

Open Spaces Specification

Contact starts April 1st 2022
3 year term

Companies are invited to tender for a 3 year contract, beginning 1st April 2022. The contract is to maintain Bishopstoke Parish Council's open spaces, including play areas, the Cemetery, allotments and general open space. During the course of the 3 years, there may well be additions to the contract that the Council will expect the winning company to also maintain. Those additional areas will be expected to be charged at the same rate as those that form the initial contract.

From time to time there may be specific, one-off jobs, such as clearing small fallen trees in the Cemetery, and it is anticipated that those would also be undertaken by the winning company and charged individually as they are completed at the same rates as those that form the initial contract.

Details of the areas to be included in the contract, and the required work for each area, are supplied in the following pages.

A breakdown of costs is required, including: cost per grass cutting visit at each site; hourly rate for leaf clearance; cost per weedkilling visit at each site and cost per litter picking visit at each site. Associated costs such as disposal of grass, leaves or litter should also be provided.

It should be noted that all areas covered by the contract receive significant use by residents, in particular, children and the elderly. Procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential.

I will, of course, be happy to take any interested parties around the various sites that make up the specification prior to any bid being submitted.

David Wheal
Clerk to Bishopstoke Parish Council
8th September 2021

Further details and requirements

The contract is initially for a 3 year period but, subject to possible legal limits, may be extended with the agreement of both parties.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.

Any extra work or visits must be agreed by both parties in advance of the work being undertaken, at the same rates as those that form the initial contract.

Prices should be quoted exclusive of VAT.

Either party may terminate the contract by giving three calendar months' notice.

Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected then the Council retains the right to terminate the contract with immediate effect.

The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request. The requirements of the risk assessments must be followed at all times. All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected. Failure to do so may result in termination of the contract.

Only suitably competent staff will use machinery to carry out any work for the Parish Council. For example, anyone using a chainsaw must have successfully completed relevant training. The contractor is required to have all necessary and relevant licences and certificates, including but not limited to a waste disposal licence, weedkilling licence and chainsaw certificate.

The contractor is required to have a minimum of £5 million of Public Liability insurance, details of which will be provided to the Parish Council prior to the 1st April 2022, and every year upon renewal of the insurance.

Copies of all licences and certificates held, the Public Liability insurance certificate, all other relevant insurance documents, a relevant staff list, a relevant equipment list, company details and account details will need to be provided at the same time as the submitted bid. If the intention is to hire staff or purchase equipment once the contract is awarded, then those details should be provided too.

The price quoted by the company should indicate whether it is fixed for the life of the contract. If not, then the price for each year of the contract should be specified in advance in the submission from the company. The price of the contract for each year will be split into 12 equal amounts, to be paid monthly at the end of each calendar month.

Preference will be given to local companies employing local people. Preference will also be given to companies who are already using rechargeable electric equipment, or who are transitioning towards it.

Please note that Bishopstoke Parish Council does not allow the use of glyphosate based weedkillers. Bishopstoke Parish Council is in the catchment of the River Itchen, a Special Area of Conservation, and we have a duty to use chemicals responsibly. Further chemicals may be restricted at a later date.

List of items to be provided by applicants

- A letter introducing the company.
- Cost per year to the Parish Council of the contract as a whole excluding VAT, for each of the three initial years of the contract, and an indication of future costs should the contract be extended.
- A breakdown of costs covering the rate for each job at each site, including associated costs such as off-site disposal of grass, and an hourly rate for each type of work.
- Copies of all relevant and necessary licences and certificates.
- Copies of all necessary insurance documents, including the value of Public Liability insurance held.
- Current relevant staff numbers, including any specific qualifications (e.g. chainsaw licence holder) and indicating if any further people would be employed should the contract be awarded.
- A current relevant equipment list indicating any equipment that would be purchased should the contract be awarded. Particular attention should be paid to highlighting any rechargeable electric equipment.
- Company details – including but not limited to how long the company has been in operation.
- Account details.
- Examples of current and previous work, including contact details for at least two references to be taken up.
- An indication of willingness to take on the potential additions to the contract.
- Details of any of the possible ad hoc jobs the company is unwilling or unable to undertake.
- Any further information the company feels would be relevant to the bid.

Standard Play Area Specification

Grass cutting: To mow the grass, including strimming where necessary, within each bounded area shown on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year for each site beginning no later than March and going through until November. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

Weedkilling and edging: The paths through each bounded area, and the enclosed play areas to be weedkilled and edged as necessary through the mowing period.

Litter picking: All bins (excluding dog waste bins) in each bounded area to be emptied 3 days per week (Wednesday, Saturday and Sunday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected is to be disposed of responsibly off site. As the number of bins is variable and subject to change, please quote a price per bin. Currently there are approximately 20 bins across all the various sites.

Health and Safety: Basic weekly health and safety check, by eye only, completed for each play area, reporting on any obvious broken equipment, issues, graffiti, broken glass etc. The Council is moving to an app-based inspection system for which full training will be provided, however it currently has an inspection sheet which can be provided upon request. At present, the Council's sheet, or similar, is expected to be used for the inspections, and returned to the Parish Council at the end of each month. Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.

The number of bins in each play area is subject to change. Please quote a price per bin for emptying and disposing of the waste

Otter Close Play Area – SO50 8NF



Additions / Modifications to standard play area specification

None

Templecombe Road Play Area - SO50 8QJ



Additions / Modifications to standard play area specification

Hedges to be trimmed 3 times per year: September, end of November, end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

Church Road Play Area – SO50 6DT



Additions / Modifications to standard play area specification

Hedges to be trimmed 3 times per year: September, end of November, end of February , with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Although there is no enclosed play area, The grass cuttings are to be collected, removed from site and disposed of responsibly.

Sayers Road Play Area – SO50 6GW



Additions / Modifications to standard play area specification

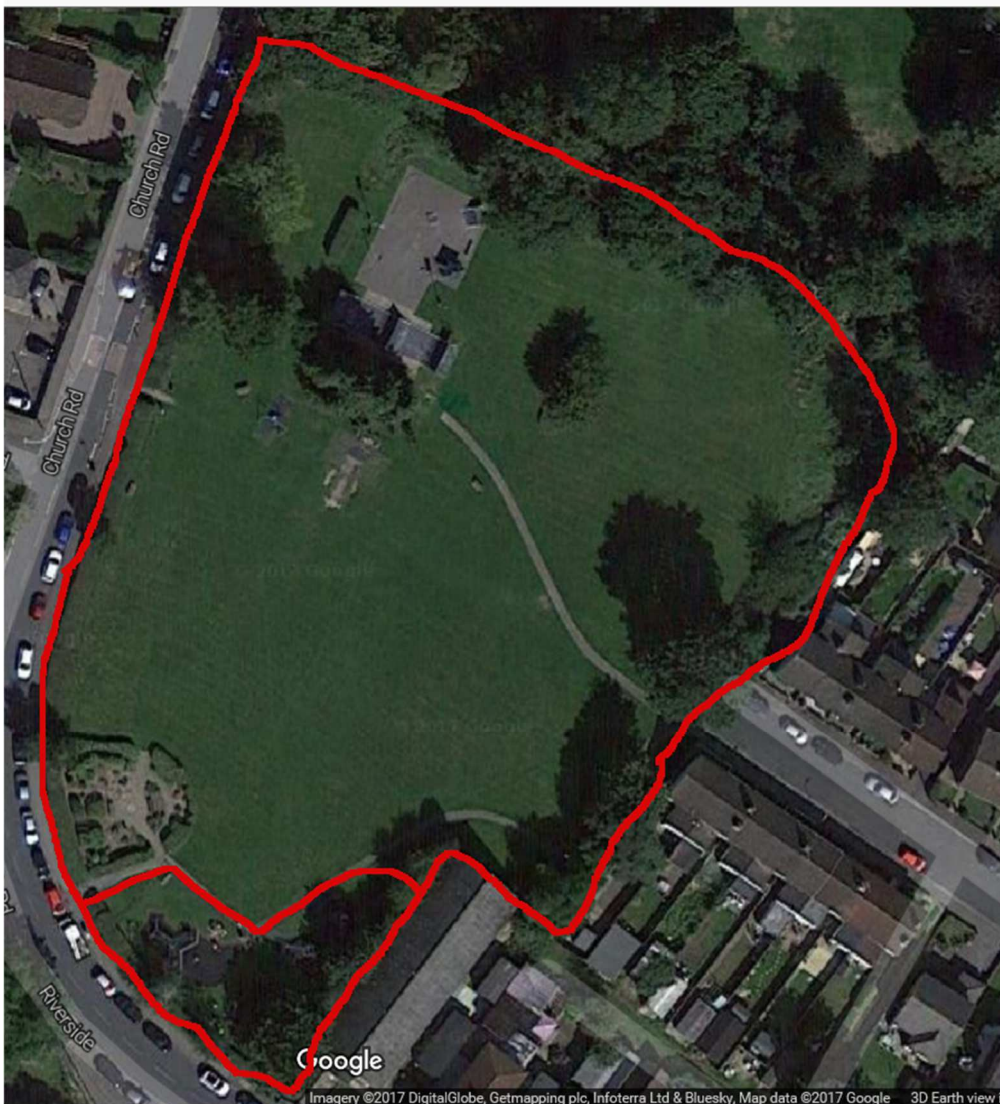
From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 3 times per year: September, end of November, end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Although there is no enclosed play area, the grass cuttings are to be collected, removed from site and disposed of responsibly.

Glebe Meadow inc. Play Area - SO50 6LQ



Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

From April 1st each year to September 30th, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 4 times per year between September and end of February, with all trimmings to be collected and disposed of responsibly off site. Hedge trimming to include the road side of the hedges.

Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Brookfield Estate and Play Area - SO50 8RB



Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

Hedges to be trimmed 3 times per year: September, end of November, end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

There are banks and gullies along Blackberry Drive that have been allowed to grow wildflowers. These banks and gullies are only to be trimmed when directed by the Council. Care must be taken to preserve the wildflower growth.

Anything overhanging the pathways within the marked areas should be trimmed back.

Old St Mary's Churchyard – SO50 6HF



Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: 2 visits in November and 2 in December to collect and clear leaves. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: September, end of November, end of February , with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Litter picking to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

St Mary's Church – SO50 6DR



Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 16 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly. Care should be taken to avoid disturbing weddings, funerals, or other important church services.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: September, end of November, end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling and edging: The paths through each bounded area, and the enclosed play areas to be weedkilled and edged as necessary through the mowing period.

The Holly and The Ivy: Checks to be carried out monthly for ivy and holly growth. Any ivy rooted in church property to be cut at the base and removed if possible. Any ivy overhanging into church property to be cut back and removed. Holly bushes to be cut back except for specified bushes which should be kept at agreed heights (details to be determined in consultation with Parochial Church Council).

Bishopstoke Cemetery – SO50 6DX



Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All mown grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed twice per year: September and end of February, with all trimmings to be collected and disposed of responsibly off site. Height and spread of hedges to be agreed in advance.

Hedges to be regularly checked for encroaching brambles and nettles, and cut back to hedge line by hand if necessary.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling and edging: The paths through the Cemetery, and old kerbsets around graves, to have weedkiller applied, and be edged, as necessary.

Once per year, in March, to assist in the clearance of Christmas items around the graves.

Clearance of storm damage and fallen branches as necessary throughout the year.

Care should be taken to avoid working when funerals are taking place. The Parish Council will inform the company in advance of any such times.

Jockey Lane Allotments - SO50 6DX



Grounds Maintenance: There is an area no longer used for allotment plots which will require maintaining to avoid weed growth. This is currently approximately 250 square metres.

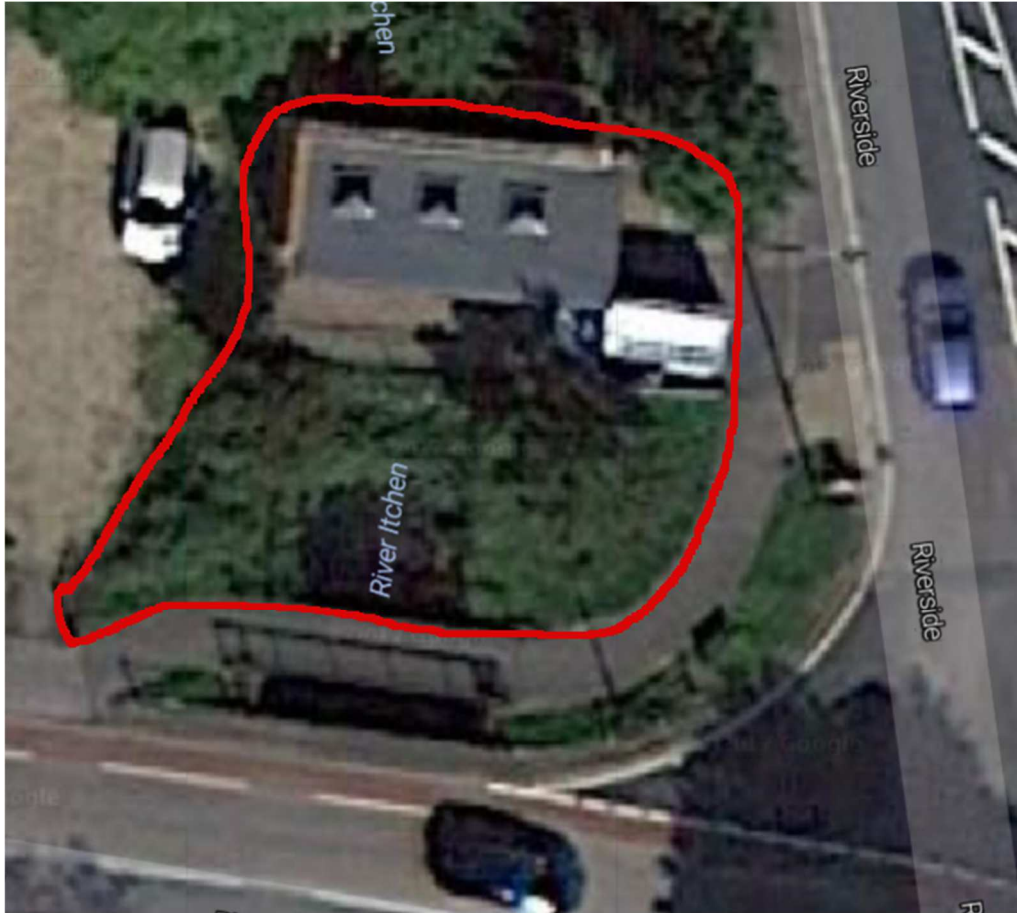
There is a bridleway cutting down the middle of the allotment area. The section of bridleway adjacent to the allotments will need to be strimmed regularly to keep growth from intruding onto the bridleway. This should be done fortnightly between March and November.

Manor Farm Allotments – SO50 6FZ (off Underwood Road)



Hedge trimming: Should be done in September and February each year. Area to be covered is northern end of the area, along the bridleway as it splits the allotment area.

Shears Mill - SO50 6LD



Litter Picking: Bin emptying and litter picking once per week throughout the year.

Grounds maintenance: Strimming the ground, including between railings, as necessary to maintain a good appearance. Leaf clearance three times per year, in November, December and January.

Possible additions to the contract

Currently within both allotments the site reps and the plot holders have responsibility for strimming lawn paths in between plots and mowing larger grass areas. Should that situation change, the open space contractor would be expected to provide the same service. Please provide an hourly rate for basic strimming and mowing.

The Parish Council will be taking over an extension to the Cemetery, two further sets of allotment plots, a section of open grassland (landscaped), an extra play area and a community orchard. The Council would expect all those areas to be added to the contract with a similar specification to that already provided. In order to allow the Council to fully cost the contract, please supply an hourly rate for basic mowing and strimming, leaf clearance, litter picking and bin emptying, detailing all associated costs such as disposal of rubbish.

Extra bins may be added to the litter picking / bin emptying requirement.

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Examples of possible ad hoc jobs

Removing bin bags of rubbish after Bishopstoke Carnival in September.

Removal of fallen tree branches.

Levelling, top soiling and seeding graves.

Replacing damaged or vandalised trees.

Pressure washing paths and play areas.

Cleaning of graffiti from play areas and bus shelters.

Snow clearance.