in a parkland style. Cylinder mowers are not to be used.

The Contractor is expected to provide sufficient manpower (without removing staff from other operations on this Contract) and machinery, to catch up if there is a substantial amount of mowing time lost through bad weather.

Where areas are mown, and collected such as Cumberland Garden, all arisings shall be composted. Where collection is not stipulated such as on The Common, arisings shall be distributed evenly over the full width of the machine swath and may be left where they lie, except for paths, gulley’s and hard surfaces which shall be kept free of cuttings.

Where an undefined edge forms part of a hedge base or shrub bed, all vegetation will cut back up to hedge base, shrub canopy, fence, and boundary lines. Arisings shall be left on the grass or removed from bed surfaces.

### The Common

Redbourn Common is in the centre of Redbourn. Historically, The Common has been a 9-hole golf course, during the First World War it was used as a rifle range and later as a place to keep cattle.

It is now owned and managed by RPC as an area of species rich semi-natural grassland, including an avenue of lime tees and a wildflower meadow area. Informal recreation and walking are the principal uses of The Common, though Redbourn Cricket Club in the centre of The Common, has been recorded as one of the oldest cricketing locations in England and is an essential community asset, widely used by the villagers. The Common also features East Common Play Area and Open Space, which was redeveloped in 2014, and a War Memorial is located at the South-East corner of The Common. The Common is managed via a conservation plan designed by Countryside Management Services (CMS) and RPC. The plan details which areas should be cut back and at what times of the year, to encourage wildflowers and develop existing ecology.

### The Common, Areas to be Cut

#### Conservation Cut. To be cut twice per year, June-September (weather dependent). Grass must be cut and left in situ for 48 hours. After 48 hours, the grass must be lifted and removed from site.

#### To be cut six times a year (weather dependent).

#### The verges are to be cut every two weeks during the growing season and up to three times between 1st October and 31st March. The verges consist of The Common edges, the area opposite the Methodist Church, the banks of the two car parking areas on The Common and The Moor. The Avenue verges on the Common are cut in three sections,

##### The Avenue, Cumberland House to the Cricket Pavilion. The verges are cut from the path to the edge of the tree canopy (up to twelve metres either side of the path). Strimming is required around all park furniture, dog bins, litter bins and trees, with careful attention to be paid to ensure trees are not damaged by the strimmer.

##### The Avenue, The Cricket Pavilion to Flamsteadbury Lane. The verges are to be cut to a depth of one and a half metres from the edge of either side of the path. The strimmer must also be used around the benches.

##### The Avenue, Flamsteadbury Lane to the corner of Church End and West Common. The verges are to be cut from the path to the edge of the tree canopy (up to twelve metres either side of the path). Strimming is required around all park furniture, dog bins, litter bins and trees, with careful attention to be paid to ensure trees are not damaged by the strimmer.

### Doctors Alley/The Ruins Path

The grass either side of the path is to be cut every two weeks during the growing season and up to three times between 1st October and 31st March. All grass trimmings are to be blown back onto the grass to ensure the path is free of trimmings and any other debris.

### Cumberland Garden

Cumberland Garden is a walled garden situated off the High Street in Redbourn, which was originally the walled garden for Cumberland House, a former hunting lodge for the Duke of Cumberland, believed to have been built in 1745. The area was given to RPC and opened as a garden to the public in 2008. It is a popular thoroughfare from the High Street to access the Medical Centre and The Common.

In early November 2008, 350 new plants and trees, and 3000 bulbs were planted in Cumberland Garden. It has an area dedicated to roses. Today it is a beautiful garden which we take great pride in maintaining and is used widely by residents who can take advantage of the many benches and planting. In recent years, it has been chosen to host Redbourn Christmas Market with great success.

The grass either side of the path is to be cut every two weeks during the growing season and up to three times between 1st October and 31st March.

The Contractor shall ensure that vegetative growth on all grass adjacent to the edges of beds, tree pits, hedge bases and hard surfaces, is trimmed flush to the defined edge using long handled shears or other approved methods. The use of a nylon cord strimmer will not be permitted, except around the concrete plinths below benches and around bins.

### Millennium Site

The main body of grass near the Nickey Line, requires cutting every two weeks during the growing season and up to three times between 1st October and 31st March. The small strip of grass that runs along the right of the path from the entrance to the High Street, is cut and strimmed once a month.

### Cut Through from East Common to Brooke End

Cut every two weeks during the growing season and up to three times between 1st October and 31st March. All grass trimmings are to be blown back onto the grass to ensure the path is free of trimmings and any other debris.

### Village Entrance High Street and A5183

#### Cut every two weeks during the growing season and up to three times between 1st October and 31st March, and strim around the tree, hedge, and main planter.

#### Cut three times per year during the growing season and up to three times between 1st October and 31st March.

#### Cut and strim every two weeks during the growing season and up to three times between 1st October and 31st March.

#### Cut every two weeks during the growing season except for spring, where the area must be strimmed only, to protect the daffodils and up to three times between 1st October and 31st March

#### Strim only, every two weeks during the growing season and up to three times between 1st October and 31st March.

#### Cut and strim every two weeks during the growing season and up to three times between 1st October and 31st March.

### Village Entrance Dunstable Road Fire Station and High Street

Cut with a push mower and strim every two weeks during the growing season and up to three times between 1st October and 31st March. Grass must be picked up at this site.

### Village Entrance Harpenden Lane (Puddingstone)

Cut with a push mower and trim every two weeks during the growing season and up to three times between 1st October and 31st March.

### Village Entrance Hemel Hempstead Road

Cut and strim every two weeks during the growing season and up to three times between 1st October and 31st March.

### Flamsteadbury Play Area and Open Space

Flamsteadbury Play Area and Open Space are owned by Hertfordshire County Council and leased to RPC. RPC own the equipment.

The Contractor is required to regularly check and update the equipment, replacing any parts or whole pieces of equipment when necessary. RPC are responsible for approving, ordering and paying for any new equipment or parts.

Flamsteadbury Play Area contains; signs, fences, gates, a bench, a litter bin, 2 cradle swings, 2 flat seat swings, a triple tower with net, bridge and slide, a crazy daisy, roundabout and net, a two tower and bridge, 2 spinner bowels and a 2-seat springer. There is an Open Space around the park which contains gym equipment and is also maintained.

The grass inside and outside the Play Area is cut and strimmed every two weeks during the growing season and up to three times between 1st October and 31st March.

### Silk Mill Play Area

Silk Mill Play Area has been leased by St Albans City & District Council since 2002, on a 25-year lease. We regularly check, and update the equipment replacing any parts or whole pieces of equipment when necessary.

It contains; signs, fences, gates, seats, litter bins, a hedge, safety ground surface, agility multi-play with slide, agility climbing frame ‘B’, tortoise spring and swings (1 bay and 2 cradle seats) and a seesaw. The grass is seeded when necessary and hedges trimmed. There is a planted border and tree which is also maintained throughout the year.

The grass is cut and strimmed every two weeks during the growing season and up to three times between 1st October and 31st March.

### Long Cutt Play Area and Open Space

Long Cutt Play Area has been leased by St Albans City & District Council since 1995 on a 30-year lease. We regularly check, and update the equipment replacing any parts or whole pieces of equipment when necessary. It contains; signs, fences, gates, litter bins, seats, a hedge, safety ground surface, basket swing, multi-play slide, a hip hop, swings (2 cradle), rocking horse, dynamic climbing frame, toddler climbing frame and speed gyro.

Long Cutt Open Space is currently leased from St Albans City & District Council on the same basis as Long Cutt Play Area. It is a grassed area around Long Cutt Play Area, surrounded by trees and has a football goal and basketball hoop in place for public use. Long Cutt Open Space is also to be maintained by The Contractor.

The grass for both areas is cut and strimmed every two weeks during the growing season and up to three times between 1st October and 31st March. All grass trimmings are to be blown back onto the grass, to ensure the path is free of trimmings and any other debris.

### East Common Play Area and Open Space

RPC owns East Common Play Area and Open Space. We regularly check, and update the equipment replacing any parts or whole pieces of equipment when necessary. The community widely uses it, and it contains; signs, fences, litter bins, 2 metal benches, a zip wire, a wooden climbing frame with slide, 4 swings (2 standard, 1 cradle and a swing suitable for disabled children), a mound, tunnel and slide, a wooden boat.

The grass is cut and strimmed every two weeks during the growing season and up to three times between 1st October and 31st March.

### Panhandle

RPC owns Panhandle. The grass is cut every two weeks during the growing season and up to three times between 1st October and 31st March, leaving a 1 metre strip either side on the land to encourage a diverse range of wildlife.

## AREAS TO BE CUT ONCE A YEAR

### The Common

From the Cricket Pavilion to Flamsteadbury Lane, a 12-metre strip is to be cut and strimmed in late Autumn underneath the tree canopy only. The edge of the strip is to be at least 1.5 metres in from the edge of the Avenue path.

### The Moor

This small section of the Moor is to be cut once a year only in late Autumn, to encourage a diverse range of wildlife.

### South Common

The land is to the left of the Museum if you face the building. The area underneath the tree canopy is to be cut in late Autumn.

### East Common Open Space

The area under the tree canopy between The Old School House and East Common Play Area is to be cut in late Autumn.

## AREAS NOT TO BE CUT

### The Cricket Ground

The section between The Avenue and the trees west of the Cricket Ground and the Cricket Ground itself is not to be cut, as Redbourn Cricket Club maintain it.

# GARDEN MAINTENANCE

## General Requirements

There are a small number of gardens to be maintained. The primary site is Cumberland Garden. All gardens are to be kept in good order throughout the year, free of weeds, with shrubs trimmed appropriately.

## Shrub Beds

The Contractor shall supply and mulch all shrub beds once a year. Medium grade pulverised mulch shall be spread evenly over the entire bed to a finished depth of 75mm and maintained at this level for the entire period of the Contract at The Contractor’s expense. The mulch shall be free of metal, plastic, uncomposted paper or paperboard. Mulching material covering or adhering to the shrubs shall be removed from the plants. Care should be taken to avoid damage to plants in the process. During any period that the shrub beds are not mulched, they shall be kept in a weed free condition by cultural means. Shrub beds should always be kept clear of litter.

## Rose Beds

The Contractor shall ensure that all rose beds are maintained in an attractive condition, free from weeds, fallen leaves, dead or dying plant material, litter and debris. The Contractor shall ensure that all roses are healthy, vigorous, pest and disease free.

Fertilisers shall be applied at the manufacturer’s recommended rate, once per annum, normally in June.

The Contractor shall only use pruning knives, secateurs, heavy duty pruners and pruning saws. All pruning cuts made shall be clean and without jagged broken wood or torn bark remaining after pruning operations.

Roses shall be dead headed in accordance with good horticultural practice and suckers shall be removed at the junction with the root whenever they appear.

Climbing and rambling roses shall be tied in when growth of the rose makes it necessary, or when damage has occurred.

Wires, trellises or similar supports shall be inspected. Any required works should be reported to RPC, who will pay to repair or replace as necessary.

Rose beds shall be inspected in October of each year and RPC notified of the presence of diseased or damaged plants that require replacement with their location and variety if known.

## Herbaceous Plants

All herbaceous planting shall be maintained free of weeds by appropriate cultivation throughout the year, without damaging plants or surrounding grass edges.

Staking shall commence in May of each year and continue throughout the summer, tying being carried out as often as necessary to support new growths.

Throughout the year, herbaceous plants shall be cut back, and dead heads removed.

Herbaceous plants shall be divided and replanted at regular intervals to maintain vigour in accordance with good horticultural practice. The Contractor shall gap up any bare areas using existing herbaceous species in March/April of each year dividing up and replanting with the vigorous outer plants.

## Pests and Diseases

All plants and young trees shall be maintained in a healthy condition, free from pests and diseases by recognised cultural methods. In the case of an outbreak of canker or any disease, this shall be reported to RPC within 48 hours. RPC will then instruct The Contractor of any action that shall be taken.

## Notifiable Weeds

All sites will always be kept free of notifiable weeds. Where possible these shall be hand pulled, removed from the contract area and composted. Glyphosate systemic herbicide can be applied to weeds.

## Cumberland Garden

The Contractor shall undertake garden maintenance in this area on the following schedule:

* Laurel hedges (2) to be maintained and trimmed at least once a year.
* Rose beds to be kept free of weeds, suckers removed, and roses pruned once a year.
* Honeysuckle to be trailed over the Pergola and trimmed at least once a year.
* Ivy growing on walls to be removed or trimmed to acceptable proportions.
* Chippings to be distributed around yews and trees when necessary (supplied by RPC).
* Water any newly planted trees or bedding plants as required.
* Annual staining of the Pergola.
* The Contractor will maintain the grass edges of beds, hedge bases, hard surfaces and channels to their original and defined shape and dimensions.
* You will be required to remove all arisings and dispose of them appropriately.

## Harpenden Lane (Puddingstone)

There is a small raised bed adjacent to the grass cutting zone. The site will need to be inspected every two weeks during the growing season. There is a hedge behind the bed which needs cutting back regularly, so it does not encroach on the bed. Shrubs will require trimming.

## Millennium Site

The site will need to be inspected every two weeks during the growing season. Shrubs to be trimmed to maintain a neat appearance and weed killer applied where appropriate.

## High Street Rose Beds

The Rose Beds are at the top of the High Street on the right, heading towards Harpenden Lane. There are three raised beds on the right of the High Street, which do not contain roses and are maintained by Redbourn in Bloom. The two rose beds are to be maintained by The Contractor. The beds will need to be inspected every two weeks in the growing season and roses cut back in late Autumn.

## Parish Centre

There are some large shrub beds at the Parish Centre adjacent to the Car Park. These beds must be tended to every two weeks during the growing season. Weeds will need to be removed, shrubs cut back when appropriate and chippings spread across the site when needed.

## Play Area, Silk Mill

When facing the Play Area, there is a small garden to the right. The garden will need to be inspected every two weeks during the growing season, adding chippings when required, keeping the garden weed free and trimming shrubs.

# TREES

RPC conducted a full tree survey in 2014 and major tree works are contracted out to another party.

The Contractor is responsible for dealing with any easily manageable tree works, including removing any small trees that may have come down, checking tree guards and ties regularly, removing any deadwood that is easily reachable by hand and cutting back any new growth at the base of the trees.

## The Common

The Contractor is responsible for maintaining the height of the tree canopy to be approximately 7 feet from the ground. A week before the annual fireworks display, The Contractor is required to ensure all trees on the Common are tended and the canopy cut to 7 feet above the ground, in order to ensure clear and safe access to the public who attend the fireworks display.

## Village Entrances

The High Street and A5183 Village Entrance has a large Oak tree. The canopy must be cut to approximately 7 feet from the ground. There is also a Hazel at this entrance which must be coppiced every two years.

Hemel Hempstead Road Village Entrance tree canopy must be cut to approximately seven feet from the ground.

# LITTER PICKING

For this specification, litter picking means the removal of litter, leaves, debris, dog faeces, accident debris, cans, cartons, paper, boxes, timber, metals, plastics, glass, tins, fallen branches and other deposits which can be removed without sweeping, on all sites at all times. Litter picking is based upon 8 hours per week and 52 weeks per annum.

# FLYTIPPING

The Contractor shall, as part of his normal operations, remove and dispose of unauthorised major deposits of litter, refuse, builders’ rubble etc. up to 1 cubic metre within the contract area. Where the volume of fly tipped material exceeds 1 cubic metre in any one instance, The Contractor shall notify RPC who will determine the manner in which the material is disposed.

# LITTER BINS

The majority of bins in Redbourn, are the responsibility of St Albans City & District Council. RPC are responsible for the collection of litter from a small number of bins. Collections shall be completed once a week in Summer (1st April – 30th September), and/or as often as required throughout the year. The Contractor shall be required on each occasion to replace bin liners with fresh disposable liners, provided by RPC. The collected litter shall be removed immediately from the site and disposed of by The Contractor. Should the Contractor find a bin to have suffered vandalism, damage or become unstable, The Contractor shall make safe and notify RPC on the same day.

The litter bins to be emptied and the number required, are at the following sites;

## The Common x 4

There are 4 bins to be emptied on The Avenue. All bins on the edge of The Common are the responsibility of Saint Albans City & District Council.

### The Avenue, Lybury Lane to Church End. First bin on the left.

### The Avenue. Lybury Lane to Church End. Second Bin on the left.

### The Avenue. Lybury Lane to Church End. First Bin on the right of The Avenue and to the left of the Cricket Pavilion.

### The Avenue, Cumberland House to Lybury Lane. First bin on the right.

## Cumberland Garden x 1

There is one bin to be emptied, next to the pergola.

## Millennium Site x 1

There is one bin to be emptied, next to the gate which joins The Nickey Line.

## Flamsteadbury Lane Open Space x 1

There is one bin to be emptied in the Open Space to the right of the Play Area.

## Silk Mill Play Area x 1

There is one bin to be emptied inside the Play Area.

## Long Cutt Play Area and Open Space x 2

There are two bins to be emptied,

### One inside the Play Area

### One in the Open Space to the side of the goal post.

## East Common Play Area x 2

**8.7.1** Inside the Play Area

**8.7.2** Inside the Play Area

## Panhandle x 1

# HARD SURFACE MAINTENANCE

Any footpath adjacent to the Kerb or touching the road is the responsibility of St Albans City & District Council. All footpaths with grass either side of the path are to be maintained by The Contractor. There are several paths to be maintained at the following sites, The Common, The Millennium Site, Long Cutt Play Area and Open Space and East Common Play Area and Open Space.

The Contractor is required to fill any pot holes in front of the Methodist Church and both car parks on The Common. RPC will cover the cost of the materials.

The car park on the corner of North Common and Lybury Lane is maintained with Type 1 MOT on the base, topped with 10mm shingle.

The Cricket Club car park is covered in concrete slabs which occasionally become loose. Any loose slabs are to be removed, the sub-base dug out, filled with wet mix concrete and slabs repositioned.

# SALT SPREADING

Salt is provided by St Albans City and District Council and spreading is required at all sites listed below. This task is weather dependent and the number of times it is required varies accordingly. The Contractor is requested to price each site individually and agrees to charge the same rate for each application of salt when required.

* 4 x 20Kg bags to the Boundaries of Redbourn Primary School on Long Cutt and Crouch Hall Lane.
* 2 x 20Kg bags to Cumberland Garden path.
* 2 x 20Kg bags to The Ruins Path/Doctor’s Alley.
* 2 x 20Kg bags to Shepherds Row.
* 2 x 20Kg bags to The Millennium Site.
* 2 x 20Kg bags to the entrances and exits of all footpaths on The Common.
* 3 x 20Kg bags to The Parish Centre car park and all footpaths surrounding the building.

# LEAF COLLECTION

Leaf collection is limited to a few key areas. Leaf collection shall be carried out regularly during the main leaf collection period, (October to March). Weekly attention must be paid to Doctor’s Alley/The Ruins Path, Shepherds Row, The Millennium Site tarmac path and Silk Mill Play Area. Outside of this period, leaf collection shall form part of the normal maintenance of all sites. Leaves on The Common tarmac paths are to be blown off the path as opposed to collected.

# HEDGES AND BOUNDARIES

The Contractor shall trim and prune all hedges to encourage a stable hedge. The width at the top should be slightly less than at the base. All woody weeds shall be removed, and stumps killed. Where hedges cause an obstruction, The Contractor will cut back the nuisance growth at each site maintenance visit. The Contractor shall always ensure that the bases of hedges are litter free and shall be weeded and litter picked by hand.

The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife and Countryside Act 1985.

## The Parish Centre

The hedge on the Redbourn House Day Nursery and Parish Centre boundary is to be cut three times a year.

## Flamsteadbury Open Space.

The boundary of the whole Play Area next to the scrub, is cut once every year, including the roadside hedge on Stephen’s Way.

One area next to the Play Area fence is cut three times a year, to not encroach on the Play Area.

## Silk Mill Play Area

Cut three times a year.

## **Long Cutt Open Space**

The boundary hedge is cut once a year. The hedgerow on the right of the footpath from Long Cutt, is cut three times a year, to ensure it does not encroach upon the footpath.

## Panhandle

Cut once a year.

## The Village Entrance, High Street and Hemel Hempstead Road

Cut once a year.

## West Common Unadopted Road

The hedge near the cross section of Church End and West Common is to be cut three times a year.

## Cumberland Garden

Laurel hedge to be cut twice a year and box hedge three times a year.

## The Ruins Path/Doctors Alley and Shepherd’s Row

Overhang from resident’s gardens to be cut three times a year.

## Millennium Site

Cut twice a year.

## North Common and Lybury Lane

Cut twice a year.

## Museum

Hedge to the left of the Museum when facing the building, must be cut once a year.

## Church End

Hedge to the left of 8 Church End as you face the building, to be cut twice yearly.

# GENERAL MAINTENANCE

## The Moor

An area known locally as The Moor, is in the wettest area of The Common where the River Red runs through The Common, and in former times it was a lake which formed a winter skating pond. In the centre of the Moor is a small bridge. In the Summer, The Contractor shall cut back all foliage within three metres of the bridge on either side, giving clear access for the community to the water and central path over the bridge. In addition, The Contractor is required to cut the tops off all the nettles. Nettles are not to be cut to the ground, to encourage wildlife. Brambles or other overgrown material along the riverbank should also be cut back, paying particular attention adjacent to the benches, at the side of the water. A minimum of three times a year in the growing season and once between 1st October and 31st March. The Contractor is required to clean the channel by hand to a metre wide, placing all cut debris on the banks of the river.

## Play Areas & Inspections

There are four play areas; Long Cutt, East Common, Flamsteadbury Lane and Silk Mill. The maintenance of play equipment shall include associated safety surfacing and other play features.

Inspections are required to be reported on each play area at weekly intervals throughout the year. Reports for each inspection are to be provided to RPC for their records.

The Contractor should immediately report worn, defective or damaged parts of the play area equipment or associated grounds to RPC as part of their inspections. The Contractor shall ensure that access to any faulty equipment or enclosure is made safe and unavailable to the public, including the supply and installation of barriers, warning signs and where appropriate, the immobilisation of equipment, as agreed with RPC, until such time as the fault has been rectified.

The Contractor shall allow for the removal of all graffiti from the play area, its’ equipment and all furniture, washing all soiled surfaces with cleaning/disinfectant as approved by RPC.

## Park Furniture – Refer to Appendix 2

Every twelve months, between October and March, a preservative, fit for purpose, shall be applied to half of all park furniture, resulting in all park furniture being treated every two years. During this operation, all plaques shall be protected from staining and damage. Any resultant stains to the plaques shall be removed in an appropriate manner so that no damage is sustained. The Contractor is required to provide a price including labour and all materials.

## Wooden Bollards or Posts

There are many wooden posts which have been installed around the village. The primary purpose has been to protect the edges of The Common from being damaged by car parking. The Contractor is responsible for repairing any damaged posts or replacing any posts which have rotted. RPC will provide the posts.

## Redbourn Parish Council Store

The RPC Store is located on North Common, near the Methodist Church and next to Redbourn Electrical. The purpose of the store is to provide storage for the grounds maintenance equipment and on occasion, short term storage of equipment for other approved village organisations. No flammable materials are to be kept in the store.

The store must always be maintained in good order.

## Special Events

There will be throughout the year certain regular annual events held in open spaces. The events vary in size, length of time and the amount of preparatory and clearance work required for each event. It is expected that assistance will be required from The Contractor for each event, not exceeding six events per annum.

## Any Other Duties

There will be other duties which are required during the year which will be priced on an adhoc basis.

## Urgent Call Out

There are often circumstances such as a major storm which create urgent matters which The Contractor must address immediately. Such instances may include flooding where sand bags may need to be quickly delivered to multiple locations. The Contractor must provide a fixed rate per hour to attend to such matters urgently.

## Continuity of Service

The Contractor is required to provide a plan for continuity of service should staff be unavailable due to ill health or other unexpected events.

# REVIEW REQUIREMENTS

To monitor and assess the progress of the contract, the Grounds Maintenance team will be required to attend a quarterly meeting with RPC to assess the overall contract performance.

The efficiency to meet the terms of this specification will be the primary focus of the review meeting. As a result of the findings of the quarterly review, RPC retain the right to make amendments to the detailed specification of the contract, to drive further efficiencies and adapt to the needs of its’ customers.

# FEES AND PAYMENT

The Contractor is required to submit a monthly timesheet, (a template will be provided by RPC) with the relevant monthly invoice.

Payment will be made within 30 days by cheque upon satisfactory (as deemed by RPC), completion of the work by The Contractor and receipt of a hard copy invoice upon headed paper from the contractor.

If both parties agree to increase the total value of the service provided, The Contractor shall provide RPC with sufficient details to support the increase, including a new formal written quotation, time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties.

# DISPUTES

All disputes, differences or questions between the parties to the Contract with respect to any matter or thing arising out of, or relating to the Contract, other than a matter or thing, as to which the decision of RPC is under the Contract to be final and conclusive (and except to the extent which special provision is made elsewhere in the Contract) shall be referred to the arbitration of two persons (one to be appointed by RPC and one by Contractor), or their Umpire, in accordance with the Arbitration Act 1950.

# TERMINATION OF SERVICES

Termination of The Contract can be made by RPC, giving 90 days’ notice for any failure of The Contractor to carry out the works detailed in their tender response.

The Contractor may terminate the contract by giving RPC 6 months’ notice in writing.

# ADDITIONAL CONTRACTOR RESPONSIBILITIES

The Contractor shall note that there is no provision for storage of The Contractor’s equipment on any site and The Contractor should remove any equipment from the site when work is not in progress. There is a small Parish Store on North Common which is available to store some of RPC’s equipment, but no vehicular parking is included.

The Contractor will be required to take additional weekly instruction from RPC and advise of any work considered necessary to maintain the required standard of upkeep.

The Contractor will be responsible for cleaning up after any works on the same day works are completed. Works where cleaning up cannot take place for more than one day should be notified to RPC and any equipment or areas affected should be made safe before leaving site.

The Contractor shall protect buildings, fences, gates, walls, landform, vegetation, and other site features that are to remain in position during the performance of the service. Any damage caused to existing features through The Contractor’s negligence, will be reinstated at The Contractor’s expense.

Any Chemicals used by The Contractor must be stored by The Contractor in their own facilities. Chemicals may not be stored in the Parish Store under any circumstances.

Whilst undertaking work on behalf of RPC, The Contractor agrees to manage any COSHH requirements for any hazardous chemicals used. A copy of all COSHH safety certificates and relevant information will be supplied to RPC before the Contract commences and when renewals are due. RPC must have up to date and valid copies of certificates for all chemicals used.

The Contractor will require a licence to carry and dispose of waste in accordance with the Environmental Protection Act 1990. PA1 and PA6 licences are also required.

It would be an advantage if The Contractor has a Certificate in the use of Herbicides.

The Contractor agrees to ensure the minimum limit of £5 Million indemnity (preferably £10 million) covers any individual member of staff completing works for RPC, not just the overall firm hired. This must include equal cover for any sub-contractors. A copy of The Contractor’s Public Liability Insurance must be deposited with RPC each year.

The Contractor agrees to undertake their own risk assessments of works on behalf of RPC.

RPC requires The Contractor to declare whether its’ staff are paid as a minimum, the pertaining OECD ‘living wage’ for Hertfordshire.

We are an equal opportunities employer, RPC requires The Contractor to confirm (self-certify) that your organisation complies with Equality legislation.

RPC requires The Contractor and any sub-contractors to declare any previous criminal offences including fraud, corruption, money laundering or insolvency. Contractors must also declare any previous professional misconduct or breach of contract.

# CONDITIONS OF TENDER

In submitting a response to this tender, it will be implied that you accept all the provisions of this tender including these conditions.

Tenderers will treat all the information included in this tender as confidential and commercially sensitive and take all reasonable steps to prevent any disclosure to any third party.

Under no circumstances will any of the information be disclosed by your organisation or your personnel to any third party without RPC’s prior consent in writing.

The information contained in this tender, the supporting documents and in any related written or oral communication, is believed to be correct at the time of issue, but RPC will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of RPC.

By issuing this tender, RPC is not bound in any way to enter into any contractual, or other arrangement with you or any other party.

It is intended that the remainder of this procurement will take place in accordance with the provisions of this tender, but RPC reserves the right to terminate, amend or vary the procurement process by notice to all tendering organisations in writing. RPC will accept no liability for any losses caused to you because of this.

You will not be entitled to claim from RPC any cost or expenses that you may incur in preparing your response, irrespective of whether your tender is successful or not.

All information supplied to you by RPC, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers) unless the information is already in the public domain.

There must be no publicity by you regarding the tender or the future award of any Contract unless RPC has given express written consent to the relevant communication.

Throughout the tendering process and life of the contract, tenderers are required to be fully compliant with all aspects of the Data Protection Act 2018 and subsequent GPDR regulations, this includes all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. Tenderers will be required to promptly notify RPC of any breach of the security measures required to be in place. Non-compliance will be regarded as a material default entitling RPC to terminate any agreements with immediate effect.

The Freedom of Information Act (“FOIA”) applies to RPC. You should be aware of RPC’s obligations and responsibilities under the FOIA, to disclose on written request, recorded information held by RPC. Therefore, information provided by you in connection with this procurement exercise, or with any Contract that may be awarded as a result of this exercise, may have to be disclosed by RPC in response to such a request, unless RPC decides that one of the statutory exemptions under the FOIA applies. If you wish to designate information supplied as part of a response as confidential, you must provide clear and specific detail as to the precise elements which are confidential.

Any attempt by you or your appointed advisers to inappropriately influence the Contract award process in any way, will result in your response being disqualified. Any direct or indirect canvassing by you or your appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of RPC concerning another tendering organisation may result in disqualification at the discretion of RPC.

RPC reserves the right to disqualify you if you do not submit your response in a timely manner.

You must state if you will be using any third-party contractors to deliver the services and ensure that all relevant terms and conditions are applied within any relevant sub-contract. You will be fully responsible as the prime contractor for all third-party sub-contractors.

It is your responsibility to ensure that any consortium member, sub-contractor and adviser abides by these Conditions of Tender.

Your response should remain valid for acceptance for a minimum of 90 days from the date it is submitted.

You may submit, by no later than22nd March 2019, any queries that you have relating to this tender. Please submit such queries by email tofacilities@redbournparishcouncil.gov.uk. Any queries should clearly reference any appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, RPC will respond to all reasonable requests for clarification of any aspect of this tender and supporting documents, if made before the above deadline. RPC will aim to provide responses within one week of receipt of requests.

RPC reserves the right to issue the response to any clarification request made by you to all tendering organisations unless you expressly require it to be kept confidential at the time the request is made. If RPC considers the contents of the request not to be confidential, you will be informed, and have the opportunity to withdraw the request.

Before quoting, The Contractor shall visit the sites listed in the tender and satisfy himself as to the full scope and nature of the works and all other factors affecting the execution of the works, such as access and the space available in which to undertake the work. Any dimensions or quantities given in this specification should be taken only as a guide. The Contractor shall take his own site dimensions for materials, fittings, and equipment for use in the works.

You must inform RPC in writing if there is any change in control, composition or membership of your organisation or your consortium members subsequent to your expression of interest in this procurement process. RPC reserves the right to disqualify you from the procurement process as a result of any such change.

You are reminded of the eligibility requirements that always apply to this procurement process. These include, the provisions set out in Regulation 23 of The Public Contracts Regulations 2006. Any change in your eligibility must be notified immediately to RPC in writing and may result in your disqualification from the procurement process.