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Minerva Learning TRust

MINERVA LEARNING TRUST

GROUNDS MAINTENANCE PERFORMANCE SPECIFICATION

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# Background Information

This Specification aims to achieve best value and aim to support the schools with having appropriate contracts in place that meet the needs of the school and comply with any statutory requirements.

The aim of this contract is to provide the schools with a professional service that ensure the delivery of the specification and meets their statutory responsibilities to provide a safe environment for all its stakeholders.

To support the current legislation on environmental standards and in fitting with the Trusts Corporate Social Responsibility there is an expectation that the supplier of this contract will be able to demonstrate their ethical and environmental commitment to the environment.

This contract will cover the following properties within our Trust

* Handsworth Grange, Handsworth Grange Road, Sheffield S13
* High Storrs School, High Storrs Road, Sheffield S11
* Stocksbridge High School, Shay House Lane, Sheffield S26
* Chapeltown Academy, Sheffield
* Woodthorpe Community Primary Schools, Lewis Road, Sheffield
* Minerva Learning Trust Central Office

# Specification

## 1) Grass Cutting

**Key Aims**

* To provide a good quality sward, within agreed levels, which is fit for the particular purpose it is intended
* To ensure each site is left tidy.

**1.1 General**

The grass cutting season is taken to be from early March until late October

The Contractor is to follow, and adhere to, approved mowing schedules, completing one area before moving onto the next. The Contractor should make allowances for grass cutting on days that coincide with outdoor sports activities

Mowing will take place over the whole area of grass as indicated, on the plans provided. The Contractor will cut as closely as possible to trees, obstructions, boundaries etc., without damage to them. Areas where mowers cannot cut will be cut immediately by hand or strimmer to obtain a uniform appearance over the whole area.

**1.2 Machinery**

All grass is to be cut cleanly and evenly using sharp and correctly adjusted equipment that has been serviced regularly.

**1.3 Liability**

The Contractor is liable for any damage caused by his operatives or equipment and is required to make good any such damage; he will be held responsible for any claims for compensation arising from his actions or omissions.

In the case of trees, hedges and shrubs, any damage that may affect their future viability, will be replaced by the Contractor at their own expense, with a suitable sized replacement approved by the Authorised Officer in the next planting season.

**1.4 Inclement Weather**

In very wet conditions, with the agreement of the Authorised Officer, grass cutting must cease until conditions allow operations to continue without damage to the ground surface. Any damage arising from a failure to cease operations must be fully re-instated at the Contractor‘s own expense and to the Authorised Officers satisfaction.

If inclement weather has prevented the Contractor from mowing, they must resume as soon as the conditions allow, and the Contractor will be expected to provide additional resources to catch up any lost time.

**1.5 Grass Clippings**

Any grass clippings falling on adjacent hard surfaced areas or beds shall be swept back onto the grassed area at the time of cutting.

**1.6 Frequency**

The cuts are to be always spaced according to the growing season so that the grass is maintained within the performance levels identified. The number of cuts identified is the number anticipated in the average season.

The proposed starting date for each cut is to be indicated on the annual programme of works which shall consider the peak growing periods. Any change to this programme, to keep the grass within the performance levels stated, is to be agreed with the contract management team in advance

**1.7 Areas Planted with Bulbs/Wildflowers**

The Authorised Officer will inform the Contractor of the following areas prior to the grass cutting season.

Certain areas within the contract are planted as wildflower meadows; these areas shall be cut approximately three times throughout the growing season at times to be agreed by the Authorised Officer. The Contractor should allow for the large-scale collection of arisings from these areas which are to be removed from site to an approved location.

**1.8 Defaults**

If the Authorised Officer considers an area of grass to have been unsatisfactorily cut then the Contractor is to re-cut the area immediately, for which no extra payment will be made. In addition, the Contractor shall, at their own expense, carry out any such work as the Authorised Officer considers necessary, to bring the area back to an acceptable standard.

Any omissions, areas of grass not cut within the specified frequencies, or work not to the entire satisfaction of the Authorised Officer may be deemed to be a “default in performance” and recorded in the performance management framework.

## 2) Edging to Grass Areas

 **Key Aim**

To provide a neat and tidy finish to edges using appropriate horticultural techniques.

**2.1 General**

As part of the grass cutting operation edging will be required to those areas, and at the frequency specified, within this Specification.

**2.2 Working Practices**

The Contractor is to maintain the overall size and shape of the grass area at all times.

Any grass clippings falling on adjacent hard surfaced areas or beds shall be swept back onto the grassed area at the time of cutting.

## 3) Hedge & Bush Maintenance

 **Key Aims**

* To provide neatly clipped hedges/bushes which are weed free.
* To prevent hedges/bushes affecting footpaths or vision displays.

**3.1 General**

All hedges indicated in the Charges & Rates are to be kept clipped to present a neat and tidy appearance.

**3.2 Cutting Times**

Annually during July, August and September, to maintain a neat and tidy appearance, or to keep footpaths, roads etc. clear of obstructions.

To retain the size and shape of some hedges the Contractor will need to cut back the growth to the main body of the hedge. The Contractor is therefore to allow within their rates, for cutting a proportion of the hedges each year in this manner. The Authorised Officer will instruct the Contractor which hedges require this operation each year.

**3.3 Method of Cutting**

Cutting will be to remove current seasons growth, to encourage a stable hedge.

The hedge is to be cut back to the same height, width, and general shape as that which existed at the completion of the last approved cut.

All arisings, including clippings lodged in the hedge will be cleared from site at the end of each working day and disposed of to an approved disposal site.

Any rogue plants, such as elderberry, are to be completely removed.

**3.4 Hedge Bases**

All hedge bases are to be kept clean, tidy and weed free, with leaves or debris being removed to an approved disposal site. This operation is to be carried out four times a year at regular spacing.

**3.5 Work Defects**

Any omissions or work not to the entire satisfaction of the Authorised Officer will be deemed to be a “default in performance” and recorded in the performance management framework.

## 4) Hard Surfaces including Paths

**Key Aims**

* To keep hard surfaces and paths free from weeds and moss.
* To remove all debris so providing safe areas to walk.

**6.1 General**

This specification includes all footpaths, courtyards, parking areas and any other hard surface indicated within the Charges & Rates.

* 1. **Defects**

If the treatment for weeds and moss is not 100 per cent successful then the Contractor is to re-treat the area at their own expense, and to the complete satisfaction of the Authorised Officer.

## 5) Shrub Bed Maintenance

**Key Aims**

* To provide high quality shrubs that are healthy, vigorous and achieve the maximum quantity of flowering wood.
* To achieve weed free shrub beds.
* To ensure shrubs do not encroach across footpaths, windows, or sight lines.
* To recycle all arisings.

**5.1 General**

The Contractor is to maintain all shrub beds detailed within the Charges & Rates, these will include beds containing roses, climbers, herbaceous plants, perennials, and trees.

Each bed is to be kept weed free with all growth kept cut back from footpaths, windows etc.

All work is to be carried out by suitably experienced and skilled staff using good horticultural practices.  The Contractor is to be familiar with the different species of shrubs, roses etc. included within this contract and the relevant maintenance required for each species.

**5.2 Weed Control**

Beds are to be kept weed free.

**5.3 Pruning**

All shrubs, roses, etc. are to be pruned in a manner and at a time suited to their species and their location, using clean sharp implements. The Contractor is to familiarise himself with the species within the shrub beds to ensure they are pruned at the appropriate time.

Pruning is to be carried out to build a strong framework, remove dead flowers, keep shrubs healthy and vigorous and enable the shrubs to grow to their full potential, ensuring the maximum amount of flowering wood is produced and to prevent them from creating a hazard to thoroughfares or a nuisance to windows/buildings etc.

**5.4 Forking**

The Contractor is to fork all beds, except those containing mulch.  The result is to be a uniform and evenly graded appearance.

Care is to be taken to avoid any damage to existing plants or areas of bulbs.

**5.5 Mulched Beds**

Any weed growth through the mulch is to be removed.  On each visit the Contractor is to re-distribute the mulch to maintain an even depth.

Any overspill of mulch onto surrounding areas is to be swept back onto the beds. The mulch is to be lightly forked to relieve any areas of compaction.

**5.6 Fertiliser**

The Contractor will apply an approved fertilizer to all shrub beds

**5.7 Pest and Diseases**

Any pests or diseases affecting the shrubs, roses etc., are to be reported to the Authorised Officer immediately.   An application of an approved pesticide will be applied in accordance with specification 9 (pesticides) and may be paid for at the rate inserted in the Charges & Rates (non-routine) schedule item “supply and apply approved pesticide”.

**5.8 Work Defects**

Any omission or work not to the entire satisfaction of the Authorised Officer will be deemed to be a “default in performance” and recorded in the performance management framework.

## 6) Line Markings

**Key Aims**

* To ensure sports pitch markings are in line with the appropriate sport and sports body requirements

**6.1 White Lining**

White lining burning to football pitches to be carried to sports pitches twice per year. Additional overmarking to be carried out a further 2 times per year.

**6.2 Chemicals**

Use of appropriate paint (COSSH to be provided)

**6.3 Timing**

Time of day, scheduled to avoid impact on use of grounds for sports activities as agreed with authorised office.

**6.4 Weather**

Effect of inclement weather to be considered for line marking works.

# Fertilising

 **Key Aims**

* To encourage a healthy, good quality grass sward fit for the purpose it is intended.
* To encourage healthy vigorous growth of all plants in accordance with good horticultural practices.

**General**

1. The Contractor may be required to apply fertiliser to areas on the request of the Authorised Officer.
2. This work may be paid for at the rate inserted in the day rates, with the cost of the fertiliser being paid by the Authorised Officer on production of the appropriate invoice
3. No containers or bags of fertilizer are to be left on site unattended and empty packaging is to be removed to an approved disposal site.

**Grass Areas**

To sports areas the Contractor is to supply and apply an approved fertilizer at appropriate times and when conditions are suitable. Equally so, sports pitches particularly around goal areas will need reseeding to maintain suitability.

**Working Procedure**

Any area damaged following fertilizer application is the responsibility of the Contractor, who at his own expense will make good any such damage. If turfing or seeding is required to make good the damage then the work is to be carried out in accordance with the relevant specification, and to the entire satisfaction of the Authorised Officer.

Any treated area that the Authorised Officer considers is not showing signs of growth stimulation will be retreated at the Contractor’s own expense, in accordance with this specification.

**Shrub/Flower Beds**

The Contractor will apply an approved fertilizer to those areas and at the time specified within the specification.

**Additional Services**

a) In addition to those areas specified the Contractor may be required to supply and apply approved fertilisers to other areas. This work may be paid for at the rate inserted in the Charges & Rates (non-routine) schedule item “supply and apply fertilizer.”

# Mulching

 **Key Aim**

* To reduce weed germination and promote healthy plant growth whilst using recycled materials

**General**

The Contractor may be required to apply a mulch dressing to areas on the request of the Authorised Officer.

This work may be paid for at the rate inserted in the day rates, with the cost of the mulch being paid by the Authorised Officer on production of the appropriate invoice.

**Site Preparation**

The Contractor shall ensure that all areas to be treated with mulch are weed free. All perennial weeds, litter and other surface debris is to be removed and disposed of to an approved disposal site.

Where mulch is to be applied to shrub beds, the area is to be cultivated and any shrubs pruned.

**Application**

The mulch will be applied at an even depth over the whole area, ensuring it is up to the base of any shrubs.

**Maintenance**

Any subsequent weed growth through the bark will be treated with an approved herbicide during the first twelve months, at the Contractor’s expense, after which time it will enter the regular shrub bed maintenance schedule.

Three months following the application of the mulch the Contractor is to inspect the site for areas of settlement that have left it below the required depth. Any such area is to be topped up to the required depth using identical materials at no additional cost to the trust.

# Pesticides

**Key Aim**

* To encourage efficiency savings whilst having due regard to the environment and the impact the use of chemicals has.
* To maintain plants in a healthy manner.

**Definition**

A “pesticide” will mean any agent exerting control over any living organism and will include herbicides, insecticides, fungicides, moss killers and all such similar products.

**General**

The Contractor may be required to apply pesticides to areas on the request of the Authorised Officer.

This work may be paid for at the rate inserted in the day rates, with the cost of the pesticides being paid by the Authorised Officer on production of the appropriate invoice

All chemicals are to be selected from a current “U.K. Pesticide Guide” and be approved under the control of pesticides regulations.

All materials, methods of working, storage facilities and mixes shall be in accordance with the following:

* + Food and Environmental Protection Act 1985

• Control of Pesticides Regulation 1986

• Control of Substances Hazardous to Health 1988.

The Contractor’s attention is drawn to staff training and certification, protective clothing, safe storage, calibration and manufacturers recommendations.

Prior to use the Contractor will provide the Authorised Officer with a COSHH Assessment for the product being used. The Contractor will retain written records of usage in accordance with current recommendations. These are to be available to be viewed by the Authorised Officer upon request.

**Equipment**

All equipment used in the application of pesticides shall be carefully maintained throughout the contract period to ensure correct application rates and that no leakages occur. Any spillage or accident is to be dealt with immediately and reported in writing to the Authorised Officer

**Working Practices**

The Contractor shall ensure all work is carried out in such a manner as to cause no damage or injury to any plant (other than those being treated), humans, animals, machines, or equipment. The Contractor will be required, at their own expense, to make good any such damage, and will be responsible for any claims for compensation arising from such action or omissions.

The Contractor shall provide all appropriate signage to warn the public that spraying is taking place.

In certain areas the time that spraying can be carried out will be restricted by school use, therefore, the Contractor will need to modify their schedule to accommodate this.

**Defects**

Any area treated with a pesticide where the Authorised Officer considers the results unsatisfactory will be retreated at the Contractor‘s own expense.

Any damage caused due to the Contractor’s actions or omissions or any work not to the entire satisfaction of the Authorised Officer will be deemed to be a “default in performance” and recorded in the performance management framework.

**Additional Services**

In addition to those areas included within the Charges & Rates the Contractor may be asked to treat additional areas. This work may be paid for at the rate inserted in the Charges & Rates (non-routine) schedule item “supply and apply approved pesticide”.

# Dayworks

**Key Aim**

To provide a skilled, qualified, trained, motivated and responsive workforce to undertake un-programmed works and provide an emergency response if required.

**General**

Day work rates will only be used on the instruction of the Authorised Officer and where the work required is not specifically covered in the specification.

The Contractor is to use suitably qualified, skilled and experienced staff for the tasks required.

**Pricing**

**Planned Day works**

The rates for planned day works should be comprehensive hourly rates.

The day rate is to be used between the hours of 7.00am and 6.00pm

Any materials or machine costs should be quoted on a separate line.

The trust will benchmark charges for machinery and materials to ensure best value

**Working Procedure**

For all day work Authorised by the Authorised Officer in writing, excluding emergency works, the Contractor will inspect the site and provide an estimated quantity of labour, plant, materials and time scales required to carry out the works. The Contractor is not to exceed this time scale without authority from the Authorised Officer

# Site Controls

All items brought onto site that are required to be disposed of should be done so by the contractor in a safe and environmentally friendly way. This includes but is not limited to: -

* + Packaging for any equipment.
	+ Packaging for any chemicals used.
	+ Waste / replaced equipment.

Any vehicles brought onto site must be driven in safe manner and due care and attention taken to the weather conditions when using vehicles on grassed areas. Any damage caused to the grounds will be the contractor’s responsibility to repair.

* All contractor staff attending site must have had a DBS check and be on the contractor’s staff list submitted to the sites
* All contractor staff must wear the appropriate ID and sign in at reception at each site.
* All contractor staff must have a site induction with the premises teams.
* **The contract must provide a copy of RAMS to the contract manager prior to commencement of the contract.**
* After each visit the contract must obtain a visit sign off / work completion form and a copy of this sent to the contracts manager (See Appendix 1 for an example)

SCHEDULE

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Spec No** | **Map Description** |  | **Regularity** | **Period** | **C** | **HG** | **HS** | **SHS** | **WCP** | **MLT** |
| 1 & 2 | Grass Areas |  | Fortnightly (16 Times) | April - Oct | x | x | x | x | x | x |
| 3 | Hedge or Bush |  | Monthly (7 Times) | Apr - Oct | x | x | x | x | x | x |
| 3 | Hedge or Bush |  | Once during period | Nov - Mar | x | x | x | x | x | x |
| 4 | Hard Surface & Paths |  | 4 Times per year | April - Oct | x | x | x | x | x | x |
| 5 | Shrub Beds |  | 5 times per year | As agreed with school |  x | x | x | x | x | x |
| 6 | Line Marking Football |  | 4times per year | As agreed with school |   | x | x | x |  |   |
| 6 | Other pitches |  | Once per year | As agreed with school |   | x | x | x |  |   |

Key C=Chapeltown, HG=Handsworth, HS=High Storrs, SHS=Stocksbridge, WCP=Woodthorpe Community Primary, MLT- Central Offices

# Contract Management

To ensure that the contractors deliver on the specification the following performance management framework will be used for this contract

* + 1. Termly performance review meetings (Date to be agreed)
		2. Key performance Indicators (See below)

**Termly Performance Meetings**

The contract must attend the termly contract review meetings (4 per year) to discuss how the contract is going, any issue arising from each site and produce a 1-page summary of key issues and items that require attention / discussion for the sites under the contract.

**Ad-Hoc**

Purchase Orders will be sent for any additional works that a school may wish to carry out. Works should not be carried out without a purchase order for the agreed price of the additional works

**Key Performance Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Performance Indicator | Measure | Outcome |
| GM-KPI-01 | The contractor must attend all the contract meetings and produce a report as above. | Attendance at Meetings | Pass or FailIf contractor fails to attend 2 meetings out of the 4 then termination of contract can be considered as a breach of contract. |
| GM-KPI-02 | Defect / default reports not resolved. The first 3 months will be exempt as to enable the contractor to familiarize with the sites.This includes failure to turn up at the agreed scheduled time | No of defaults reported per quarter (excluding Qtr. 1) and not resolved. | 1-10 Noted in reports11-20 10% reduction in a month’s costs20> 25% reduction in a month’s costsIf these continue for 2qtrs to be unresolved then termination of contract can be considered as in breach of contract. |
| GM-KPI-003 | The site must be free of debris after each visit. Loose grass etc. removed from paved/gravel areas | Site officer inspection after visit. | Pass / FailTo be raised at contracts meetings and action plans put in place |
| GM-KPI-004 | Site Visit forms signed | All site visits backed up by a signed copy of work certification and sent to contract manager and school | 1-5 Noted in report5-10 10% reduction in a months costs of the contract10-20 20% reduction in a months costs of the contract20+ Termination of contract can be considered |

Appendix 1 Example Site Visit Certification

|  |  |  |
| --- | --- | --- |
| School Site | Xxxxx |  |
| Date | Xxxxx |  |
| Contractor | Name |  |
| Works  | Carried out (Tick) | Initial School |
| **Grass Cutting as per Schedule** |  |  |
| **Hedges / Bushes** |  |  |
| **Hard Surface Treatment** |  |  |
| **Shrubs / Beds** |  |  |
| **Football Pitch Marking** |  |  |
| **Other Pitch Marking** |  |  |
| **Additional Works Details** |  |  |

Signed by Contractor Signed by School

Name Name