



**Pucklechurch Parish Council
Tender and Specification for
Parish-wide Grounds Maintenance
and
general village, play area and equipment services.**

2-year contract 2023/24 & 2024/25 with possible extension for a further year



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INVITATION TO TENDER FOR PARISH WIDE GROUNDS MAINTENANCE AND GENERAL VILLAGE, PLAY AREA AND EQUIPMENT SERVICES.

Pucklechurch Parish Council is inviting contractors to tender for the contract for:

- **Grounds maintenance,**
- **Maintenance of play areas,**
- **Maintenance of other parish owned assets,**
- **Other duties associated with maintaining the parish environment.**

Quotations to be received by **12 noon on 11th January 2023**, the winning contractor will be contacted by end of January 2023. The contract will be paid monthly (on invoice) based on the regular annual cost divided monthly over the period April – March (inclusive). Any additional works commissioned during the month should have a separate order number and be itemised and invoiced separately.

The Parish Council is not obliged to accept the lowest or any tender. Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

Quotation Requirements:

- Written quotation (Annual Cost per year showing inflationary increases)
- A description evidencing your experience in undertaking horticultural / maintenance activities (either individually or as a whole).
- A description of similar works the contractor has undertaken.
- Evidence of/approach to effective partnership working to provide flexibility.
- Tender declaration submission form.
- Copy of Public Liability insurance with a minimum of £10,000,000.00
- Copy of Employers Liability if applicable with a minimum of £5,000,000.00
- Details of at least 2 referees on supplied form.

Please note the council has an expectation that contractors will comply with Pucklechurch Parish Council's environmental policy.

Failure to supply any of the above will result in the Tender being rejected.

Tender Return

Sealed envelopes to be clearly marked 'Tender – Maintenance contract' and marked

For the Attention of: Daphne Dunning – Parish Clerk

Pucklechurch Parish Council,

25 Parkfield Rank

Pucklechurch

Bristol

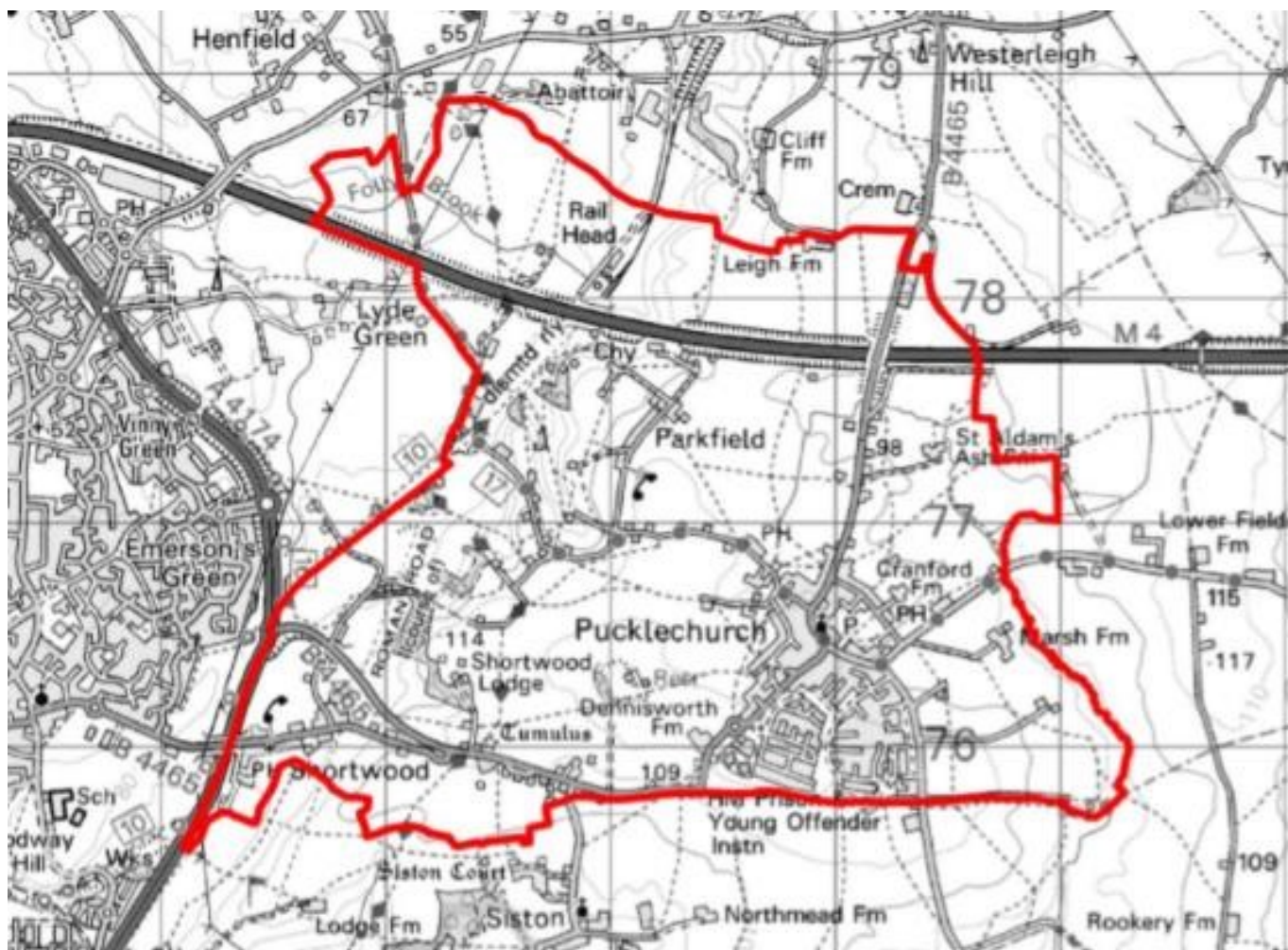
BS16 9NR

Tel: 07525 842095.



1. Introduction

The expectation is that an appropriately trained grounds/maintenance company or self-employed individual would be able to complete the following tasks in the Parish of Pucklechurch (see map below).



A brief description of each area is given below with the frequency/time given at the end of the tender. We would expect that any tenderer would wish to visit these areas and can be accompanied by the Parish Clerk if required, please phone to arrange.



1.1 The Recreational Ground. BS16 9RH



Adjoining the Community Centre and car park, a large fenced multiple use public amenity space with play area, public seating, ball game areas, football/cricket pitches and youth shelter. It adjoins the burial ground.

Weekly monitoring of site.

Fortnightly duties:

- Playground/play equipment checks and maintenance including teen shelter (C).
- Play surface checks and maintenance.
- Monitor basketball net and area
- Defibrillator check – sited at entrance to the Community Centre.





Monthly duties:

- Monitor perimeter fencing (iron railings along Castle and Hill View Roads and metal fencing Lansdown Road) and report any issues including the need for any repairs and repainting to the Clerk.
- Public seating – regular checks and maintenance including annual staining/painting as appropriate.
- Maintain and trim hedge adjacent to the community centre and Scouts hut (A) ensuring the pedestrian path is kept clear.
- Maintain and cut boundary hedge along footpath off Hillview Road/Abson Road (B) as required to keep path clear.
- Monitoring trees and notify Clerk of any issues.
- Clean and maintain sign (Castle Road entrance).
- Maintain noticeboard in Community centre car park.





1.2 Shortwood play area.

BS16 9NJ



Leased from a local farmer this is a play area with seating and picnic facilities (A)

Weekly monitoring of site

Fortnightly duties:

- Playground/play equipment checks and maintenance including weeding safer surfacing.
- Play surface checks and maintenance.

Monthly duties:

- Clear entrance area of vegetation and maintain gate (farmer cuts hedges/grass).
- Monitor and clean signage and check litter bin.
- Monitor and maintain seating and picnic bench including annual staining/painting.





1.2.1 Other duties in Shortwood



- Bi-weekly defibrillator check - phone box on Main Road.
- Monitor condition of phone box and report any issues to the Clerk.
- Monitor and maintain noticeboard at Shortwood chapel and report any issues to the Clerk.
- Monitor and clean bus shelter (currently not in use)

Main Road Shortwood, roadside bank

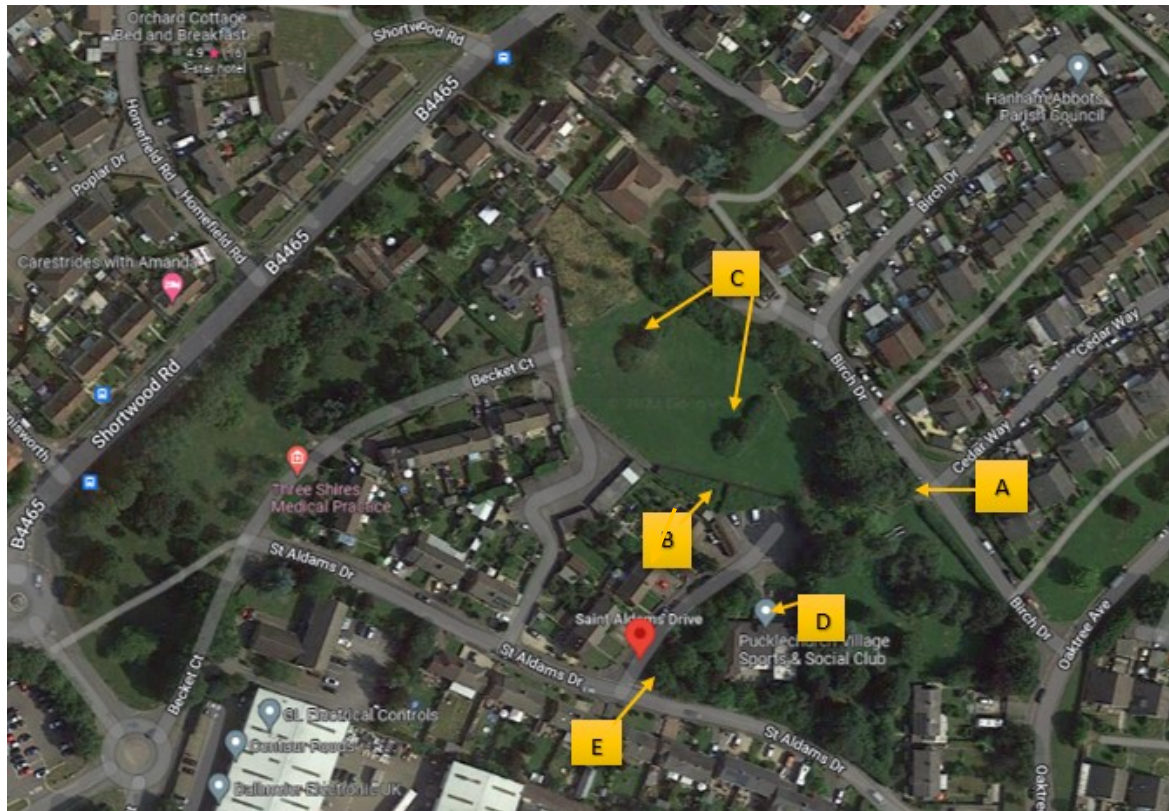
In support of the local volunteer group in Shortwood, the bank of grass shown below may require cutting once a month during the growing season – maximum time 3 hours





1.3 St Aldams and St Aldams Car Park

BS16 9QQ



A large public space surrounded by naturalised hedging with landscaped paths and play areas.

Most paths are flanked by vegetation and a major pedestrian walkway dissects the area. Paths need to be kept clear of obstructions and free from trip or slip hazards.

This public space will require regular weekly checking.

Fortnightly duties:

- Playground/play equipment checks and maintenance. NB The wooden trim trail needs regular monitoring due to its age and condition and individual elements may, on occasion, require removal.
- Play surface checks and maintenance.
- Defibrillator check – sited at Pucklechurch Village Sports and Social club (D)





Monthly duties:

- Birch Drive Entrance (A) - keep sign clear. Trim and maintain boundary hedge from Birch Drive entrance - Oaktree Avenue as required.
- Maintain and undertake repairs to wooden fencing adjacent to steps, ensuring any hedging/undergrowth encroaching on the steps is cut back.
- Ensure white lines on steps are visible, repainting as required.
- Ensure steps are kept clear and free from leaves and debris.
- Maintain and cut area of shrubs/hedging (B) around car park.
- Ensure all paths are kept clear throughout the site.
- Monitor all other hedges throughout the site and notify Clerk of any problems.
- Maintain central beds (C).
- Monitor bramble growth throughout St Aldams and trim any brambles that encroach onto public footpaths.
- Keep all shrub/flower beds clear of debris.
- Maintain signs and gates.
- Sweep and clear leaves from public footpaths in St Aldams and in St Aldams car parking.
- Monitor trees and inform the council of any damage/change.



1.4 Rebekka's memorial garden

BS16 9QQ (E on map)



Weekly duties

- Litter pick
- Monitor garden and report any issues.
- Undertake general weeding to control bramble and invasive plant growth.
- Remove all waste from the site.



1.5 Eagle Crescent

BS16 9SE



A large grassed public space with a recently enlarged dedicated play area.

Fortnightly duties:

- Playground/play equipment checks and maintenance.
- Play surface checks and maintenance.
- Defibrillator check

Monthly duties:

- Public seating checks and maintenance.
- Maintain and clean signage.





1.6 Parkfield Play area

BS16 9NR



A small play area.

Fortnightly duties:

- Playground/play equipment checks and maintenance.
- Play surface checks and maintenance.
- Defibrillator check.

Monthly duties:

- Public seating checks and maintenance including annual painting.
- Keep steps clear and free from leaves and debris.
- Ensure white lines are clearly visible and repaint as required.
- Monitor and maintain gates and fencing.
- Maintain and clean signage.
- Monitor bin.



1.7 All play areas – health and safety:

Parish Council requires any Contractor to hold (or undertake training on appointment) a minimum of ROSPA accredited Routine Playground Inspection training certificate.

- Inspect and provide the Clerk with completed fortnightly inspection check sheets for play areas at St. Aldams, Recreation Ground, Eagle Crescent, Parkfield Rank and Shortwood. Contractor to immediately contact the Clerk with any concerns or issues.
- Weed safer surfaces as required.
- Ensure surfacing is checked and undertake moss clearance as required to prevent the surfaces becoming slippery– use of chemical must be in line with Pucklechurch Parish Council's Environmental policy.
- Monitor trip hazards and any other health and safety issues around play area especially around edges of safer surfacing and action as required.
- Wet pour maintenance is needed on a regular basis at Parkfield and Shortwood where there is constant movement in the old tile surfacing.
- Steps at St Aldams and Parkfield must be kept clear of obstructions/leaves etc and white lines must be clearly visible (re-painting as necessary).
- Railings by steps at St Aldams must be monitored and kept in a good state of repair.
- Treat rust and paint play equipment as required (to avoid school holidays).
- If required attend and accompany inspector during annual ROSPA accredited external play assessments.



1.8 Parish Council Woodland/Allotment:



Monthly duties:

- Monitor woodland (minimum monthly check) and remove any rubbish, notifying the Clerk of any issues.
- Maintain pathways throughout the year.
- Undertake winter maintenance and ensure removal of excessive ground ivy. This may include clearing entrance area and gate maintenance, path edgings, building wood piles from fallen wood. Advise Clerk of any issue.
- Monitor wild flowers and undertake any planting as requested by the parish council to improve biodiversity.
- Monitor trees especially those by pathways and report any problems to Clerk.
- Attend regular inspections of trees by appointed tree specialists as required.
- Monitor and maintain access to allotments and monitor boundary hedging/trees to ensure free access around the site.

1.9 Burial Ground



The burial ground is a small plot adjacent to The Recreation ground. Care should be taken at all times when working in the site as the overall ground surface around all the burial plots is uneven. Please ensure that following notification, no work is undertaken during any funerals or internments.

The parish council has a duty to preserve biodiversity and wishes to ensure there is sensitive management of the burial ground. The council has agreed that paths of short grass will be cut throughout the site to aid movement with a large central path and smaller ones behind each row of headstones as shown.



Grass covering the burial plots will be left slightly longer to maximise resistance to drought and areas of longer grass will be left around the perimeter to encourage wild flowers and biodiversity.



Fortnightly duties:

- Grass to be cut fortnightly during the growing season (weather permitting) and as required at all other times in line with agreed schedule above ensuring grass paths are kept short and are clearly visible.
- Strimming should be kept to a minimum. As great care is required to prevent any damage to headstones, the method of protection must be agreed with the Clerk before strimming commences.
- Additional grass cutting may be required beyond the above to maintain visitor safety.
- Grass cutting of individual plots may be requested prior to any burial/interment.
- Ensure the burial ground bins are put out for collection (bi-weekly on a Wednesday) and that the empty bins are promptly returned to the burial ground to prevent any public obstruction to the pavement.

Monthly duties:

- Monitor and maintain metal entrance gates and the wooden bench with annual repaint.
- Maintain signage.
- Monitor general condition of the burial ground reporting any concerns to the Clerk.
- Prune and maintain shrubs and plants within the burial ground.
- Monitor and trim boundary hedge ensuring brambles and excessive growth is removed.
- Monitor burial plots and ensure new soil is added to very uneven areas.
- Monitor perimeter wall (not owned by the parish council) and notify the Clerk of any issues.
- Monitor and maintain water tap ensuring it is protected in colder months.
- Undertake any new planting as directed by the Clerk.
- As directed by the parish council, action any Health and Safety issues relating to headstones.




1.10 General duties and monitoring/maintenance of council assets.

Act as eyes for Pucklechurch Parish Council and report any problems throughout the parish.

Duties including:

- Register and act as defibrillator guardian to:
 - monitor and inspect defibrillators on a bi-weekly basis and provide the Clerk with a monthly log of checks.
 - Report any defects to the Clerk and ensure The Circuit is notified if any defibrillator is temporarily withdrawn from service/returned to service.
 - Submit monthly electronic returns for the defibrillators to The Circuit

Additional defibrillators are located at the following locations:

 **Old Dairy, Westerleigh Road**



- Check bus shelters within the parish on a weekly removing any rubbish and report any damage/issues.
- Cut back any vegetation from around the shelters that obstructs access.
- Clean parish council owned bus shelters (page 36) on a monthly basis (wash windows and seating and remove any graffiti).

Monthly:

- Clean and maintain Pucklechurch Parish Council signs and noticeboards.
- Monitor for any graffiti and remove if found or report to Clerk if unable to clean.
- Monitor for fly tipping and report to Clerk.
- Monitor bins maintained by South Gloucestershire Council as detailed in 5.1.7. and report excessive waste to Clerk.
- Monitor road gullies/drains for blockages and pavements/footpaths for damage and report any maintenance issues that require to Clerk.
- Monitor all hedges, road verges, walls etc throughout parish for maintenance issues that might cause obstructions/problems and report to Clerk where they require action be it of individual householders, private businesses, Pucklechurch Parish Council or South Gloucestershire Council.
- Work with Pucklechurch Parish Council on future projects as required within the village.
- Meet with third party Contractors to obtain quotations for outdoor equipment and play area maintenance as required.



- Promotion of wildlife at the Woodland and parish outdoor spaces eg to erect bird/owl/bat boxes and planting of wild flowers.
- Liaise with the local beat team with regards to reporting of vandalism and anti-social behaviour.

1.11 Indicative time requirement:

Weekly unless stated. Task times are indicative only and will vary with seasonal, weather and emergency maintenance. Any additional works recognised by the Contractor will be reported to the Clerk with a detailed outline of what is required so that authorisation for works to be carried out can be given by either the Clerk, or the Council, subject to estimates being received.

Indicative times to meet council standards (based on one person doing the duties):

- Shortwood – 46 hours per year for monitoring, safer surfacing weeding, play equipment checks, defibrillator and noticeboard checks and grass cutting of roadside verge.
- Parkfield play area – 35 hours per year for monitoring, safer surfacing weeding, play equipment and defibrillator checks.
- Eagle Crescent play area – 35 hours per year for monitoring, play equipment and defibrillator and noticeboard checks).
- Recreation Ground – 150 hours per year – includes annual repainting of all benches, railing upkeep, monitoring, safer surfacing weeding, play equipment, defibrillator and noticeboard checks.
- St Aldams – 130 hours per year including monitoring, safer surfacing weeding, play equipment, defibrillator and noticeboard checks and maintenance of area.
- Woodland/Allotment – 80 hours per year including regular checks and winter maintenance.
- Burial ground – 104 hours per year.
- Parish wide repairs/maintenance – 104 hours per year.
- General duties – 96 hours per year
- **Total - 780 hours per year.**

The Contractor is responsible for all equipment and training necessary. Proof of appropriate insurance is essential. This contract will be reviewed annually.



2. SPECIFICATION OF WORKS

2.1 General Requirements in Respect of Working Practices

Notes:

Pucklechurch Parish Council expects best practice regarding avoiding hedge cutting during the breeding season. Hedges are to be appropriately pruned/thinned in preparation for the growing season and before winter, with monthly monitoring during summer. Major works are to be carried out in winter, where possible.

Works included in this list of duties are for general maintenance and repair, any larger projects that have been identified by the Contractor or the council will be reviewed by the council and prices sought for completion of works.

All works should be carried out with Biodiversity in mind; all waste is the responsibility of the Contractor and should be removed from site as soon as practicable and disposed of in line with current guidelines. Pucklechurch Parish Council requires that all cleaning and other materials should be environmentally neutral.

No sub-contractor to be used without prior written consent from Pucklechurch Parish Council.

- 2.1.1** Works specified to be carried out on a number of times per year basis must be suitably spaced out over the period and must meet with the approval of the Parish Clerk. The scheduling of these tasks must be made available for inspection.
- 2.1.2** Machinery must not be used by the Contractor in close proximity to members of the public and if in the Contractor's opinion a potentially dangerous situation exists, the Contractor will remove their machinery from the site.
- 2.1.3** The Contractor is to avoid soil, grass cuttings, plants, trees 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 if it is safe to do so. In doing so the Contractor must make sure that they abide with all current legislation in regards to traffic management and Health and Safety legislation.
- 2.1.4** All pruning hedge cuttings 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.
- 2.1.5** Any diseased material must be disposed of in an approved manner
- 2.1.6** The Contractor shall be responsible for replacing any plants including trees and shrubs damaged by trimmers or mowers. The Parish Clerk shall be informed and such damage will be reinstated within five working days or the next planting season as agreed with the Parish Clerk and any labour plant or materials required will be provided by the Contractor at their own expense.



- 2.1.7** 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.
- 2.1.8** Where taps or standpipes are not available the Contractor shall allow for transporting water to the site. All water supply charges however incurred are the responsibility of the Contractor.
- 2.1.9** The introduction of any mandatory water restrictions that prevents irrigation operations and adversely affects maintenance standards shall not be subject to default(s).
- 2.1.10** The Contractor is responsible for the cleaning and monitoring of bins. Any damage or issues must be reported to the Parish Clerk as soon as possible.

2.2 Maintenance of Grassed Areas – General Information

- 2.2.1** The Contractor shall inspect all areas of the sites prior to work commencing and shall remove and dispose of items and obstructions which might cause damage or injury. Special attention should be paid to the removal of broken glass from all areas.
- 2.2.2** All litter shall be removed ahead of hedge and tree maintenance and can be deposited in the Council Waste bins.
- 2.2.3** The Contractor shall ensure that all machines engaged in ground work operations are sharp and properly set. All equipment shall be suitable for the task that is being carried out and shall only be used in compliance with the manufacturer's recommendations and current Health and Safety legislation.
- 2.2.4** For clarification, 'grass cutting' includes cutting the clover, weeds and other vegetation that makes up the grass sward.
- 2.2.5** When cutting of any category of grass commences at any site all grass areas on the site shall be cut within one working day of commencement. This includes the strimming of buildings boundaries trees shrubs equipment furniture and other obstacles. Variation from this item may be required during the months where ground conditions are too wet as in clause 2.2.7 and 2.3.8
- 2.2.** During periods when site conditions of any site or part of a site are so wet as to prevent grass cutting or other maintenance work to occur without causing damage to the grass or ground plant life, 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.



2.3 Utility Working Preventing Grass Cutting

- 2.3.1** The mowing shall be as near as possible to buildings boundaries trees shrubs play equipment furniture and other obstacles without causing damage. All moveable obstructions shall be removed to facilitate cutting. Mowing shall also include the corners of fields' restricted areas between and around trees and planting. Care shall be taken at all times to prevent damage to any of these areas.
- 2.3.2** Any margins that cannot be cut by machine shall be trimmed by other means to the same standard as the main area.
- 2.3.3** Should the Contractor cause damage to the grass or ground levels during mowing operations the area shall be made safe immediately and shall be reinstated within two working days unless ground or weather conditions are not suitable. The Contractor shall ensure that a representative at the site where the damage has occurred and the Parish Clerk is kept informed as to the progress of the reinstatement.
- 2.3.4** Should the Contractor cause damage during grass cutting or other maintenance activities to other parts of the site such as hard areas buildings/ play equipment inspection covers trees plants or to personal property such as vehicles then the area shall be made safe immediately. The Parish Clerk shall be informed immediately and the necessary action taken to rectify the damage.
- 2.3.5** 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 equipment or memorials, smaller or pedestrian mowers or trimmers shall be used to avoid damage
- 2.3.6** 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 at the Contractors green waste facility. Prior to the cutting season commencing the Contractor shall inspect the Burial Ground to identify such areas.
- 2.3.7** The Contractor shall note that during recent years climatic conditions have caused excessive rates of plant & grass growth or 'flushes' to occur at certain times of the year. Additional cuts above the indicative target of 16 to achieve the required standard.
- 2.3.8** During drought conditions it may be decided to suspend mowing/ ground maintenance entirely and confirmation of this decision will be given to the Parish Clerk. The Contractor shall inform the Parish Clerk when mowing/ground maintenance is to resume. Time that would normally have been allocated to these activities will be used for other maintenance projects within the parish as agreed with the Parish Clerk.



2.4 Works specification – Grass Cutting Burial Ground

- 2.4.1** The purpose of amenity standard grass cutting as in the enhanced service is to provide the general public and residents with a visual amenity and provide a kept appearance. To achieve this affect for enhanced services the grass areas are to be mown 14 times annually except where clause 2.2.7 and 2.3.8 applies.
- 2.4.2** The Contractor shall use machines appropriate in size shape and method of cutting for the work involved.
- 2.4.3** The Contractor shall cut the grass in accordance with the detailed specification above but will ensure it is not so short as damage the grass or causes death of the grass plants. All grass mowings will be removed from site
- 2.4.4** 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.
- 2.4.5** Herbicides should not be used to create mowing margins. Any mowing margins approved shall not be wider than 300mm against the bases of walls and fence lines.
- 2.4.6** Herbicides or pesticides should be avoided and only used with permission from the council in line with the council's Environmental policy.
- 2.4.7** Spraying shall not be carried out if rain is imminent or during drought conditions.
- 2.4.8** Grass that abuts buildings walls fences hard surfaces trees posts paths verges, head stones and other obstructions shall be cut as close as possible to site boundaries and level with the surrounding grass areas at each cut.
- 2.4.9** 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
- 2.4.10** Strimmers may only be used in the burial ground with care and protection of headstones.
- 2.4.11** The Contractor will also be responsible for the pruning and maintenance of shrubs and plants within the burial ground.
- 2.4.12** Care must be taken in the Cemetery around headstones and suitable respect observed should any funerals or internments be taking place



2.5 Works Specification – Play Equipment & Surrounding Play areas

- 2.5.1** The Contractor will be responsible for the assessment for all play equipment within the Parish that is the responsibility of the Pucklechurch Parish Council. A monthly inspection of all sites will be undertaken by an appropriately trained individual and assurance given to the Parish Council each month that at the time of the inspection the sites were in good repair in line with ROSPA regulations.
- 2.5.2** The Contractor may accompany the appointed inspector when they carry out their annual visit to the parish to inspect the equipment and will report to the Parish Council any concerns or issues that have been received.
- 2.5.3** The Contractor will hold the relevant playground inspection RoSPA or equivalent qualification to enable them to carry out the monthly inspection. If the Contractor does not hold the qualification at the time of signing the contract, the Council will allow the Contractor a period of 6 months to obtain the appropriate training and qualification or sub-contract the inspection to an appropriately qualified person at the expense of the Contractor.
- 2.5.4** Any faults or concerns noted by the Contractor with regards to the play equipment will be reported to the Parish Clerk as soon as possible. Unsafe equipment will be secured so that it cannot be used by the general public and also reported to the Parish Clerk
- 2.5.5** Small repairs and works may be authorised by the Parish Clerk as the Contractor reports them. If the Contractor is prepared to carry out the works a verbal quote must be agreed between the Contractor and the Parish Clerk, it is not expected that the quote will include materials and all materials may be claimed once the repair/works have been completed.
- 2.5.6** Large works regarding play equipment will require approval from the Parish Council. The Contractor has every right to quote for any large works (repairs/maintenance) but the Parish Clerk may also obtain 2 further quotations as per the Parish Council Financial Regulations.
- 2.5.7** Play areas and paths within the Council land require review. Within this contract, weeding and keeping paths and safe surfaces clear of weeds and moss is acknowledged as part of this contract. It is understood materials will need to be purchased from time to time. These expenses can be claimed back via the Parish Clerk once receipts have been submitted.
- 2.5.8** Trip and hazard areas that have been noted by the Contractor should be reported to the Parish Clerk and these will be reviewed at the time of the report. However, it is expected that within this contract any erosion between grass/safe surfaces will be maintained throughout the year by the use of infill with turf/soil or clay or a similar appropriate material.



2.6 Maintenance of fencing, shrubs and planted borders – General Information

- 2.6.1** Shrub beds provided for noise abatement or that are retaining structures will remain, these areas should be monitored and maintained by the Contractor throughout the year.
- 2.6.2** Ornamental borders in any situation form an integral part of the overall landscape and environmental aspect of the site and should be maintained in a way so as to ensure the function for which they were originally intended.
- 2.6.3** For clarification 'weeds' shall include annual weeds, perennial weeds, woody weeds, self-sown saplings, unwanted climbers and suckers
- 2.6.4** Pesticides should not be used and permission sought for any herbicide application to shrub or rose borders in line with the council's Environmental policy.
- 2.6.5** Fences that are owned by the Parish Council should be monitored by the Contractor and any damage should be discussed with the Parish Clerk. Any dangerous fencing should be made safe at the time of its discovery.

2.7 Works Specification – Shrub Beds – Mulched and Non-Mulched

- 2.7.1** No existing trees shrubs or other plants shall be removed cut or damaged unless specified. The Contractor shall take all necessary precautions to protect in the course of the works all existing plant material from accidental damage and shall ensure that no branches or stems shall be lopped and no roots shall be severed from growing plants without prior approval. Failure to comply with this clause will result in the Contractor having to replace damaged plant material at their own expense or compensate the Parish Council to have the work carried out by others. Soil spoil, construction material, toxic materials or fluids shall be removed and properly disposed of.
- 2.7.2** All permanent shrub and planted areas shall be cleared of weeds leaves and other deleterious material at the time of each routine maintenance visit in accordance with the maintenance frequency. Weeds shall be removed by hand hoe or fork as may be required. Care should be taken not to disturb the shrub roots and avoid excessive treading of the bed surface. All litter and other debris shall be removed. Plant material should be raked from the site and taken to the Contractor's tip or local recycling facility.
- 2.7.3** All previously mulched beds shall receive an annual dressing of the approved material to a depth of 50-75mm taking care to avoid drifting against surrounding structures
- 2.7.4** Approved Mulch Types are:
- Coarse Bark Chip 75mm
 - Medium Bark Chip 75mm
 - Fine or part composted Bark Chip 50mm
 - Coir Fibre 50mm
 - Site arising chipped as approved in 2.1.4 50mm



- 2.7.5** 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. All pruned material shall be removed from site and disposed of at the Contractor's own tip.
- 2.7.6** Where ivy is present in a border as ground cover it shall be pruned to control its infestation of other plants.
- 2.7.7** 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 light to buildings. This includes plants or weeds overhanging pathways, growing up over windows, obstructing parking bays signs or drivers' sight lines.
- 2.7.8** Throughout the year the Contractor shall 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.
- 2.7.9** 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.

2.8 Meadow Area

- 2.8.1** The Contractor shall consult with the Parish Clerk regarding the development of the Meadow Areas located at St Aldams.
- 2.8.2** If involved in developing the Meadow and its borders the Contractor, as with all aspects of the horticultural practices, will work towards the biodiversity of this area and will advise the Council as appropriate.



2.9 Allotments and Woodland

- 2.9.1** The Contactor will maintain the woodland that borders the road leading to the allotments, trimming overhanging plants and keeping the borders from encroaching on the road leading to the allotments and also the borders around the allotments.
- 2.9.2** The Contractor will remove all vegetation, litter and all deleterious matters from the woodland path to allow clear access/ path around the Woodland.
- 2.9.3** Forestry management shall be given to the woodland by the periodic removal of invasive species of plants that would hinder the development of the woodland.
- 2.9.4** Any large-scale work required in the woodland / allotment will require Parish Council approval, and a report should be given to the Parish Council for consideration.
- 2.9.5** Any obstruction, damage or concerns regarding either the Allotments or Woodland should be reported by the Contractor to the Parish Clerk.
- 2.9.6** The Contractor will report any allotment violations having a full understanding of the terms and conditions given to the allotment holders, any concerns, violations or issues are to be reported directly to the Parish Clerk for consideration by the Parish Council.

2.10 Works Specification – Parish Council notice boards

- 2.10.1** The Contractor is responsible for checking all Parish Council Signs are not damaged and are cleaned as least once a month.
- 2.10.2** At the request of the Parish Clerk the Contractor will place notices in the main notice boards and also bus stop notice boards, this will include the printing and displaying of the agenda's twice a month.
- 2.10.3** Any damaged or broken signs should be made safe and immediately reported to the Parish Clerk for further action.

2.11 Works Specification – Bins

- 2.11.1** Following a programme of repositioning and rationalisation the Contractor shall monitor the emptying and dispose waste bins including Dog bins as locations shown on the Parish Maps in 5.1.1. Any issues or concerns regarding the emptying of Parish Bins will be brought to the attention of the Parish Clerk by the Contractor.
- 2.11.2** The Contractor will be responsible for reviewing all Parish Bins (including dog bins) to confirm they are fit for purpose and, when required, cleaned. It is expected that the Contractor will review the bins at least once a month and report any damage or concerns to the Parish Council.
- 2.11.3** Any bins to be found damaged or dangerous should be made safe by the Contractor. Where it is safe for them to do so and reported immediately to the Parish Clerk.



2.12 Works Specification – Community Defibrillators

- 2.12.1** The Contractor will monitor the Community Defibrillators and carry out bi-weekly checks and reporting on all units that the Parish Council is responsible for to The Circuit. Checks will include the appropriate working of the storage unit, and the checking of the expiry dates on the pads, batteries and equipment, as per locations shown in 5.1.4. Any issues or concerns regarding the community Defibrillators will be brought to the attention of the Parish Clerk by the Contractor.

2.13 Works Specification – Parish Council Owned Trees

- 2.13.1** The Contractor will regularly monitor all Parish Council owned trees to help assess the health and safety of the trees. Locations of the trees can be found on the Parish Maps in 5.1.3.
- 2.13.2** The Contractor will carry this out through a ground level assessment of the trees and shrubs with a stem diameter over 75mm at 1.5m height
- 2.13.3** It is accepted by the Parish Council that any comments made by the Contractor will be based on the condition of the trees at the time they were inspected.
- 2.13.4** The Contractor may be asked to accompany the external arboricultural Consultancy Company on their annual review of the Parish Council Trees.

2.14 Works Specific – Parish Council Owned Benches

- 2.14.1** Benches owned by the Parish Council are to be monitored by the Contractor and any damage or maintenance required will be discussed with the Parish Clerk and agreed, as previously noted all quotes must be agreed prior to works commencement.
- 2.14.2** Any dangerous or damaged benches must be made safe and the Parish Clerk informed immediately.
- 2.14.3** All benches will be stained/painted once a year

3. GENERAL CONDITIONS

- 3.1.1** This document forms the complete specification to provide Grounds Maintenance and general monitoring and cleaning services to Pucklechurch Parish Council in regards to the land and property currently owned or managed by Pucklechurch Parish Council.
- 3.1.2** The document is serving all the chosen options made by Pucklechurch Parish Council which include the Core Service Level.
- 3.1.3** Any third-party Contractor used by the Parish Council to undertake part or all of the work shall use the Conditions of Contract and Specification contained in this document.



- 3.1.4 The specification relates to a performance standard and frequency of operation as described in the specification and as chosen by the Parish Council and applies to the Core Service Level and the use of third-party Contractors.
- 3.1.5 The contract will be awarded for a minimum period of two years with a review of contract after one year. The Contract can be terminated by either party by given a three-month notice period.

3.2 Chemicals and Herbicides

- 3.2.1 Pesticides and herbicides shall not be used unless prior permission from the council in line with the council's Environmental policy. Where there is no alternative to chemical use (eg cleaning) they must be 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.

3.3 Machinery and Equipment

- 3.3.1 The Contractor shall ensure that all tools equipment and transport vehicles to be used in the execution of this contract be of an approved type for the task undertaken and must at all times comply with all current Health and Safety legislation and is used entirely in accordance with the manufacturer's instructions.
- 3.3.2 All tools equipment and transport vehicles must be kept in a serviceable condition throughout the term of the contract.

3.4 Public User, Health and Safety

- 3.4.1 The Contractor must ensure that its operatives are trained to the standard required for the operation being carried out and to the appropriate skill levels and the finished product for the task. It is conditional that contractors have the relevant insurances required by the parish council such as appropriate levels of public and employer liability where applicable.

3.5 Risk Assessments and Method Statements & liability insurance

- 3.5.1 The Contractor is responsible for carrying out their own Risk Assessments and Method Statements on all aspects of the contract. The contract should have appropriate Liability Insurance to support the work that is being carried out. Risk Assessments, liability insurance and Method Statements should be available to Pucklechurch Parish Council on request.

3.6 Incidents and Accidents

- 3.6.1 The Contractor shall immediately inform the Parish Clerk of any incidents including near misses or accidents, criminal or civil, that occurs that might have caused injury or damage to people and property during the execution of the contract. The Contractor shall keep such records as are necessary that identify and record details to comply with Health and Safety regulations and which can be presented as evidence in a court of



law.

3.7 Additional Work

- 3.7.1 Any additional work over and above the contract and specification for Core Service and enhanced service will be costed and agreed with the Parish Clerk before being undertaken. Any materials purchased for this additional work will be reimbursed on presentation of invoices.

3.8 Materials

- 3.8.1 All materials listed below and used for planting, replacement and repair shall be of new manufacture and current British Standards shall apply in all cases where appropriate.

- a. Turf*
- b. Hard Porous Material*
- c. Topsoil*
- d. Top Dressings*
- e. Fertilizer*
- f. Herbicides (only used with permission from the council)*
- g. Mulch (Bark)*
- h. Sand*
- i. Shrubs*
- j. Trees*
- k. Tree Stakes and Ties*
- l. Summer Bedding*
- m. Winter bedding*
- n. All other horticultural materials that will apply*

3.9 Notifiable and Invasive Species

- 3.9.1 The Contractor shall immediately notify the Parish Clerk if any non-native and invasive species for example Japanese Knotweed, are identified in any part of the parish. The non-native and invasive species shall not be disturbed. Treatment and removal shall be agreed with the relevant authorities and in accordance with current guidelines.

3.10 Defective Work

- 3.10.1 Contractor shall be responsible for making good, repairing or replacing all defective incomplete or unsatisfactory work within a reasonable period as determined by the Parish Clerk. This will be entirely at the Contractor's expense.

3.11 Damage to Council or Third-Party Property

- 3.11.1 The Contractor will be responsible for making good' repairing or replacing any property belonging to the Parish Council or other third party damaged by the Contractor by act of omission during the execution of this contract. This will be done entirely at the Contractor's expense.



3.12 Arisings

- 3.12.1 Arisings which are not core or enhanced grass cutting arisings will be removed from all publicly accessible areas as the job progresses and cleared completely at the end of each working day.
- 3.12.2 Stockpiling will not be permitted. Disposal will be at the appropriate authorised tipping or green waste facility.

3.13 Green Waste

- 3.13.1 The Contractor shall provide at their own expense a green waste recycling service for processing all green waste resulting from the execution of this contract. This includes all grass cuttings.

3.14 General Tip Facilities

- 3.14.1 The Parish Council pays for a green recycle bin for recyclable waste from the burial ground. It will be the Contractors responsibility to make sure that the bin is placed bi-weekly on the pavement outside the church yard for emptying and returned to the appropriate storage area in a timely manner to reduce the risk of obstructing the public footpath or road in front of the church.

3.15 Drains Services and Statutory Undertakings

- 3.15.1 It is the Contractor's responsibility to establish the presence of and ramifications of the presence of all services on site when carrying out work in accordance with the Contract.
- 3.15.2 The Contractor must not interfere with the operation of existing services such as gas, water, electricity, telephones, buried cables, oil pipes, sewers, drains and roadside ditches without the permission in writing of the Highway Authority or private owner as appropriate.
- 3.15.3 The Contractor will be responsible for informing the appropriate Body within an agreed period when damage is caused and will bear the subsequent cost of making good such damage.
- 3.15.4 The Contractor will be responsible for informing such bodies where works may involve encroachment, disconnection or hazard to these services. Where appropriate the Contractor will take appropriate measures for the protection of all pipes, ducts, sewers, service mains, overhead cables and the like during the execution of the works.

3.16 Precautions to prevent Nuisance

- 3.16.1 The Contractor must take all reasonable precautions to prevent disturbance to adjoining properties by staff, plant or materials and prevent nuisance from water, smoke, noise, dust, rubbish, fumes, chemicals or other deleterious matter during the carrying out of works.



- 3.16.2 The Contractor shall take all reasonable precautions during the progress of the works to prevent damage to adjoining property and be held responsible for any damage resulting from the works and make good such damage at their own expense and within an agreed timescale.

3.17 Use of Site

- 3.17.1 The Contractor shall not use any site for any purpose other than carrying out the works.
- 3.17.2 The Contractor shall restrict their activities to the site boundaries as laid down on the site plans and must in no way inconvenience the local residents' highway users or other authorised users of the site.

3.18 General Behaviour

- 3.18.1 The Contractor shall in the performance of their duties have due regard for the ramifications of their actions when dealing with the public and the image s/he projects.
- 3.18.2 The Contractor shall at all time present a polite and helpful demeanor and tidy appearance to the public during the course of their duties.

3.19 Statutory Obligations

- 3.19.1 The Contractor shall pay all fees and charges legally demanded by the Public Authority Statutory Undertakers or Public Service required in the execution of their works.
- 3.19.2 The Contractor shall only permit persons having the correct type of DoT driving license to drive any vehicle plant or machinery at any time. This also applies to all vehicles and units driven on the Council's property and private roads.
- 3.19.3 All vehicles employed on the contract must comply with The Road Vehicles (Construction and Use) Regulations 1986, and where required must have vehicle tax. All vehicles must be road registered and fully insured for use and work on the highway.

3.20 Working Hours

- 3.20.1 The Contractor shall not commence any operations prior to 7.00 am and cease all operations by 9.00pm (during daylight hours) on Monday to Friday excluding Bank Holidays and other Public Holidays unless work on these days is explicitly required by the Specification.
- 3.20.2 Where it is necessary to work on weekends Bank or Public Holidays in order to fulfil the Contractor's obligations regarding the provision of the services, such work shall be undertaken entirely at the Contractor's own expense.



3.21 Joint Inspections

- 3.21.1 When the Parish Council contracts out or employs any Contractor to undertake all or any of the core service standard or enhanced services work, twice yearly inspections at a date to be agreed will be undertaken by the Parish Council and the service provider.
- 3.21.2 When any work falls below the standard as set out in this specification a suitable work programme to rectify the situation will be agreed to bring areas up to the required standard and will be rectified at the service provider's cost.

3.22 Customer Contact

- 3.22.1 The Parish Council shall keep such records as needed that detail the enquiry complaint and response to monitor service satisfaction levels.

4. CORE SERVICE LEVEL STANDARDS

4.1 General

- 4.1.1 All Parish Council areas of Classified and Adopted / Leased land shall be maintained to the Council's Core Service Level Standards and undertaken by the Contractor.
- 4.1.2 The Core Service Level Standards is as defined below for the various categories of service provision and as included in the consultation documentation. The contract and specification contained in this document applies to all services.

4.2 Trimming and maintenance of hedges

- 4.2.1 Cyclical maintenance is required at the identified sites with adherence to rules around bird nesting season.

4.3 Inspection and maintenance of trees on the highway

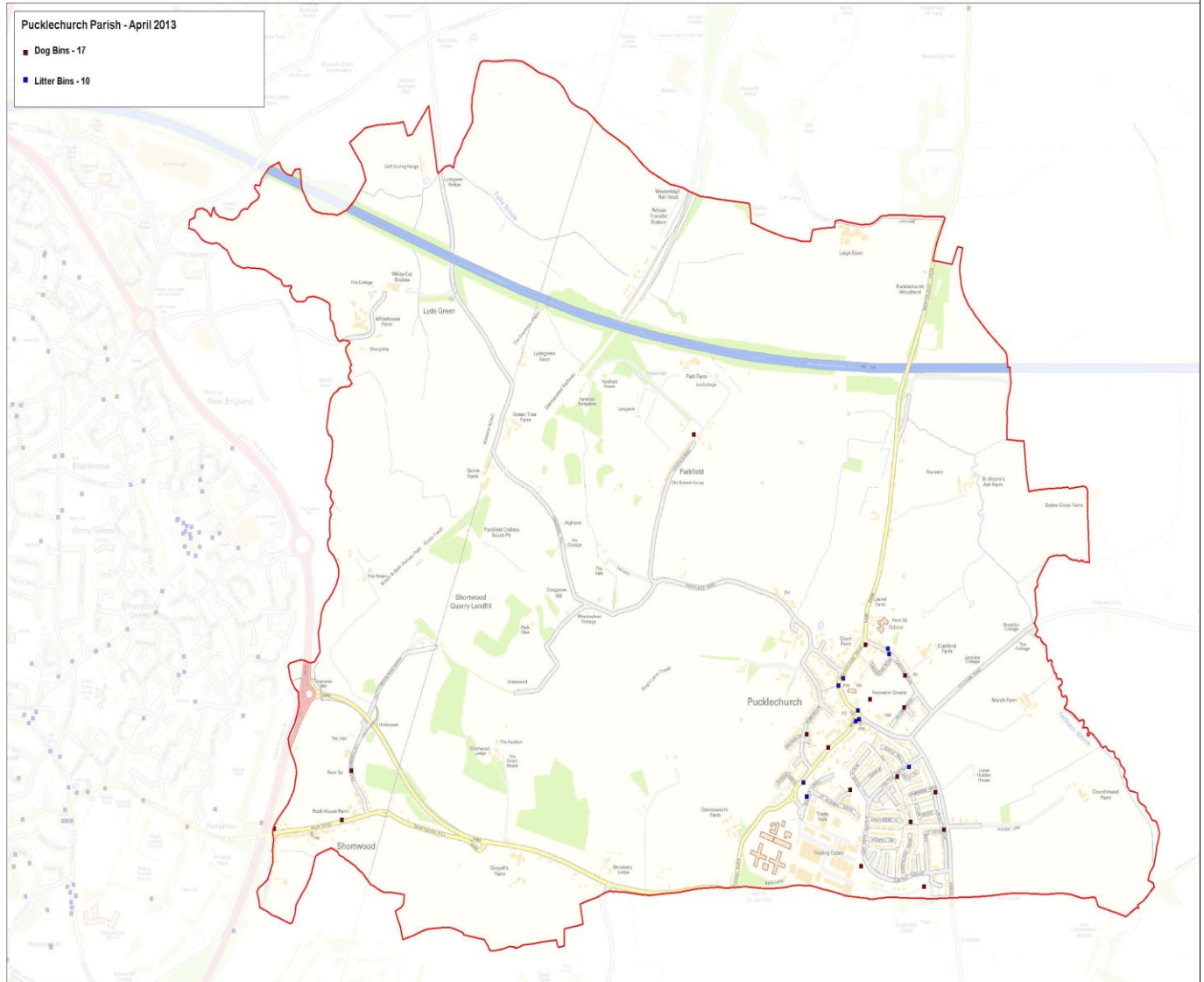
- 4.3.1 South Gloucestershire Council is responsible for the inspection and maintenance of trees within the boundary of the highway and on South Gloucestershire Land. The Contractor will where possible monitor any trees and report any concerns to the Clerk when they are noted.



5. SUPPORTING DOCUMENTS

5.1 MAPS

5.1.1 Location of Bins within Parish



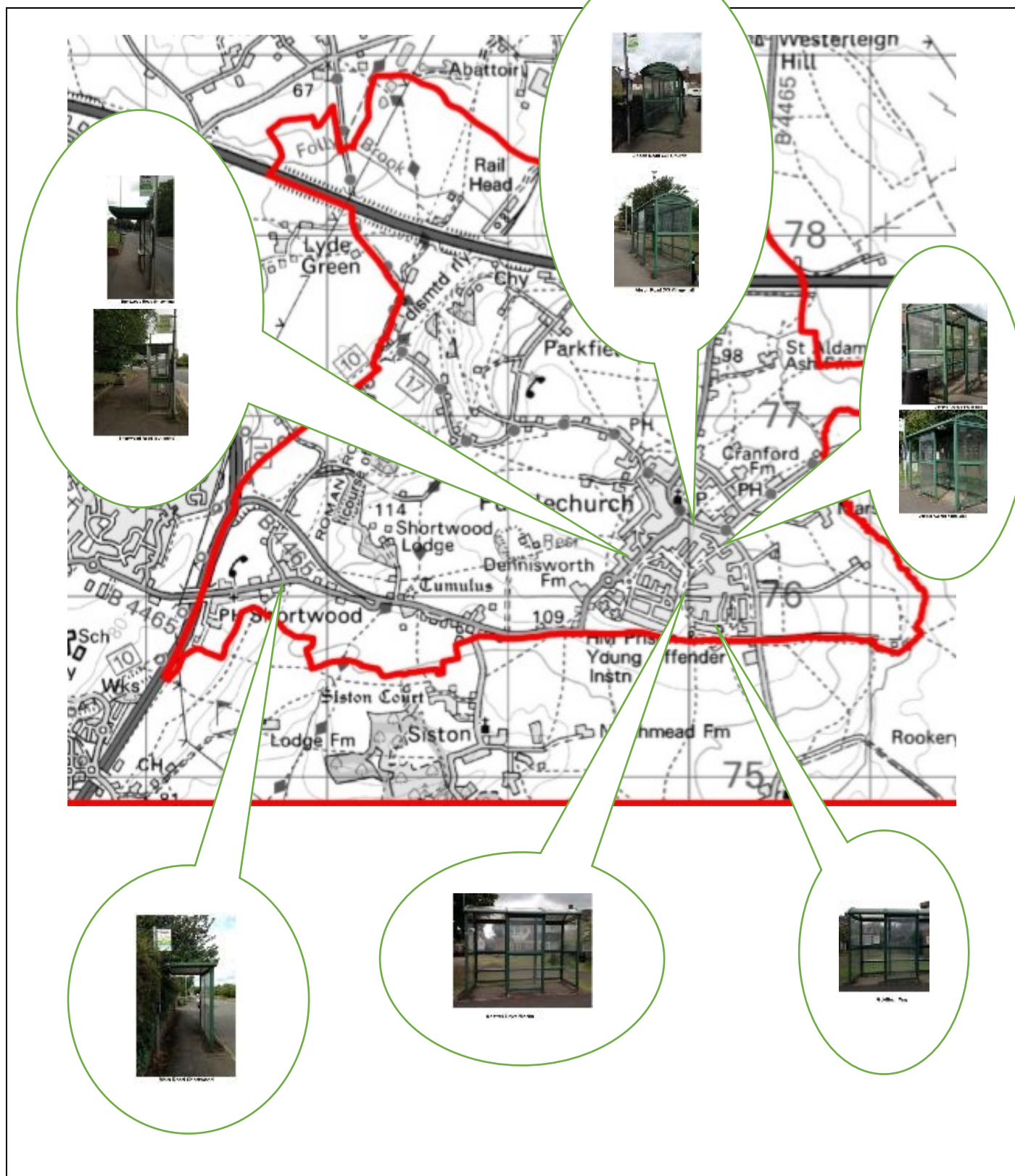
This is an INTERNAL DOCUMENT only. It MUST NOT be given to Members of the Public. #
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Contains Ordnance Survey data © Royal Mail copyright and database right 2013.
Contains National Statistics data © Crown copyright and database right 2013.

South Gloucestershire Council



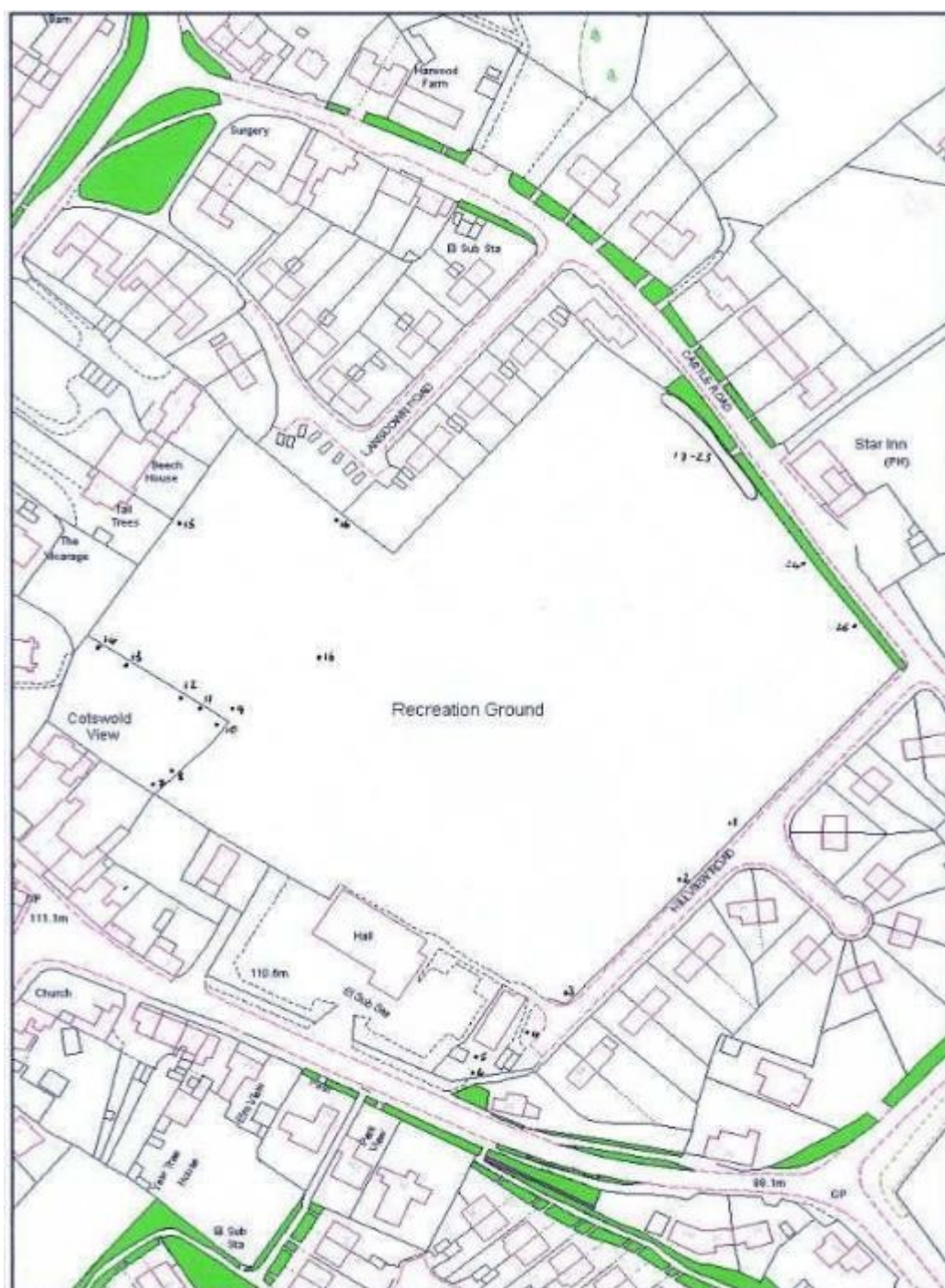
5.1.2

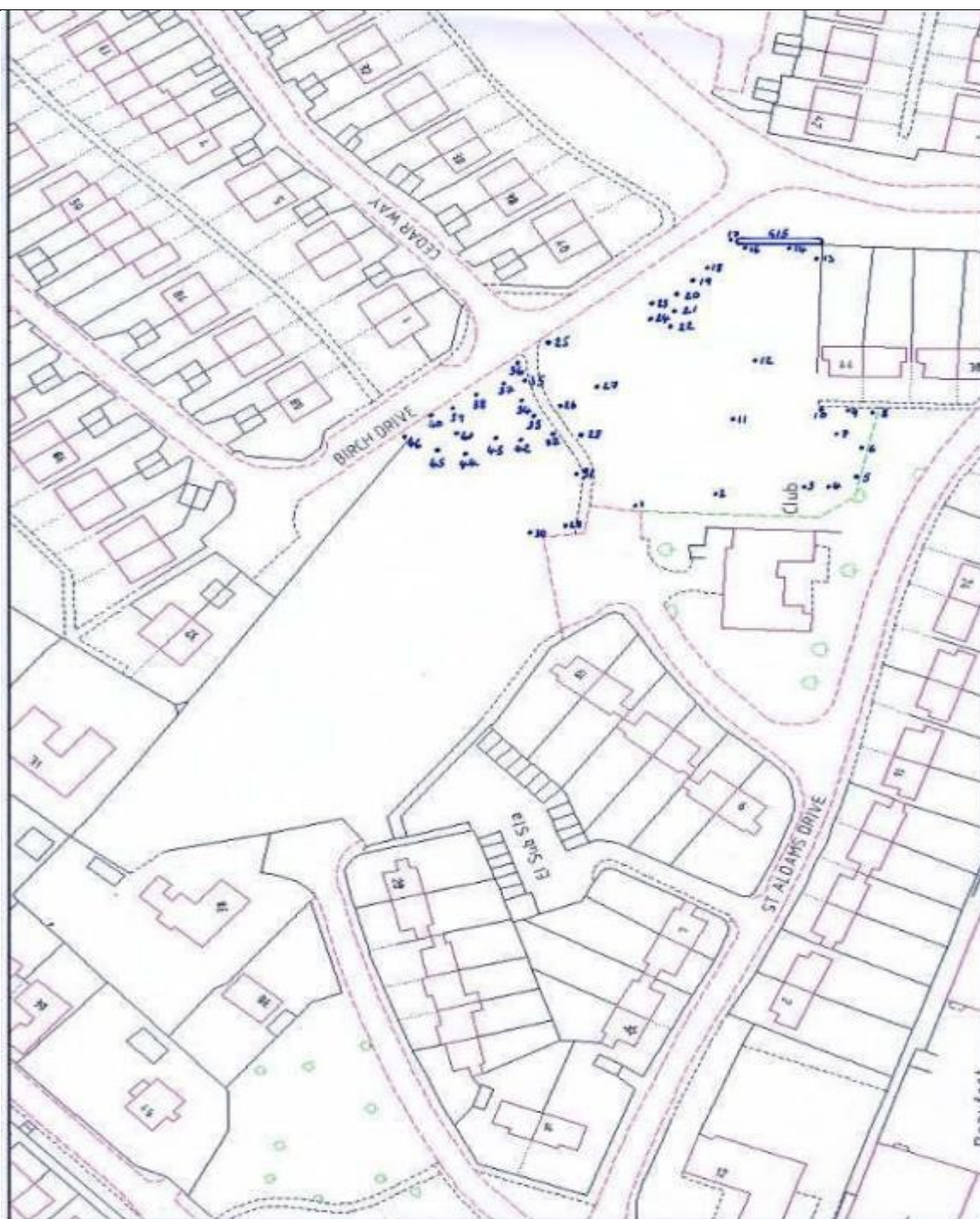
Location of Parish Council Bus stops shelters owned by the Parish Council





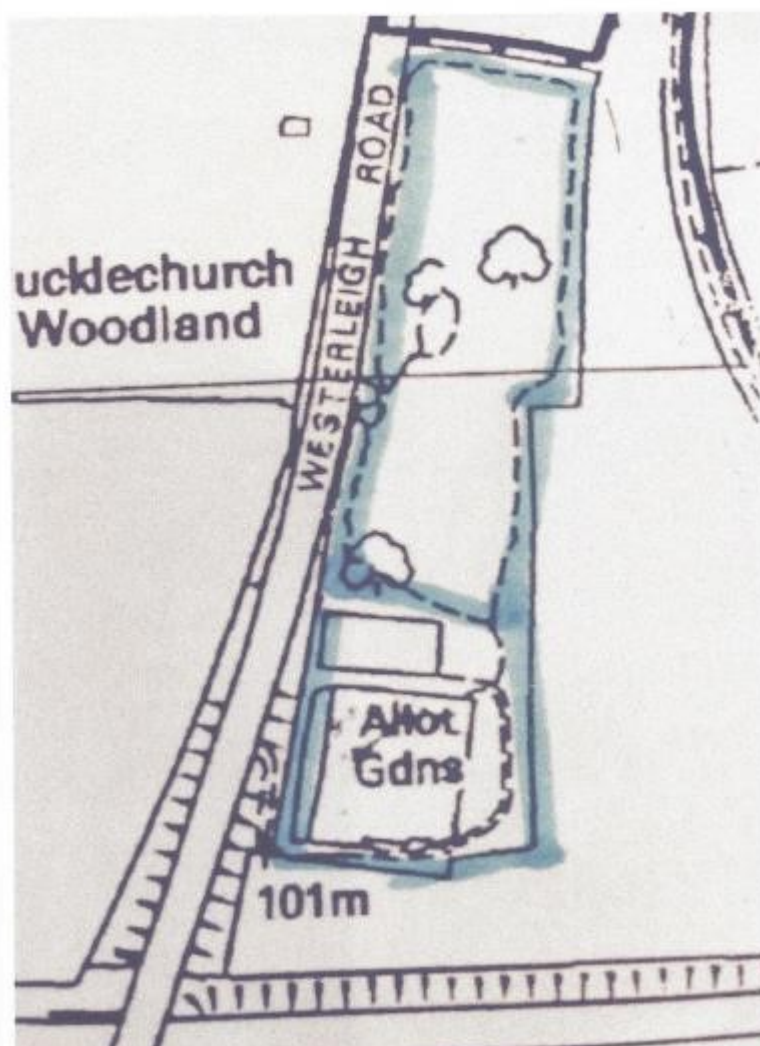
5.1.3 Location of Parish Council owned Trees







Woodland

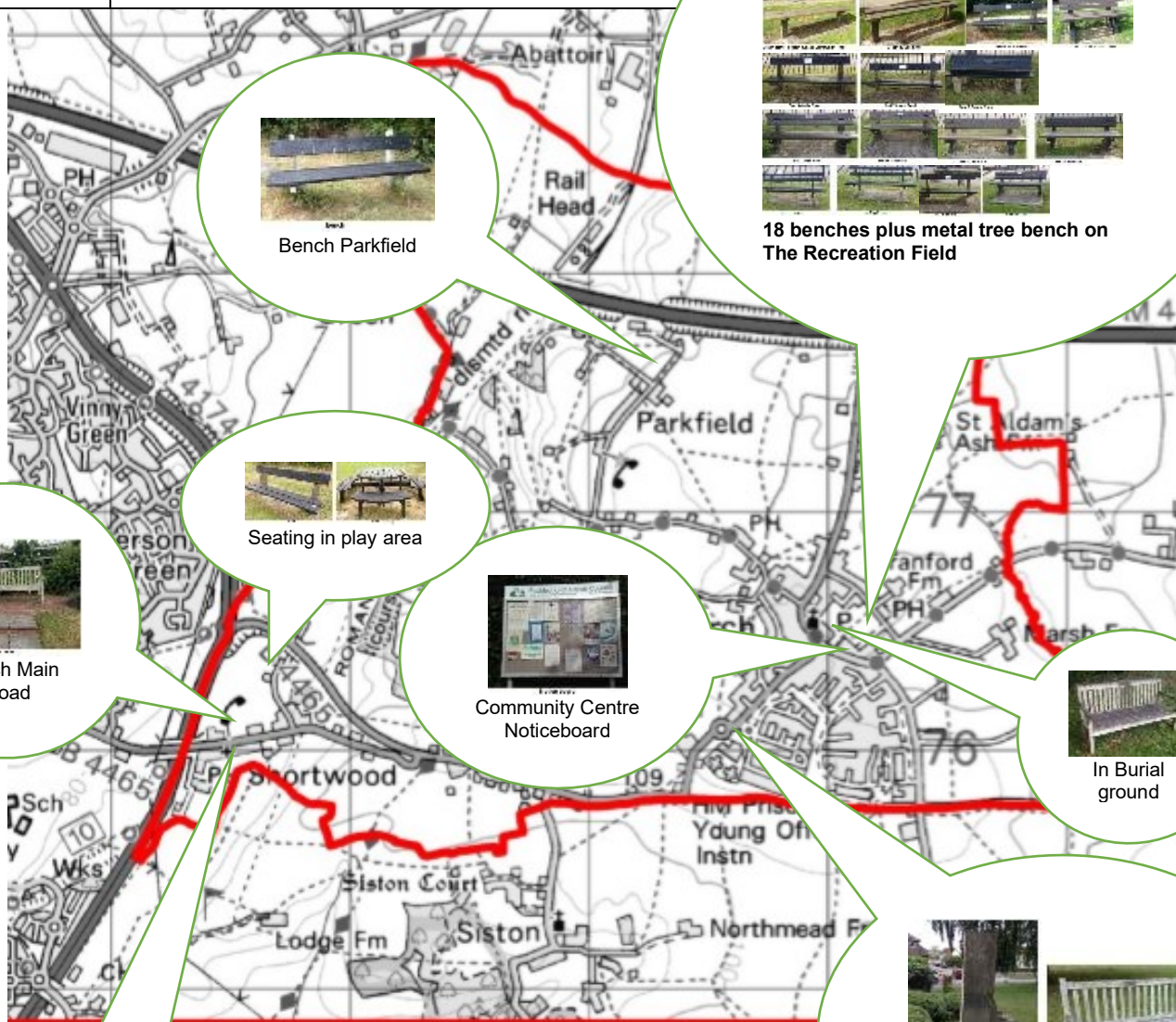


5.1.4 Location of Community Defibrillators

-  Old Dairy, Westerleigh Road
-  Village Hall, Abson Road
-  Pucklechurch Sports and Social Club St Aldams
-  Eagle Crescent play area
-  Parkfield Play area, Parkfield
-  Shortwood Main Road in telephone box.



5.1.5 Location of Parish Council Benches and noticeboards



Bench Parkfield



18 benches plus metal tree bench on The Recreation Field



Seating in play area



Community Centre Noticeboard



In Burial ground



Bench Main Road



Noticeboard @ Chapel



Millennium stone and bench



5.1.6 Location of South Gloucestershire Council owned bins

	Lid no	STREET_NAME	Description	TOWN	Bin No	TYPE	Class	OWNERSHIP	Frequency
1		ABSON ROAD	Community Centre, to RHS of Building by steps	PUCKLECHURCH		Wybone Black	Litter	Parish	Tuesdays
2		ABSON ROAD	Community Centre, to LHS of Building through gate on RHS by steps.	PUCKLECHURCH		Wybone Black	Litter	Parish	Tuesdays
3		ABSON ROAD	Empty Recycling Unit - Community Centre, to LHS of Building through gate on RHS by steps. (To be emptied Once a fortnight)	PUCKLECHURCH		Wybone Black	Litter	Parish	Tuesdays
4		ABSON ROAD		PUCKLECHURCH		Wybone Black	Litter	Parish	Tuesdays
5		ABSON ROAD		PUCKLECHURCH		Wybone Black	Litter	Parish	Tuesdays
6		PARKFIELD Rank	Play Area	PUCKLECHURCH		Wybone Black	Litter	Parish	first Tuesday of month
7		ST ALDAMS DRIVE	2nd turning on LHS, drive to car parking and play area opp Village Hall. Litter bin behind dog bin and hedge	PUCKLECHURCH			Litter	Parish	Tuesdays
8		CASTLE ROAD	CASTLE ROAD - Off Star Pub by Recycling Area (To be emptied Once a fortnight)	PUCKLECHURCH				Parish	Tuesday BiWeekly
9		Main Road	Opposite the Bridge Inn	PUCKLECHURCH		Plastic	Litter	Parish	Tuesdays



10		OAKTREE AVENUE	Opposite Maple Walk	PUCKLECHURCH	517	Keyless Glasdon	Litter	SGC	Tuesdays
11		SHORTWOOD ROAD	By Bus Stop	PUCKLECHURCH	521	Wybone White	Litter	SGC	Tuesdays /Thursday
12		SHORTWOOD ROAD	By shops	PUCKLECHURCH	520	Wybone White	Litter	SGC	Tuesdays/ Thursday
13		BECKET COURT	Opp Prison on grass area.	PUCKLECHURCH	522	Mealor Traflex	Litter	SGC	Tuesdays/ Thursday
14		WESTERLEIGH ROAD	Next to The Old Dairy Bakery	PUCKLECHURCH	523	Keyless Glasdon	Litter	SGC	Tuesdays/ Thursday
15		WESTERLEIGH ROAD	Outside the Hairways	PUCKLECHURCH	524	Other Plastic	Litter	SGC	Tuesdays/ Thursday
16		WESTERLEIGH ROAD	Outside Premier Off Licence	PUCKLECHURCH	518	Mealor Traflex	Litter	SGC	Tuesdays/ Thursday
17		CASTLE ROAD	Outside school	PUCKLECHURCH	525	Wybone White	Litter	SGC	Tuesdays/ Thursday
18		CASTLE ROAD	Opposite school	PUCKLECHURCH	526	Wybone White	Litter	SGC	Tuesdays/ Thursday
19		ABSON ROAD	On the Junction with Shortwood Road	PUCKLECHURCH	519	Mealor Traflex	Litter	SGC	Tuesdays/ Thursday



Glossary

Pesticides: a chemical preparation for destroying plant, fungal, or animal [pests](http://www.dictionary.com/browse/pesticide).
<http://www.dictionary.com/browse/pesticide> (2016)

Herbicides: A substance used to destroy or inhibit the growth of plants, especially weeds
<http://www.thefreedictionary.com/herbicide> (2016)



TENDER SUBMISSION DOCUMENTS

Organisation Details				
Full name of organisation tendering				
Registered office address				
Named contact for this contract:				
Email				
Phone				
Company or charity registration number.				
VAT Registration number (if applicable)				
Type of organisation eg limited company/sole trader				
Insurance				
You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.				
Insurance Policy	Indemnity Value (£)	Yes	No	Will secure if successful
Employers Liability	Min £5m per claim			
Public Liability	Min £10m per claim			



The Parish Council wants to have a very positive and constructive relationship with their contractor. **To enable a fair evaluation of all tenders please supply the following information which will form part of the evaluation process.**

- 1. Please provide a short outline of your experience and expertise in undertaking horticultural / maintenance activities (maximum one side of A4 minimum font Arial 12) on the supplied form**

- 2. Please provide a short summary of your experience in undertaking similar works, with examples (maximum one side of A4 minimum font Arial 12) on the supplied form**

- 3. Partnership and flexible working. Please briefly outline on the supplied form how your company would work with the Parish Council to ensure the resources for site maintenance are used wisely ensuring best value for money for the council, (maximum 200 words minimum font Arial 12)**



Tender evaluation criteria and scoring matrix			
	Max score	Score	
Price	30		
Horticultural / General Maintenance expertise and performance <ul style="list-style-type: none"> • Experience in undertaking horticultural/maintenance activities. • Evidence of effectively undertaking similar works • Evidence of effective partnership working to provide flexibility. 	30 15 15		
Proximity to Pucklechurch	10		
Total	100		



Tender submission for Pucklechurch parish-wide Grounds Maintenance and general village, play area and equipment services.	
To Daphne Dunning Clerk and Responsible Financial Officer Pucklechurch Parish Council 25 Parkfield Rank Pucklechurch Bristol BS16 9NR	
1	I / We the undersigned do undertake to provide services to Pucklechurch Parish Council as detailed in this tender document and to carry out such work in order to comply with the specifications contained within this tender document and execute and complete the work described therein for the following Amounts:
	Year one amount: £ (In Words) Year two amount: £ (In Words) <i>Pricing to remain open for acceptance by Pucklechurch Parish Council for a period of eight weeks form submission of this tender.</i>
2	I / We agree to execute a contract to be prepared by the Clerk of Pucklechurch Parish Council in accordance with the basis of this tender submission.
3	I / We hereby declare that this tender is: a) A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuations in materials used.
4	I / We undertake to commence the works on "enter date".
5	In tendering for this contract Pucklechurch Parish Council will not be liable for any pre-contract costs, howsoever incurred, associated this tender should the contract not be awarded to you or Pucklechurch Parish Council decide to subsequently withdraw this contract from tender offer or decide to re-tender in the future.
6	All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only and Pucklechurch Parish Council will not be held liable for any pre-contract costs of any nature whatsoever incurred by the Tenderer.
7	In tendering for this contract any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted,



8	The decision to award this contract is entirely at the discretion of Pucklechurch Parish Council and not further discussions or correspondence will be entered into unless at the discretion of Pucklechurch Parish Council.
Signed:
For and on behalf of:
Address:
Dated:



References

Please provide details of two contracts from either the public or private sector, that are relevant to our requirement. Works contracts may be from the past five years.

Reference 1 - Organisation name:

Customer contact, name, phone number and email

Contract Start date, contract completion date and contract value

Brief description of contract (max 150 words)

Reference 2 - Organisation name:



Customer contact, name, phone number and email	
Contract Start date, contract completion date and contract value	
Brief description of contract (max 150 words)	