

# WITHERIDGE PARISH COUNCIL



Chairman: J Harvey

## **GROUND MAINTENANCE WORK SCHEDULE 2024 – SUBMISSION DEADLINE 15/01/24**

Tendering Contractor:	
Contact:	
Contractor Address:	
Telephone:	
Email:	

This specification details required grounds maintenance work at locations in and around Witheridge to include cutting of Highways verges.

### **Definitions**

The term “Council” in this document refers to Witheridge Parish Council.

The term “Contractor” in this document refers to the Company or individual contractor who tenders for this contract and who may, subsequently, accept the offer of the contract and who, upon acceptance, would then be legally responsible for its full implementation.

### **Prerequisites**

It is a condition of tendering and accepting the contract if offered that the following conditions are accepted by the contractor.

- This contract can only be accepted in its entirety.
- Sub-contracting is only permitted with the agreement of the Council and in such an event all conditions imposed by this contract shall apply equally to sub-contractors.
- Provide all the necessary labour, equipment, fuel and materials to carry out the work as specified in this schedule. For the avoidance of doubt the Contractor will not be required to supply plants fertilisers or other like items in respect of any new plantings or replacement plantings at the locations referred to above.
- The Contractor shall have sufficient resources to cover staff holidays/illness, machinery breakdowns and similar eventualities without disruption to the schedule of works detailed in the contract.
- Comply with all relevant Health and Safety regulations.
- Submit Method Statement (s) and Risk Assessments with the Contractor’s Tender.

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- Comply with the regulations of HMRC in respect of staff.
- Indemnify the Council against eventualities arising from the work undertaken and to hold insurance in respect of third party liability in the minimum sum of £12m. (A copy of the insurance certificate must be lodged with the Clerk to the Council on acceptance of the contract and annually thereafter).
- Any changes to this contract must be made in writing and signed by authorised signatories of both the Council and the Contractor.
- In the event of the Contractor transferring the business to another company/person, the Council reserves the right to revise or foreclose the contract.
- Submit for the attention of the Clerk, detailed accounts specifying (in the terms of the Contract) the work carried out at Monthly intervals. The Council will settle such properly presented and approved accounts on or around the first Thursday of each month, provided the account is lodged with the Clerk at least a week prior to that date

## General Requirements

The following apply to all sections of the specification.

- Operations to **be undertaken in accordance with attached schedule**.
- Collect and remove from the grounds any litter or debris prior to carrying out any operation.
- Grass to be **cut to a height of 20mm** with arisings left on-site evenly spread. Grass encroaching on paths should be cut back.
- On completion of every operation sites are to be left in a well-presented condition, all arisings to be removed from roads & pavements, service gates closed and locked.
- The Clerk to the Council must be notified as soon as practicable in the event that any works specified in the contract are not carried out or any unforeseen difficulties arise in respect of carrying out the contract.
- **Chapter 8 highway signage requirements shall be met for sites adjacent to the highway.**
- **Additional grounds maintenance by mutual agreement chargeable at agreed Day Rate, materials and any equipment at cost.**

## Tendering

Contractors should inspect the sites and satisfy themselves as to the exact extent of the work. All costings should be quoted ex vat.

It should be noted that it is likely that the contract will be awarded for an initial one year period with the option of renewal given satisfactory performance.

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ADDITIONAL ADHOC WORKS QUOTED FOR DURING THE YEAR	Cost
<b>Day Rate:</b>	

PLOTS 1-14 + 14A-C - HIGHWAY VERGES				
Operation	Frequency	Unit	Cost per unit	Cost for year
Cut / Strim all grass areas.	8 occasions	Per cut		
<b>Total annual cost</b>				

PLOT 15 - ADVENTURE PLAYGROUND (To include play area, skatepark, bmx track, access tracks from main highway AND <b><u>subject to confirmation Willow Rise Corner (WRC) - itemise additional cost separately in case the area is not adopted for any reason*</u></b> )				
Operation	Frequency	Unit	Cost per unit	Cost for year
Cut all grass areas, including bank adjacent to pavement on main road and <b><u>splays either side of main service/pedestrian gate access from B3137 road*</u></b> .	12 occasions	Per cut	Exclude WRC	
			Additional WRC when adopted	
Strim around the inside of the perimeter fencing and the base of hedges*.	6 occasions	Per strim	Exclude WRC	
			Additional WRC when adopted	
Supply and apply a suitable herbicide along the base of perimeter fencing and access track from highway.	2 applications per year	Per application		
Cut back the perimeter hedging hard & trees.	1 cut per year.	Per trim		
Trim back the road (B3137) hedging (both sides) max. 2m height*.	1 cut per year.	Per trim	Additional WRC when adopted	
<b>Total annual cost</b>				

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PLOT 16 - DISCONTINUED				
Operation	Frequency	Unit	Cost per unit	Cost for year
Total annual cost				

PLOT 17 - CHILDRENS PLAYGROUND				
Operation	Frequency	Unit	Cost per unit	Cost for year
Cut all grass areas.	13 occasions	Per cut		
Strim around the inside of the perimeter fencing and the base of hedges.	5 occasions per year - on alternate grass cutting visits.	Per strim		
Supply and apply a suitable herbicide along the base of perimeter fencing to aid strimming. <b><u>Herbicide must not be used around play equipment safer surfacing edges in order to avoid soil erosion creating a trip hazard</u></b>	2 applications per year	Per application		
Total annual cost				

PLOT 18 - TWO MOORS WAY NORTH STREET TO FIELD ENTRANCE				
Operation	Frequency	Unit	Cost per unit	Cost for year
Strim path.	2 occasions per year.	Per strim		
Total annual cost				

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PLOT 19 - TWO MOORS WAY				
Operation	Frequency	Unit	Cost per unit	Cost for year
Cut hedge back hard.	2 occasions per year.	Per cut		
<b>Total annual cost</b>				

PLOT 20 – VILLAGE NAME PLATES – ALL village road approaches				
Operation	Frequency	Unit	Cost per unit	Cost for year
Strim around – total no. 5.	8 occasions monthly	Per cut		
<b>Total annual cost</b>				

PLOT 21 – DOG WASTE BINS (not located at grass cut locations)				
Operation	Frequency	Unit	Cost per unit	Cost for year
Strim around – <b>total no. 4.</b>	8 occasions monthly	Per cut		
<b>Total annual cost</b>				

PLOT 24-24a – THE SQUARE				
Operation	Frequency	Unit	Cost per unit	Cost for year
24 Clear/sweep kerblines gutters of silt and weeds around public toilet block	3 occasions per year	Per time		
24a Weed around <b>noticeboard &amp;</b> all trees in the Square & Church Street	2 occasions per year	Per time		
<b>Total annual cost</b>				

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<b>PLOT 25 – DRAYFORD GREEN, DRAYFORD</b>				
<b>Operation</b>	<b>Frequency</b>	<b>Unit</b>	<b>Cost per unit</b>	<b>Cost for year</b>
Cut all grass areas.	8 occasions monthly	Per cut		
Strim around the inside of the perimeter and ditches to <b><u>maintain visibility of water hazard.</u></b> <b><u>Maintain railing posts around perimeter free of ivy growth.</u></b>	4 occasions per year - on alternate grass cutting visits.	Per strim		
Strim reed growth on river bank to <b><u>maintain visibility of water hazard.</u></b>	1 occasion per year.	Per strim		
Cut hedge back hard along drainage ditch from road adjacent to noticeboard running alongside green to river.	1 occasion per year.	Per cut		
<b>Total annual cost</b>				

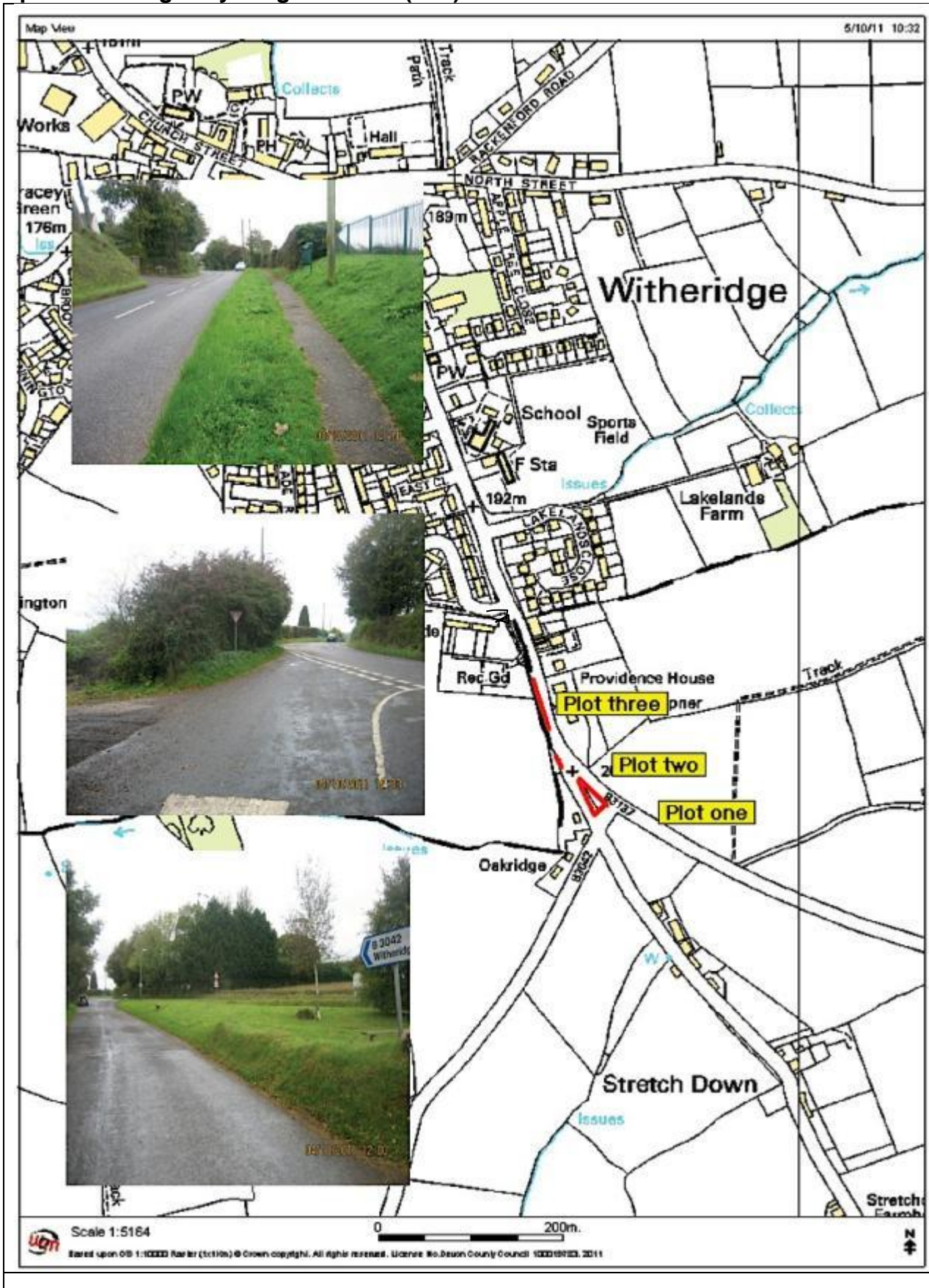
<b>Plot 26 - Witheridge Village All Kerb-lines</b>				
<b>Operation</b>	<b>Frequency</b>	<b>Unit</b>	<b>Cost per unit</b>	<b>Cost for year</b>
Supply and apply a suitable herbicide to <b><u>all streets and public paths / alleys</u></b> (kerb lines and rear of paths) within the village urban area, alleys include:- 1/ The Drang (path between Square & West Street) 2/ Post Office Lane (path from PO to Brooke Rd) 3/ The Bow (path from North St to Fore St) 4/ Path from Apple Tree Close to Fore St	2 occasions per year.	Per application		
<b>Total annual cost</b>				

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## Appendix I – Highway Verges 1 to 14 (A-C)

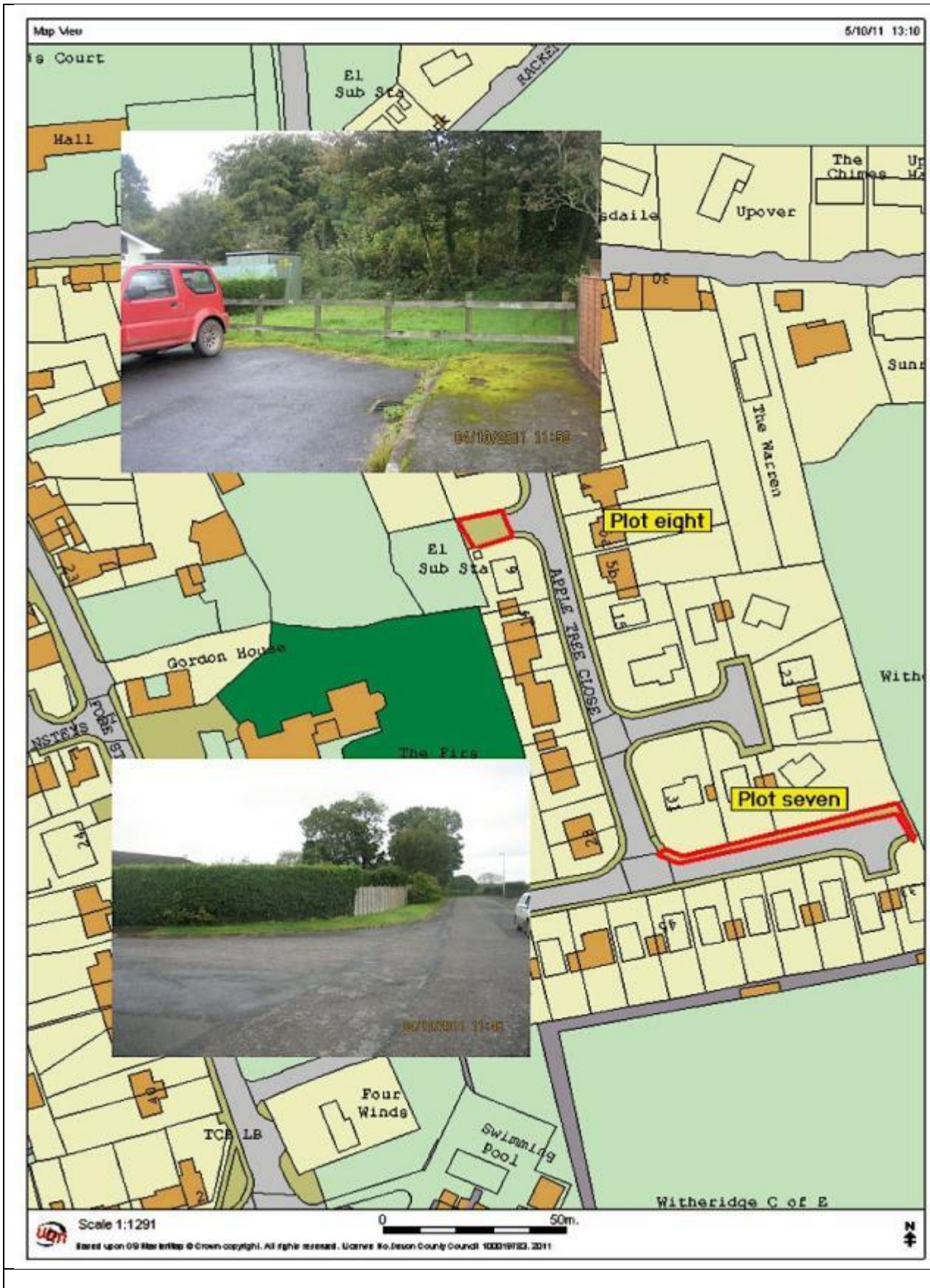


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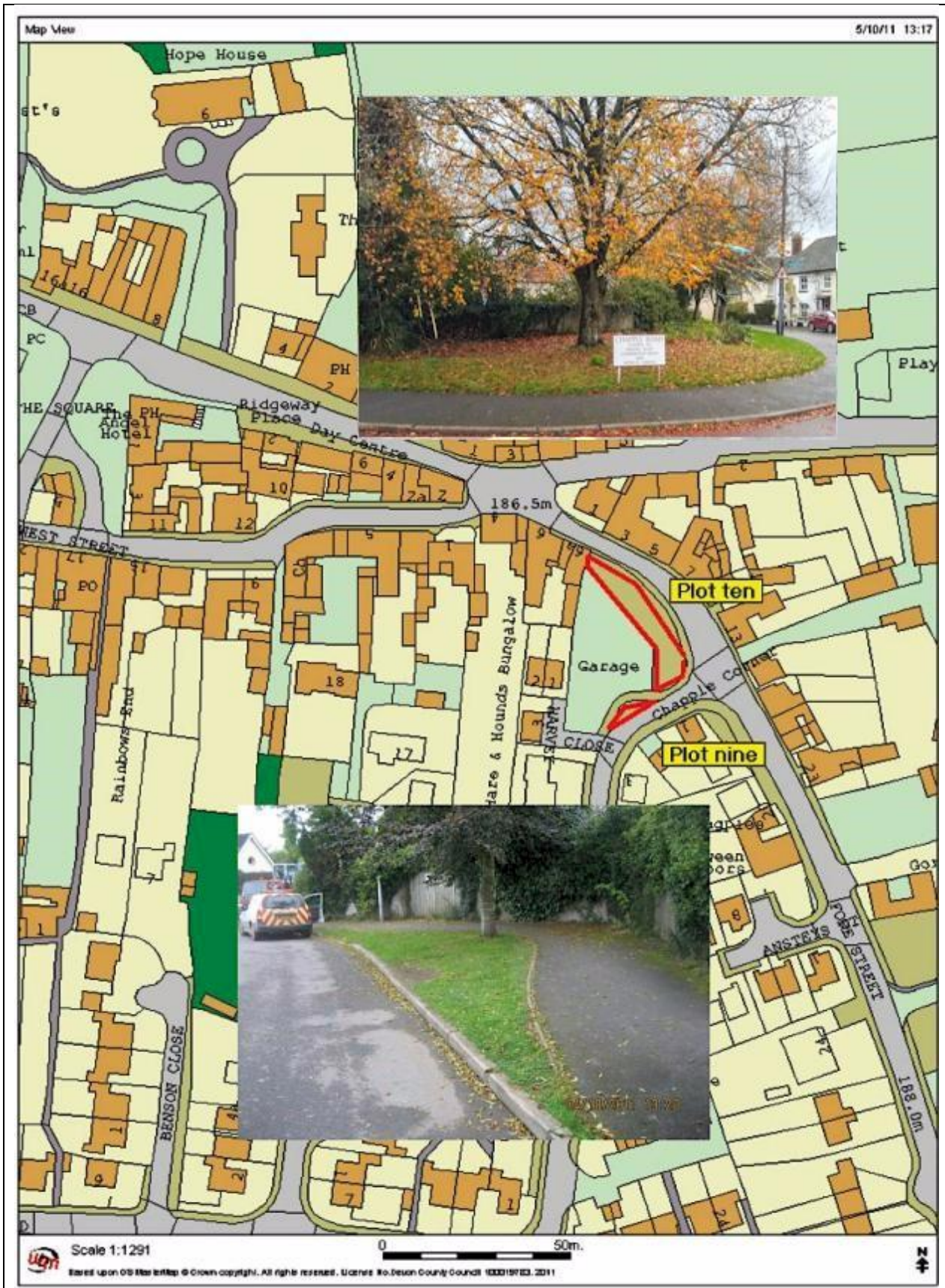
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	<p><b>Plot 14A (Red)</b></p> <p>Grass bank/verge Butts Close off B3137</p>
	<p><b>Plots 14b &amp; c (Blue)</b></p> <p>Grass bank/verge B3137/ Junction with Lakelands Close</p>

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## Appendix II – Parish Property

	<p><b>Plot 15 (Red)</b> Adventure Playground adjacent B3137</p> <p><b>Note addition of Willow Rise Corner (WRC) – please price Plot 15 with two options – one excluding WRC and additional WRC cost separately.</b></p>
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	<p><b>Plot 16 (Red)</b> Parish Hall grounds North Street</p> <p><b>Plot 17 (Yellow)</b> Children's Playground</p> <p><b>Plot 18 (Blue)</b> Two Moors Way</p> <p><b>Plot 19 (Purple)</b> Two Moors Way</p>
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## Plot 20

Village Nameplates (Red)

## Plot 21 (Yellow)

4 Dog Waste Bins not located at other specified grass cutting locations:-



- (1) Mill Lane.
- (2) Drayford Lane to Broomhouse Park footpath.
- (3) Adventure Playground path joining Willow Rise.
- (4) Willow Rise junction with Public Right of Way.

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	<p><b>Yellow &amp; Blue highlighted planters to be maintained by Witheridge In Bloom community group.</b></p> <p><b>Plot 24 (Red)</b> Public Conveniences</p>
	<p><b>Plot 25</b> Drayford Green</p>

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SUMMARY SCHEDULE	FREQUENCY									
<b>PLOTS 1-14c - HIGHWAY VERGES</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Cut / Strim all grass areas.	1	1	1	1	1	1	1	1	1	
<b>PLOT 15 - ADVENTURE PLAYGROUND</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Cut all grass areas.	1	1	2	2	2	1	1	1	1	
Strim around the inside of the perimeter fencing & hedges.		1	1	1	1	1	1			
Supply and apply a suitable herbicide along the base of perimeter fencing and access track from highway.				1		1				
Trim back the perimeter hedging & trees.							1			
<b>PLOT 16 - PARISH HALL GROUNDS - DISCONTINUED</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Cut all grass areas.										
Strim around the inside of the perimeter fencing and the base of hedges.										
<b>PLOT 17 - CHILDRENS PLAYGROUND</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Cut all grass areas.	1	1	2	2	2	2	1	1	1	
Strim around the inside of the perimeter fencing and the base of hedges.	1		1		1		1		1	
Supply and apply a suitable herbicide along the base of perimeter fencing to aid strimming.				1		1				
<b>PLOT 18 - TWO MOORS WAY NORTH STREET TO FIELD ENTRANCE</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Strim path.			1				1			
<b>PLOT 19 - TWO MOORS WAY</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Cut hedge back hard.			1				1			
<b>PLOT 20 – VILLAGE NAME PLATES</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Strim around.	1	1	1	1	1	1	1	1		
<b>PLOT 21 – DOG WASTE BINS</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Strim around.	1	1	1	1	1	1	1	1		
<b>PLOT 24 - 24a – THE SQUARE</b>										
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
24 Clear kerblin gutters of silt and weeds around public toilet block	1				1					1
24a Weed around noticeboard and all trees around Square & Church Street			1			1				

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<b>PLOT 25 – DRAYFORD GREEN, DRAYFORD</b>									
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Cut all grass areas.	1	1	1	1	1	1	1	1	
Strim around the inside of the perimeter and ditches to maintain visibility of water hazard.		1		1		1		1	
Strim reed growth on river bank to <b><u>maintain visibility of water hazard. Maintain railing posts around perimeter free of ivy growth.</u></b>				1					
<b>Plot 26 - Witheridge Village All Kerblines</b>									
<b>Operation</b>	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Supply and apply a suitable herbicide to all streets and public paths / alleys (kerb lines and rear of paths) within the village urban area, alleys include:-  1/ The Drang (path between Square & West Street) 2/ Post Office Lane (path from PO to Brooke Rd) 3/ The Bow (path from North St to Fore St) 4/ Path from Apple Tree Close to Fore St			1		1				

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