

Grounds Maintenance – Heybridge Parish Council

Statement of Requirements 2017

1. Background

Heybridge Parish Council (HPC) is responsible for the full maintenance of its deeded property. The property includes one playing field, four amenity areas, two car parks, and two children play areas. HPC also maintains various other areas not owned by the Council, but where responsibility has been accepted, including a closed Churchyard. A property list and the required schedule of maintenance for the specific sites can be found as an appended document.

2. Children Play Sites

The two children play sites are located at: Elizabeth Way Amenity Area and Plantation Hall.

2.1 Regular Inspections

In order to comply with current safety regulations and for the benefit of the public, it is required that both play sites be checked for damage during visits. Any problems should be reported to the Clerk.

3. Dog Bins and Litterbins

All dog bins and litterbins should be emptied a minimum of once per week. If an increased frequency is considered necessary, the contractor and Clerk will agree when and where.

4. Tree Maintenance

It is required that the trees located in King George V playing field and at the entrance of Daisy Meadow Car Park be inspected and maintained once per year. Maintenance will include trimming and removal of epicormic shoots where necessary.

5. Playing Field

King George V playing field has an active football pitch during the football season, which runs from August to May. It is required that the pitch be cut, regularly marked (or over-marked) during the play season. Maintenance of the field will also include necessary aeration five times per year as well as top dressing out of season.

6. Additional Works Required

The contractor should provide flexibility within the working schedule to compensate for natural variations. Also, it should be noted that there might be situations arising that require urgent attention, e.g. repairs to Youth Shelter, installation of further bins, or removing fly tipping.

7. Insurances

The contractor should demonstrate that: -

- Staff are capable, have appropriate training, and are employed in sufficient numbers to complete contracted requirements
- Equipment is fit for purpose and meets current safety regulations
- Sufficient public liability insurance is held
- Waste is disposed of appropriately and in accordance to relevant legislation
- Comply with latest Health and Safety legislation

8. Conduct

The contractor will ensure that staff conduct themselves in an appropriate manner, especially in the closed Churchyard.

9. Removal of Rubbish and Arisings

The contractor will arrange for the removal and disposal of all incidental rubbish including branches, leaves, twigs, stones, litter, cans, bottles etc. prior to mowing operations. Litter on all areas should be cleared before mowing (and not mown over.)

All trimmings, prunings and other excess materials to be removed from site and disposed of.

8. Reporting and Invoicing

The contractor should maintain a professional dialogue, at least quarterly, with the Clerk. It is required that the contractor consult and agree with the Clerk any changes to work, additional works, or recommending options. It is required that invoices be submitted quarterly.

9. Review/Renewal of Contract

There will be an annual review held between January and March. The contract should make provision for any changes in contract price. It should be noted that contractors may bid for a three or five year contract but must clearly state prices for each year of the contract period.

10. Default in Performance

The Clerk may investigate each case where the Contractor has failed to perform the Services completely in accordance with the provisions of the Contract. If the Clerk is satisfied in any particular case the Contractor has failed for whatever reason to provide or perform the services in whole or in part completely in accordance with the provision of the contract then the Clerk will instruct the Contractor to remedy the failure within an agreed time scale.

If the Contractor fails to comply, the Clerk will issue a written notice of default. The amount of £50 per default notice will be deducted from the following invoice.

10. References

It is required that three references be submitted.

11. Submitting Tenders

All tenders are to be sent in sealed envelopes marked 'Grounds Maintenance Tender' by 3pm 22nd December 2016 to:

Clerk
Heybridge Parish Council
Plantation Hall
Colchester Road
Heybridge
MALDON
Essex
CM9 4AL

Any questions should be directed to Laurie (the Clerk) at 01621 855652 or clerk@heybridgeparishcouncil.gov.uk

Laurie Wiebe
October 2016