

Alveston Parish Council

Provision of Grounds Maintenance Services

Contract Specification and Tender

**Clerk to Parish Council: Graham Smith
3 Beanhill Crescent
Alveston
Bristol. BS35 3JG**

**Tel: 01454 413550
Email: clerk@alvestonpc.co.uk**

Contents

Para.	Subject	Page
1	Introduction	1
<u>Part A - Specification Of Core Works</u>		
2	General Requirements in Respect of Working Practice	2
3	Maintenance of Grassed Areas	3
4	Works Specification (4) – Regular Grass Cutting	4
5	Works Specification (5) – Regular Grass Cutting Short	4
6	Works Specification (6) – Regular Grass Cutting Boxed	5
7	Works Specification (7) – Occasional Grass Cutting	5
8	Works Specification (8) – Rough Grass Cutting & Conservation areas	5
9	Works Specification (9) - Sports Pitch Marking and Maintenance	5
10	Works Specification (10) - In-season Pitch Maintenance	6
11	Maintenance of Shrub and Rose Borders - General Information	6
12	Works Specification (12) – Shrub Borders	6
13	Works Specification (13) – Rose Beds	7
14	Hedge Maintenance – General Information	7
15	Works Specification (15) - Hedge Maintenance (HD)	8
16	Works Specification (16) - Hedge Maintenance (HD2)	8
17	Work Specification (17) – Weed Control	8
18	Work Specification (18) – Fence line Maintenance	9
<u>Part B - Specification Of Provisional Works</u>		
19	Provisional Works - General Information	10
20	Work Specification (20) – Turfing	10
21	Work Specification (21) – One-off Grass Cutting	10
22	Work Specification (22) – Renovation of Worn Turf Areas (method 1)	11
23	Work Specification (23) – Renovation of Worn Turf Areas (method 2)	11
24	Work Specification (24) – Importing & spreading top soil	11
25	Work Specification (25) – Scarify Sports Field	11
26	Work Specification (26) – Apply selective weed killers	11
27	Work Specification (27) – Slitting Sports Field	11
28	Work Specification (28) – Spiking Sports Field	12
29	Work Specification (29) – Harrowing Sports Field	12
30	Work Specification (30) – Applying Fertiliser to Sports Field & Lawns	12
31	Work Specification (31) – Edging up of grassed areas	12
32	Work Specification (32) – Tree Works	12
33	Work Specification (33) – Provision of Hourly Rate	12
<u>Part C – Contract Schedule</u>		
Schedule 1	Jubilee & Lime Kiln Fields, Greenhill, Alveston	13
Schedule 2	Millennium Garden outside St. Helen’s Church, Greenhill	17
Schedule 3	Jubilee Hall Garden – Rear of Jubilee Hall	17
Schedule 4	Cross Hands Play Area – The Down, Alveston	18
Schedule 5	Alveston Cemetery – Costers Close, Alveston	19
	Maps	
<u>Part D – Contract Tender</u>		
Schedule 1	Jubilee & Lime Kiln Fields, Greenhill, Alveston	

Introduction

1. Introduction

This document forms the complete specification, schedule and contract tender document to provide Grounds Maintenance Services to Alveston Parish Council, South Gloucestershire.

The contract will be awarded for a minimum period of three years with a Consumer Price Index (CPI) based uplift on each anniversary.

1.1. Specification of Core Works (Part A)

Part A of the document describes the requirements of each type of work that forms the core of the Council's needs. The specifications should be operated in the areas identified in Part C the schedule.

1.2. Specification of Provisional Works (Part B)

Provisional work consists of those items which are either impossible to quantify in advance or which will only be required on an infrequent basis. Contractors are required to price for these items against the various quantities described. The work will then be quantified and ordered at the discretion of the Parish Clerk and treated as extras above and beyond the core work

1.3. Schedule (Part C)

The Grounds Maintenance Contract consists of five schedules and it is intended that a single contractor is responsible for all five schedules together with any associated provisional works agreed with the Parish Clerk. The five schedules described in detail in Part C are:

Schedule 1 – The Jubilee and Lime Kiln Fields, Greenhill, Alveston.

Schedule 2 – Millennium Garden outside St Helen's Church, Greenhill, Alveston

Schedule 3 – Jubilee Hall Garden.

Schedule 4 – Cross Hands Playing Fields, The Down, Alveston.

Schedule 5 – Alveston Cemetery, Costers Close, Alveston

1.4. Contract Tender (Part D)

Part D of this document is a copy of the form that all contractors must use to tender for the contract. A tender will only be accepted if the form is fully complete including costs for all Core Items and Provisional works. The tender quotation must be delivered to the Parish Clerk by the given date and no quotations delivered after that date will be considered. The tender process is described in the accompanying letter.

1.5. Health, Safety & Risk

The contractor is responsible for complying with the health and safety regulation which apply or may apply in the future. Similarly the contractor will be expected to comply with best practices in this field of work.

The contractor is responsible for carrying out their own risk assessment on all aspects of the contract and ensuring that all proper training and necessary insurances including public liability are obtained.

1.6. Sub- Contract

If the contractor needs to sub contract any work the council must be informed and agree before the work is carried out.

The areas sub-contracted still remains the responsibility of the main contractor, it is the responsibility of the main contractor to ensure the sub contractor complies with all current health and safety regulations, best practices and insurance matters.

1.7. Additional Work

Any additional work over and above the contract must be agreed with the council.

Part A –Specification of Core Works

Part A - Specification Of Core Works**2. General Requirements In Respect Of Working Practice**

- 2.1. Tasks specified to be carried out a number of times per year basis must be suitably spaced out over the period and must meet with the Parish Clerk's approval. The scheduling of these tasks must be available for inspection and the Contractor shall make any adjustments as deemed necessary by the Parish Clerk.
- 2.2. Machinery must not be used by the Contractor in close proximity to children and if in the Contractor's opinion a potentially dangerous situation exists, the Contractor will remove his machinery from the site and contact the Parish Clerk.
- 2.3. The Contractor is to avoid soil; grass cuttings or moss from grassed or soil areas being carried onto buildings, paths and roads. Where this has occurred the area should be cleaned and materials removed immediately.
- 2.4. All pruning, hedge cuttings and arisings shall be removed from the site by the Contractor and disposed of in a proper manner at the Contractor's expense. No burning on any site of any material is permitted.
- 2.5. Machinery used on turf areas shall not spill or drip oil or fuel.
- 2.6. All guards, safety flaps and safety devices must be used in their correct position at all times.
- 2.7. All chemicals must be kept safe under lock and key when not in use. Empty containers must be removed from site and disposed of in a manner approved in the relevant regulations.
- 2.8. All herbicides must be approved by the Parish Clerk prior to use and used strictly in accordance with the manufacturer's instructions and in accordance with the relevant regulations or subsequent amendments for the purposes of use, storage and disposal.
- 2.9. The Contractor will be responsible for replacing any plants, including trees and shrubs damaged by trimmers or mowers. Such damage will be reinstated within five days of the Contractor receiving the Parish Clerk's instruction and any labour or materials required will be provided by the Contractor at his own expense.
- 2.10. When irrigation is required, for example to aid the establishment of new turf or plants the Contractor shall provide all necessary hosepipes and fittings, spray nozzles and sprinklers and fittings necessary for connecting to the water supply. The Contractor shall be required to dismantle all irrigation equipment on completion.
- 2.11. Where taps or standpipes are not available the Contractor shall allow for transporting water to the site.

Part A –Specification of Core Works

3. Maintenance Of Grassed Areas – General Information

- 3.1.** The Contractor shall maintain all the different categories of grass area, as indicated on the site data sheets that form part of the contract documents. These data sheets are accompanied by site plans, which are provided for illustrative purposes only. The Contractor shall notify the Parish Clerk of any substantial variation in the accuracy of these plans.
- 3.2.** The Contractor shall inspect all areas of the site to be cut prior to work commencing and shall remove and dispose of, where appropriate, items and obstructions which might cause damage or injury and litter or debris which may become shredded during grass cutting operations. Any obstructions removed prior to mowing shall be returned to their original position prior to leaving the site.
- 3.3.** The Contractor shall ensure that all machines engaged in grass cutting operations are sharp and properly set so as to produce a true and even cut. All equipment shall be suitable for the grass cutting operation to be carried out and shall only be used in compliance with the manufacturer's recommendations and current relevant Health and Safety legislation
- 3.4.** For clarification, 'grass cutting' includes cutting the clover, weeds and other vegetation that makes up the grass sward.
- 3.5.** When cutting of any category of grass commences at any site all grass areas on the site of that category shall be cut within 24 hours of commencement. This includes the strimming of obstacles and is to ensure that lawn and field areas achieve uniformity. Variation from this item may be required during the months where the height of cut on sports pitches is to be raised as in clause 3.4 or where ground conditions are too wet as in clause 2.6.
- 3.6.** During periods when ground conditions of any site or part of a site, are so wet as to prevent grass cutting occurring without causing damage to the grass or ground levels, the Contractor shall cease grass cutting operations at either the whole site, or the part of the site which is too wet to cut. The Parish Clerk shall be notified immediately of this action. The Contractor shall be required to resume work as soon as ground conditions allow, undertaking whatever works are necessary and using appropriate machinery for the length of grass to promptly bring the grass area or areas to the specified standard. When cutting resumes if the grass categorised as 'grass regular' exceeds 75mm, all grass arisings shall be collected and removed from site at the Contractor's expense.
- 3.7.** Should the Contractor cause damage to the grass or ground levels during mowing operations, the area shall be reinstated within 48 hours unless ground or weather conditions are not suitable. The Contractor shall ensure that a representative at the site where the damage has occurred and/or the Parish Clerk are kept informed as to the progress of the reinstatement.
- 3.8.** Should the Contractor cause damage during grass cutting to other parts of the site such as hard areas, buildings, inspection covers, trees/plants or to personal property such as vehicles then the Parish Clerk should be informed immediately and the necessary action taken to rectify the damage.
- 3.9.** On areas that are inaccessible to ride-on or tractor gang mowers, for example where grass abuts walls/buildings, and around obstacles such as trees, play equip or memorials, smaller or pedestrian mowers or trimmers shall be used to avoid damage.
- 3.10.** Where sites have flowering bulbs naturalised within the grass these areas shall not be cut until 6-8 weeks after the completion of flowering. The arisings from this initial cut shall be removed and disposed of.
- 3.11.** Where moles are present at a site the contractor shall ensure that all mole hills are brushed evenly into the grass sward before grass cutting commences.

Part A –Specification of Core Works

- 3.12. The Contractor shall note that, during recent years, climatic conditions have caused excessive rates of grass growth or 'flushes' to occur at certain times of the year. The Contractor shall have made due allowance in the mowing rates for maintaining the grass to the specified standard during these times.
- 3.13. During drought conditions, on advice, the Parish Clerk may decide to raise the height of cut or suspend mowing entirely and confirmation of this decision will be given to the Contractor. When normal mowing is to resume the Parish Clerk will issue a written/email instruction accordingly.

4. Works Specification (4) – Regular Grass Cutting

- 4.1. Mow areas as often as required to ensure grass does not exceed 50mm but at a minimum frequency of every two weeks. Cut down to between 20-25mm, ensuring cuttings are evenly distributed. Immediately following each cut, clear cuttings from paths, paved areas, highways or play area surfaces onto surrounding grass.
- 4.2. Where grass areas abut planted areas such as shrub, rose or annually planted beds, the grass edge shall be cut back to the original line of the bed using long handled shears or approved mechanical means every time the grass is cut.
- 4.3. Grass that abuts buildings, walls, fences, hard surfaces, trees, posts and other obstructions shall be cut level with the surrounding grass areas at each cut.
- 4.4. Some sports facilities require an alternative mowing regime at certain times of the year, detailed below:
On soccer pitches, raise height of cut to 50mm during the month of March and between August to November.
- 4.5. Should the Contractor allow the grass to exceed 75mm, despite ground conditions being suitable for mowing and except when areas have been made inaccessible through building works etc, when cutting resumes all arisings must be removed and disposed of at the contractors own expense. The Contractor shall contact the Parish Clerk as soon as grass cutting operations substantially fall out of specification and advise on a suitable work programme to rectify the situation.

5. Works Specification (5) – Regular Grass Cutting Short

- 5.1. Mow areas as often as required to ensure grass does not exceed 30mm but at a minimum frequency of every two weeks. Cut down to between 15-20mm, ensuring cuttings are evenly distributed. Immediately following each cut, clear cuttings from paths, paved areas, highways or play area surfaces onto surrounding grass.
- 5.2. Where grass areas abut planted areas such as shrub, rose or annually planted beds, the grass edge shall be cut back to the original line of the bed using long handled shears or approved mechanical means every time the grass is cut.
- 5.3. Grass that abuts buildings, walls, fences, hard surfaces, trees, posts and other obstructions shall be cut level with the surrounding grass areas at each cut.
- 5.4. Should the Contractor allow the grass to exceed 50mm, despite ground conditions being suitable for mowing and except when areas have been made inaccessible through building works etc, when cutting resumes all arisings must be removed and disposed of at the contractors own expense. The Contractor shall contact the Parish Clerk as soon as grass cutting operations substantially fall out of specification and advise on a suitable work programme to rectify the situation.

Part A –Specification of Core Works

6. Works Specification (6) - Regular Grass Cutting Boxed

- 6.1. Using approved mowers, mow as often as required to ensure grass does not exceed 25mm. Cut down to between 15-20mm, all cuttings shall be boxed off and arisings disposed of on-site as agreed with the Parish Clerk.
- 6.2. Where grass areas abut planted areas such as shrub, rose or annually planted beds, the grass edge shall be cut back to the original line of the bed using long handled shears or approved mechanical means every time the grass is cut.
- 6.3. Grass that abuts buildings, walls, fences, hard surfaces, trees, posts and other obstructions shall be cut level with the surrounding grass areas at each cut.
- 6.4. Should the Contractor allow the grass to exceed 50mm, despite ground conditions being suitable for mowing and except when areas have been made inaccessible through building works etc, when cutting resumes all arisings must be removed and disposed of at the contractors own expense. The Contractor shall contact the Parish Clerk as soon as grass cutting operations substantially fall out of specification and advise on a suitable work programme to rectify the situation.

7. Works Specification (7) - Occasional Grass Cutting

- 7.1. Using appropriate machinery from the 4th week of February to the 3rd week of November, mow every 20 working days. Cut down to 25mm, allowing cuttings to be distributed evenly. Immediately following each cut, sweep arisings from paths and paved areas, highways or play area surfaces onto surrounding grass.

8. Works Specification (8) - Rough Grass Cutting and Conservation Areas cut twice per year

- 8.1. Using appropriate machinery, cut once during May and once during October. Cut down to 50mm, allowing cuttings to be distributed evenly. Immediately following each cut, sweep arisings from paths and paved areas, highways or play area surfaces onto surrounding grass.

9. Works Specification (9) - Sports Pitch Marking And Maintenance

- 9.1. The soccer season commences in August and extends to March/April.
- 9.2. On one occasion per year, usually during August, erect all goal posts and cross bars provided by site. All posts to be vertical to the ground, securely and safely erected.
- 9.3. At the end of the season, during March/April (exact date to be determined by the contractor from the Parish Clerk) take down and store on site all goal posts and cross bars provided. Make safe goal post sockets with caps or plugs to be provided by the Contractor and installed flush with surrounding soil level.
- 9.4. Soccer pitch marking requirements are detailed on the schedule. Should additional markings to those listed in the contract schedule be required, the contractor shall advise the Parish Clerk who will amend the details accordingly.
- 9.5. Prior to the start of the soccer season, set out and mark all pitches in accordance with the sport's governing bodies' requirements and as agreed with Parish Clerk.
- 9.6. Before any marking or remarking is undertaken the contractor shall ensure that the surface to be marked is free of all dust, litter, grass, leaves and debris. Mowing must be programmed to precede line marking.

Part A –Specification of Core Works

- 9.7. No herbicide shall be used in line marking operations unless specifically requested by the Parish Clerk.
- 9.8. All lines to be marked using equipment that produces straight even width lines of equal pigmentation using an approved non toxic white lining compound. At all times, marked lines must be 50mm wide and clearly visible from a distance of 30m. Ensure all markings are accurate, with true angles and curves.
- 9.9. The soccer pitch hirer is responsible for “in-season” pitch marking but the contractor may occasionally be requested to overmark pitches between August and March/April inclusive. This additional pitch marking will attract additional payment.

10. Works Specification (10) - In Season Pitch Maintenance

- 10.1. During September and October, on two occasions in each month, lightly roll each football pitch with an approved roller in two directions. This work should be programmed to ensure optimum results bearing in mind prevailing weather and ground conditions.

11. Maintenance of Shrub and Rose Borders - General Information

- 11.1. For clarification ‘weeds’ shall include annual weeds, perennial weeds, woody weeds, self sown saplings, unwanted climbers and suckers.
- 11.2. Pesticides or herbicides shall not be applied to shrub or rose borders without the approval of the Parish Clerk.
- 11.3. Hedgecutters may only be used for pruning purposes on any shrubs or roses with the specific agreement of the Parish Clerk..
- 11.4. Evergreen shrubs should not be clipped or shaped with shears without the prior approval of the Parish Clerk.

12. Works Specification (12) - Shrub Beds

- 12.1. Every 15 working days between 1st of March and 30th November and on one occasion in January, remove all weeds from borders by hand ensuring all roots are eradicated. Remove all litter, debris, dead or diseased plant material and leaves from the borders and dispose of at Contractor’s own tip. Lightly fork the soil surface where required to remove any footprints and relieve compaction, but avoiding damage to the roots of adjoining plants and leave the area in a neat, raked condition with the soil edge thrown up.
- 12.2. Borders which contain a mulch should, at the end of each maintenance visit, have any mulch which has fallen onto the surrounding area swept back onto the bed and then the mulch evenly redistributed across the border.
- 12.3. Pruning shall be carried out at the appropriate time during the year in accordance with current best horticultural practice for each particular plant species using sharp, suitable tools, ensuring all cuts are clean. If any doubt arises regarding the pruning of a particular plant, the Parish Clerk should be consulted. Pruning shall be undertaken during the maintenance visit detailed in para. 12.1. All pruned material shall be removed from site and disposed of at the contractor’s own tip.
- 12.4. Where ivy is present in a border as ground cover it shall be pruned to control its infestation of other plants.
- 12.5. Throughout the year, the Contractor must inspect and allow for cutting back and removing any growth from borders that causes a nuisance or danger to persons or traffic, or that obscures

Part A –Specification of Core Works

light to buildings. This includes plants or weeds overhanging pathways, growing up over windows, obstructing parking bays, signs or drivers' sight lines.

- 12.6.** Throughout the year, the Contractor must inspect and allow for removal of all non-variegated growth on variegated plants. The non-variegated shoots should be cut back to their point of origin and disposed of.
- 12.7.** Throughout the year, the Contractor must inspect and allow for removal of all epicormic growth from the base of all trees present in shrub borders.

13. Works Specification (13) – Rose Beds

- 13.1.** Routine maintenance operations and frequencies for roses shall be as for shrub beds (see para 12.1 & 12.2.) In addition, dead heads, damaged flowers and suckers shall be removed at each maintenance visit and disposed of at the contractor's own tip.
- 13.2.** Roses shall be pruned at the appropriate time during the year in accordance with current best horticultural practice appropriate to their type and group whether they are growing in feature rose borders or as part of a mixed planting scheme. All tools used shall be sharp and suitable for the purpose to ensure all cuts are clean. If there is any doubt or uncertainty concerning pruning, the Parish Clerk should be consulted. Pruning shall be undertaken during the maintenance visit detailed in para. 13.1. All pruned material shall be removed from site and disposed of at the Contractor's own tip.
- 13.3.** Throughout the year the Contractor must inspect and allow for cutting back and removing any growth from rose borders that cause a nuisance or danger to persons or traffic, or that obscures light to buildings. This includes plants or weeds overhanging pathways, growing up over windows, obstructing parking bays, signs or drivers' sight lines.

14. Hedge Maintenance – General Information

- 14.1.** The Contractor shall ensure that all machines and equipment used in hedge cutting are appropriate for the task and are adequately sharp to ensure no damage occurs to the hedging plants.
- 14.2.** When cutting commences on an individual hedge, it shall be completed in entirety before moving onto cutting another hedge. If for any reason this is not possible the Contractor shall advise the Parish Clerk immediately.
- 14.3.** Immediately on completion of hedge cutting, or at the end of each working day, all arisings shall be removed from the site and disposed of at the Contractor's own tip.
- 14.4.** Where hedges are of a height that necessitates working from steps or a platform, the Contractor shall provide and erect the equipment as required, ensuring compliance with all the appropriate regulations.
- 14.5.** The Contractor shall avoid carrying out hedge cutting works during the nesting season. The Contractor shall be responsible for ascertaining, on an annual basis, when the nesting season occurs.

Part A –Specification of Core Works

15. Works Specification (15) – Hedge Maintenance (HD)

- 15.1. Trim hedges labelled on the site plans as **HD** between November & December using shears or hand operated hedge trimmer. Trim carefully and neatly with the width at the top less than the base. Cut back to previous year's growth.
- 15.2. On completion of cutting each hedge, remove all weeds, brambles, litter and debris from the base of the hedge and dispose.
- 15.3. Once per month, between 1st February and 30th October, remove all weeds, brambles, litter and debris from the base of the hedge and dispose.
- 15.4. Throughout the year, the Contractor must inspect and allow for cutting back and removing any growth from the hedge line that causes a nuisance or danger to persons or traffic. This includes vegetation overhanging pathways, growing up over windows, obstructing parking bays, signs or drivers' sight lines.
- 15.5. Hedges planted after commencement of the Contract shall require an alternative maintenance schedule whilst they become established, which shall be agreed with the Parish Clerk.

16. Works Specification (16) - Hedge Maintenance (HD2)

- 16.1. Trim hedges labelled on site plans as **HD2** between November & December and again between July and August using shears or hand operated hedge trimmer. Trim carefully and neatly with the width at the top less than the base. Cut back to previous year's growth.
- 16.2. On completion of cutting each hedge, remove all weeds, brambles, litter and debris from the base of the hedge and dispose.
- 16.3. Once per month, between 1st February and 30th October, remove all weeds, brambles, litter and debris from the base of the hedge and dispose.
- 16.4. Throughout the year, the Contractor must inspect and allow for cutting back and removing any growth from the hedge line that causes a nuisance or danger to persons or traffic. This includes vegetation overhanging pathways, growing up over windows, obstructing parking bays, signs or drivers' sight lines.
- 16.5. Hedges planted after commencement of the Contract shall require an alternative maintenance schedule whilst they become established, which shall be agreed with the Parish Clerk.

17. Works Specification (17) - Weed Control

- 17.1. On three occasions per year, between March and April, between May and Jun and in August., spray all weeds at the base of the fence line with an approved non-residual herbicide.
- 17.2. The treated strip around obstacles and along fence lines shall be between 100-150mm wide.
- 17.3. Application of herbicides shall only take place during the appropriate weather conditions, i.e. not during wet or windy weather, or if the threat of rain appears imminent.

Part A –Specification of Core Works

18. Works Specification (18) – Fence line Maintenance

- 18.1.** Once per year, during December, where indicated in the schedule, cut back all vegetation coming through and over from adjoining land. Cut back to original fence line and remove arisings to Contractor's own tip.
- 18.2.** During January to December inclusive, the Contractor shall inspect and allow for cutting back and removing any growth through the fence lines that causes a nuisance or danger such as brambles or nettles.

Part B – Specification of Provisional Works

Part B - Specification Of Provisional Works**19. Provisional Works – General Information**

19.1. The provisional work consists of those items which are either impossible to quantify in advance or which will only be required on an infrequent basis. Contractors are required to price for these items against the various quantities described. The work will then be quantified and ordered at the discretion of the Parish Clerk and treated as extras above and beyond the core work.

20. Works Specification (20) - Turfing

20.1. When used for replacing turf on graves in the cemetery, this specification may be used with (20) Importing and spreading Top Soil.

20.2. The ground shall be cultivated to a minimum depth of 150mm. All stones exceeding 25mm, all weeds and other deleterious matter are to be removed.

20.3. The ground shall be cultivated to a friable tilth by hand raking or approved mechanical means and consolidated by treading or rolling with a roller not exceeding 250kg. If required, raking and regrading should then take place to ensure that the area is level to avoid depressions or hummocks and that the prescribed finished levels are obtained.

20.4. A pre-seeding fertiliser must be applied evenly to manufacturer's recommended rates. This shall be lightly raked or harrowed into the bed, retaining all surface levels and creating the final bed for the turf.

20.5. Turf laying must be carried out in good weather with turfs being delivered to the site as required. There must be no delay between delivery and laying. Unless otherwise stated, turfs to be weed treated meadow turf, which may include rye grass. Turfs must be laid with a stretcher bond pattern, edges and margins laid with whole turfs.

20.6. Open joints must be filled with a fine sifted top soil or sandy loam to comply with BS 3882 or appropriate equivalent European Standard.

20.7. Finished levels must be 15mm proud of surrounding kerbs, paths and roads, and be flat and level. Turfs laid on banks are to be held in place using 200mm wooden pegs.

20.8. The contractor must not allow the turfs to dry out or shrink and must irrigate the area as required until the turfs become established.

20.9. Any turfs that fail to establish within the first eight weeks are to be removed by the contractor at his own expense and the ground renovated again. New turfs are to be laid as previously specified.

**21. Works Specification (21) - One Off Rough Grass Cutting
(General Information in Core Works Specification applies)**

21.1. Using approved flail mowers, ride-on gang mowers, ride-on rotary mowers, pedestrian machines and trimmers, whichever combination is appropriate, cut down rough grass areas and remove arisings.

22. Works Specification (22) - Renovation of Worn Turf Areas (Method 1)

22.1. Cultivate top soil to a depth of 150mm in not less than two directions bring to a fine tilth free from ridges and depressions. Using a tractor mounted rigid bar grader, grade the whole of the cultivated area to produce final level and seed bed.

Part B – Specification of Provisional Works

- 22.2.** Rake off and hand pick all stones and organic matter exceeding 30mm in dimension and remove to contractor's own tip.
- 22.3.** When final grading has been approved, apply and lightly rake into surface British Seed Houses BSH1 granular pre-seeding fertiliser or approved equivalent at a rate of 80g/m².
- 22.4.** Apply British Seed Houses A7 grass seed mixture or approved equivalent at a rate of 25g/m² by seed distributor in two directions of transverse direction. Lightly rake in seed. Seed supplier's certificate of seed mixture must be available from the contractor on request by the Parish Clerk.
- 22.5.** Firm surface with approved roller.

23. Works Specification (23) - Renovation of Worn Turf Areas (Method 2)

- 23.1.** Using a contravator or approved alternative machine, make two passes at right angles to each other across the whole of the agreed area, simultaneously apply British Seed Houses A7 grass seed or approved equivalent at a rate of 25g/m². Supply and evenly spread British Seed Houses granular pre-seeding fertiliser or approved equivalent at a rate of 80g/m² across the whole of the agreed area. Any stones or debris greater than 30mm shall be removed by hand immediately after the operation.

24. Works Specification (24) - Importing and spreading Top Soil

- 24.1.** Where soil is to be imported it shall comply with BS 3882 and BS 3975 or equivalent European standard. Hand grade and remove all debris and stones over 30mm in dimension and remove to contractor's own tip.

25. Works Specification (25) - Scarify Sports Field

- 25.1.** Using approved tractor mounted machinery or pedestrian equivalent, scarify to prevent build up of dead grass, thatching, weed and moss infestation. Scarification shall be undertaken in two passes at 90 degrees of each other. The raking depth shall not exceed 3mm and arisings shall be removed by the contractor.

26. Works Specification (26) - Apply Selective Weedkiller

- 26.1.** Supply and apply at the manufacturers recommended rates a Selective Weedkiller.

27. Works Specification (27) - Slitting of Sports Field Areas

- 27.1.** Using a tractor drawn approved slitter, make two passes at right angles to each other across the whole of the agreed area travelling at the manufacturer's recommended speed.

28. Works Specification (28) - Spiking of Sports Field Areas

- 28.1.** Using approved machinery aerate sports field areas by making two passes at right angles to each other across the whole of the agreed area travelling at the manufacturer's recommended speed, to a depth of 100mm.
- 28.2.** Where hollow tines are used, cores shall be immediately collected and disposed of by the contractor.

29. Works Specification (29) - Harrowing of Sports Field Areas

Part B –Specification of Provisional Works

29.1. Using a tractor drawn flexible chain harrow, make two passes at right angles to each other across the whole of the agreed area and travelling at the manufacturer's recommended speed.

30. Works Specification (30) - Apply Fertiliser to Sports Field and Lawns

30.1. Supply and apply at manufacturer's recommended rate, British Seed Houses BSH5 Spring/Summer feed or approved equivalent.

30.2. Supply and apply at manufacturer's recommended rate, British Seed Houses BSH8 Autumn feed or approved equivalent.

31. Works Specification (31) - Edging Up of Grassed Areas

31.1. Where grass abuts hard paving, cut back the grass edge to the original line and level using an edging iron or approved mechanical method.

31.2. All arisings to be disposed of to contractor's own tip.

32. Works Specification (32) - Tree Works

32.1. Inspect all trees and report condition to Parish Clerk.

32.2. Remove stakes that serve no purpose including removal of old tree ties, wires or strings. Backfill stake-hole with approved soil to BS 3882/3975 standard.

32.3. Re-stake and/or re-tie tree as per current Arboricultural Association recommendations

32.4. Remove epicormic growths as per schedule.

32.5. Prune lower branch growth to maintain clearance beneath the tree. This requirement to be undertaken only after discussion with the Parish Clerk.

32.6. All arisings to be disposed of to contractors own tip.

33. Works Specification (33) - Provision of Hourly Rates for Labour.

33.1. From time to time the Parish Council may require to order additional works.

33.2. Contactors are asked to provide an hourly rate for providing operatives and all the equipment that might reasonably be required in performing those tasks.

Part C – Contract Schedule

Schedule 1**Jubilee & Lime Kiln Fields, Greenhill, Alveston**

The contracted work requirements at the Jubilee & Lime Kiln playing fields consist of items 1 to 6 listed below.

The fields consist of two large grassed areas, a children's play area, Youth Centre Car Park, Jubilee Hall garden and the surrounds of the Jubilee Hall and the Alveston Youth Centre. The whole is mostly bounded by 2m high mixed hedges and several groups of shrubs and small trees are sited within the area particularly near the Youth Centre, Jubilee Hall and along the edge of the children's play area.

The Jubilee Field – As well as being a general amenity area, the Jubilee field is used for senior soccer and cricket in their respective seasons. A row of mature trees grow along the Greenhill Rd boundary.

The Lime Kiln Field – This multi-use area is regularly used for junior soccer in season and casual soccer training and informal activities in the summer. Surrounding the soccer pitch is a new play space with a linear installation of children's play equipment, natural features and landscaped areas. At the northern end of the field, behind the Youth Centre is a tarmac area used as a skateboard park. A boules court is set out in the southern corner of the field and several paths have been laid in the field. The field is well covered with trees and shrub beds.

Children's play area - On the west side of the Lime Kiln field is a fenced children's play area with play equipment, safety surfaces several mature trees, shrub beds and edged on one side by a hedge.

Youth Centre and car park – Set within the Lime Kiln field is the Youth Centre with pathways, a shrub border, grass frontage and large car park. Several mature trees grow within the frontage. Providing a boundary between the car park and play area is a mixed hedge maintained to the height of the fence. On the northern edge of the car park is a steep shrub bank which extends along the side the Youth Centre.

Jubilee Hall and garden – To the west of the Jubilee field is the Jubilee Hall. A fenced grass garden is on the east side of the building used throughout the year by the pre-school group. Immature shrubs are planted in the garden along the fence. Surrounding the Hall are several grassed areas all included in the Jubilee Field work specification.

It should be noted that in recent years, the hedges surrounding the Lime Kiln * Jubilee Fields have been quite problematic to keep clear of extensive bramble and ash sapling growth and the contractor must be mindful of this when considering the cost estimate. The excessive bramble weed growths in hedges are to be removed by the roots **(NOT CUT BACK)**

Part C – Contract Schedule

Item 1.1 - Grass Cutting

Item	Description	Map/colour	Period	Work Specification
1.1a	Cricket outfield	Map A / Red	From Apr/May until August	(6) Regular Grass Cutting Boxed
			At all other times	(4) Regular Grass Cutting
	Cricket Square		not included in Grounds maintenance contract	
1.1b	Senior soccer pitch	Map A / Blue	All year	(4) Regular Grass Cutting. (note. Spec. 4.4 applies)
1.1c	Junior soccer pitch	Map A / Orange	All year	(4) Regular Grass Cutting. (note. Spec. 4.4 applies)
1.1d	All other field areas	Map A / Green	All year	(6) Regular Grass Cutting.
1.1e	Underneath and around play equipment	Map B / Red	All year	(6) Regular Grass Cutting.
1.1f	Jubilee Hall Gardens - East-side fenced garden	Map B / Green	All year	(6) Regular Grass Cutting Boxed
1.1g	Jubilee Hall Gardens - Southern verge by entrance	Map B / Green	All year	(6) Regular Grass Cutting Boxed
1.1h	Jubilee Hall Gardens - path and building verges	Map B / Green	All year	(6) Regular Grass Cutting Boxed
1.1i	Youth Centre frontage	Map B / Blue	All year	(4) Regular Grass Cutting
1.1j	Youth Centre building and path verges	Map B / Blue	All year	(7) Regular Grass Cutting
1.1k	All paths and hard edges		Twice yearly	(31) Edging grassland areas

Item 1.2 - Fertiliser and Weed killer

Item	Description	Map/colour	Period	Work Specification
1.2a	Cricket Outfield	Map A / Red	Spring/ Summer	(30.1) Apply fertiliser
			Autumn	(30.2) Apply fertiliser
			Autumn	(26) Apply selective Weed killer
1.2b	Senior soccer pitch	Map A / Blue	Spring/ Summer	(30.1) Apply fertiliser
			Autumn	(30.2) Apply fertiliser
			Spring	(26) Apply selective Weed killer
1.2c	Junior soccer pitch	Map A / Orange	Spring/ Summer	(30.1) Apply fertiliser
			Autumn	(30.2) Apply fertiliser
			Spring	(26) Apply selective Weed killer

Item 1.3 – Soccer Pitch Maintenance

Part C – Contract Schedule

Item	Description	Map/colour	Period	Work Specification
1.3a	Senior soccer pitch	Map A / Red	August	(9.2) Erect goalposts
			March/April	(9.3) Remove goalposts
			Prior to season	(9.5) Set out & mark pitch.
1.3b	Junior soccer pitch	Map A / Blue	Prior to season	(9.5) Set out & mark pitch.
1.3c	Soccer pitches	Map A / Blue & Orange	End of season	(22) Renovate worn turf areas particularly goal mouths and centre circle.
1.3d	Soccer pitches	Map A / Blue & Orange	In season	(29) Harrow/slitting pitches as required and when conditions permit preferably monthly.
1.3e	Soccer pitches	Map A / Blue & Orange	Spring/ Summer	(29) Alternate harrowing/slitting and rolling as required.

Note. Line marking during the season is undertaken by the football clubs.

Item 1.4 – Shrub Beds

Item	Description	Map/colour	Period	Work Specification
1.4a	Play areas shrub beds	Map C / Green	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance
1.4b	Other beds	Map C / Yellow	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance
1.4c	Youth Centre car park bank	Map C / Red	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance
1.4d	Youth Centre frontage	Map C / Blue	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance
1.5d	Jubilee Hall Garden	Map C / Blue	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance

Item 1.5 - Trees

Item	Description	Map/colour	Period	Work Specification
1.5a	Jubilee & Lime Kiln Field	Map C / Orange	Autumn, Winter & Spring	(32) Tree Works
1.5b	Children's Play area.	Map C / Orange	Autumn, Winter & Spring	(32) Tree Works

Part C – Contract Schedule

Item 6 – Hedges and Fences

Item	Description	Map/colour	Period	Work Specification
1.6a	Hedges along A38 and Greenhill. Approx 148m+62m	Map D / Red	All year	(16) HD2 Hedge Maintenance
1.6b	Hedge in YC Car Park	Map D / Green	All Year	(16) HD2 Hedge Maintenance
1.6c	Hedge behind properties on A38 and Davids Close	Map D / Yellow	All Year	(16) HD2 Hedge Maintenance
1.6d	Hedge behind properties on A38	Map D / Blue	All year	(16.4) HD2 Hedge Maintenance Note. Not Council owned so only cut back where causing obstruction.
1.6e	All fences and gates		All year	(18) Fence line maintenance

Part C – Contract Schedule

Schedule 2**Millennium Garden outside St. Helen's Church, Greenhill**

At the junction of Greenhill and the A38 is a triangular grassed area bounded on all sides by shrubs and wooden stakes and extending along the A38 to the church boundary. Sitting in the centre of this area is the Millennium Stone surrounded by a small flower border. The flower border is not included in the grounds contract.

Item 2.1 - Grass Cutting

Item	Description	Map/colour	Period	Work Specification
2.1a	Millennium Garden	Map A / Yellow	All year	(5) Regular Grass Cutting Short.

Item 2.2 – Shrub Beds

Item	Description	Map/colour	Period	Work Specification
2.2a	Millennium Garden	Map A / Yellow	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance Note. Special attention should be given to (13.5) removing obscuring growth.

Schedule 3**Jubilee Hall Garden – Fenced Plot to the Rear of the Jubilee Hall**

Rear of the Jubilee Hall a grassed area bounded on all sides by shrubs within metal fence..

Item 3.1 - Grass Cutting

Item	Description	Map/colour	Period	Work Specification
3.1a	Jubilee Hall Garden Lawn area	Map A / Yellow	All year	(6) Regular Grass Cutting Boxed.

Item 3.2 – Shrub Beds

Item	Description	Map/colour	Period	Work Specification
3.2a	Jubilee Hall Garden	Map A / Yellow	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance Note. Special attention should be given to (13.5) removing obscuring growth.

Part C – Contract Schedule

Schedule 4**Cross Hands Playing Field – The Down, Alveston**

At the junction of The Down and Down Road is the Cross Hands Play area consisting of a grassed area used for informal play and a hard surfaced children's play area bounded by a wooden fence. The area to be maintained includes the fenced section and a "U" shaped area outside the fence on the north, west and south sides.

Two goalmouths are installed with two sets of sockets for each set of poles to enable the "pitch" direction to be moved. Once a year, the goalmouths are moved to the alternatives to allow for maintenance.

Item 4.1 - Grass Cutting

Item	Description	Map/colour	Period	Work Specification
4.1a	Play Area	Map E / Green	All year	(4) Regular Grass Cutting.
4.1b	Play Area	Map E / Green	All year	(31) Edging up of grassed areas
4.1c	Play area goalmouths	Map E / Green	Annually	(22) Renovation of goalmouths
4.1d	"U" Shaped area o/s fence	Map E / Red	All year	(4) Regular Grass Cutting.

Item 4.2 – Fence Line Maintenance

Item	Description	Map/colour	Period	Work Specification
4.2a	Play Area fencing	Map E / Blue	3 times a year	(17) Weed Control
4.2b	Play Area fencing	Map E / Blue	All year	(18) Fence line Maintenance.

Part C – Contract Schedule

Schedule 5

Alveston Cemetery – Costers Close, Alveston

Alveston Cemetery is situated in Costers Close, off Quarry Rd, Alveston. Sitting in the corner of a parcel of agricultural land and constructed 18 years ago, the cemetery is bounded by post and rail fence and planted with approximately 250m of mixed hedge and specimen trees. The boundary hedge is to be maintained to a height of 1.5m. The north edge consists of a mature, somewhat overgrown boundary with the golf club and a public footpath. The grounds contract includes maintaining a good grassed surface to this section of public footpath which is clear of any overgrowth.

The site is partitioned by three large bunds planted with mature shrubs to be well maintained as individual specimens, not as hedge growth and to sound horticultural principles. A special note must be made that in recent years, the bunds have been quite problematic to keep clear of extensive bramble and ash sapling growth and the contractor must be mindful of this when considering the cost estimate. The excessive bramble a weed growth in Bunds to be removed by the roots (**NOT CUT BACK**)

The southern end of the site consists of a gravelled car park with turning space and a lawned garden area with specimen trees and shrubs.

Through the Lych gate, the burial/interment memorial area is divided into two. The “active” area consists of specimen “memorial” trees, a rose bed and lawns with standing memorials and tablets. This area of the cemetery is to be maintained to the highest level with the lawns cut to a “short” standard. The rose bed with an “Old English” lavender border is to be managed to an exceptionally high level with regular ground cultivation and tending to the shrubs and roses.

Divided from the “active” burial area by marker posts is an area maintained as a “conservation area. Only recently converted to this format, the plan for this area is to create a “wild flower” vista with mown paths both surrounding it and wandering through.

The Parish Council requires that the Cemetery is maintained to a very high standard to offer to the users and the community at large a natural yet well maintained area that, despite its modest size, can present a highly comforting and peaceful environment.

It should also be noted that the site is regularly affected by moles and paragraph 3.11 General Information applies. This requirement should be included in the contracted cost of the work specification for grass cutting.

Item 5.1 - Grass Cutting

Item	Description	Map/colour	Period	Work Specification
5.1a	Southern garden and car park	Map F / Green	All year	(4) Regular Grass Cutting.
5.1b	Memorial garden	Map F / Red	All year	(5) Regular Grass Cutting Short. Note. Care should be taken with spring bulbs planted next to memorial.
5.1c	“Naturalised area”	Map F / Blue	Twice yearly May & October	(8) Rough Grass cutting
5.1d	“Naturalised area” paths and edge	Map F / Orange	All year	(4) Regular Grass Cutting.
5.1e	Public Footpath	Map F / Yellow	Feb to Nov	(7) Occasional Grass Cutting

Part C – Contract Schedule**Item 5.2 – Shrub Beds**

Item	Description	Map/colour	Period	Work Specification
5.2a	Bunds	Map G / Green	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance
5.2b	Other beds	Map G / Blue	Monthly Mar to Nov & in Jan	(12) Shrub bed maintenance

Item 5.3 – Rose & lavender Bed

Item	Description	Map/colour	Period	Work Specification
5.3a	Rose & Lavender Bed	Map G / Red	All year	(13) Rose bed maintenance (12) Shrub bed maintenance

Item 5.4 - Trees

Item	Description	Map/colour	Period	Work Specification
5.4a	All trees within the Cemetery Site		Autumn, Winter & Spring	(32) Tree Works

Item 5.5 – Hedges and Fences

Item	Description	Map/colour	Period	Work Specification
5.5a	Hedges surrounding Cemetery site	Map G / Orange	All year	(16) HD2 Hedge Maintenance
5.5b	Hedge growth along footpath	Map G / Yellow	Nov/Dec	(15) HD Hedge Maintenance
5.5c	All fences and gates		All year	(18) Fence line maintenance

Item 5.6 – Weed Control

Item	Description	Map/colour	Period	Work Specification
5.6	Gravel surface area	Inside gate	3 times a year	(17) Weed Control

Part D – Contract Tender

Quotation for Grounds Maintenance Services from:

Contractor name or Company name:

Contractor address:

.....

Core Works Quotation

Schedule	Item	Description	Cost per Year. Exc. VAT
1	Jubilee & Lime Kiln Fields.		
	1.1	Grass Cutting	
	1.2	Fertiliser & Weed Killer	
	1.3	Soccer Pitch Maintenance	
	1.4	Shrub Beds	
	1.5	Trees	
	1.6	Hedges & Fences	
		Schedule 1 sub-total	
2	Millennium Garden outside St Helen's Church		
	2.1	Grass Cutting	
	2.2	Shrub Beds	
		Schedule 2 sub-total	
3	Jubilee Hall Garden		
	3.1	Grass Cutting	
	3.2	Shrub Beds	
		Schedule 3 sub-total	
4	Cross Hands Playing Field		
	4.1	Grass Cutting	
	4.2	Fence Line Maintenance	
		Schedule 4 sub-total	
5	Alveston Cemetery		
	5.1	Grass Cutting	
	5.2	Shrub Beds	
	5.3	Rose & Lavender Bed	
	5.4	Trees	
	5.5	Hedges and Fences	
	5.6	Weed Control	
		Schedule 5 sub-total	
Core Services total tender per 12 months			

Provisional Works Quotation

Part D – Contract Tender

Spec	Work Description	Unit	Cost per unit
20	Turfing	Sq. Meter	
21	One Off Rough Grass Cutting	Sq. Meter	
22	Renovation of Worn Turf Areas (Method 1)	Sq. Meter	
23	Renovation of Worn Turf Areas (Method 2)	Sq. Meter	
24	Importing and spreading Top Soil	Per tonne	
25	Scarify Sports Field	Per pitch	
26	Apply Selective Weedkiller	Per pitch	
27	Slitting of Sports Field Areas	Per pitch	
28	Spiking of Sports Field Areas	Per pitch	
29	Harrowing of Sports Field Areas	Per pitch	
30	Apply Fertiliser to Sports Field and Lawns	Per pitch	
31	Edging Up of Grassed Areas	Linear Meter	
32	Tree Works (included in schedules)	Hourly rate	
33	Provision of Hourly Rates for Labour.	Per operative	

The Contractor is responsible for his own public and employers liability insurance.

I confirm that the amounts quoted are the full charges for the work as specified excluding VAT. All operatives will be fully trained in the work to be undertaken and that the appropriate insurances are in place.

Signed Date

Company name:

Telephone:

Email (if available):

Note: This tender should be sent to the Parish Clerk in an envelope clearly marked **“Quotation – Grounds Maintenance.”** The tender must arrive no later than the specified date in the accompanying letter / email / website. Tenders that arrive late will not be considered.