

STORRINGTON & SULLINGTON PARISH COUNCIL
THE PARISH HALL, THAKEHAM ROAD, STORRINGTON, WEST SUSSEX, RH20 3PP

www.storrington-pc.gov.uk

Telephone: 01903 746547 e-mail: office@storrington-pc.gov.uk

Clerk: Mrs Tracey Euesden

To the tendering contractor

3rd December 2018

Dear Sirs,

Re: Storrington & Sullington Grounds Maintenance.

Storrington & Sullington Parish Council would like to invite contractors to tender for the Grounds maintenance Contract for a 3 year period commencing March 2019.

We hereby invite you to submit your fixed priced tender for the above.
The tender documents to include the following specification.

Ground Maintenance Schedule
Terms of contract.

The tendered sum is to include for all works as detailed on the enclosed schedule.

The appointed Contractor will take responsibility for all relevant insurance certificates.

Your tender is to be returned to;

Storrington & Sullington Parish Council

Mrs Tracey Euesden - Clerk

The Parish Hall,
Thakeham Rd,
Storrington,
West Sussex,
RH20 3PP

Tel: 01903 746547

Email: office@storrington-pc.gov.uk

No later than **12:00pm** on **Monday 14th January 2019** and your envelope marked – "Tender - Do Not Open"

No tender received after the time advised above will be considered.

If you would like to inspect the sites on the attached schedule please contact us so that we can arrange for our Premises Manager to meet with you.

Please also ensure the tender breakdown is fully complete to enable a fair and equal assessment of the tenders to be made in the format of the tender document.

Should you have any queries in respect of the above please do not hesitate to contact me.

Yours sincerely,

Tracey Euesden
Clerk to the Council

Storrington & Sullington Parish Council – Grounds Maintenance Work Schedule.

Area	Activity	Frequency	comments	Price per cut exclusive of VAT	VAT
Cricket Pitch					
	Gang Mow Cricket Pitch	Weekly March to October	First cut to be collected Cricket Square to be left untouched.		
	Strim around cricket pitch, trees, benches & fence	Weekly March to October			
	Cut hedges around pitch	Twice during period March to October			
	Weeding in front of Cricket Pavilion and Leisure Centre	Twice during period March to October			
Football Pitch					
	Mow around perimeter of Football Pitch	Fortnightly during period March to October	Football Pitch to be left untouched		
	Strim around football pitch trees, benches and fences	Fortnightly during period March to October			
	Cut hedges around football pitch	Twice during period March to October			
Hormare Field (field on junction of Pulborough Road and Hurston Lane)					
	Gang Mow Hormare Field	Weekly during period March to October			
	Strim around Hormare Field	Weekly during period March to October			
	Cut hedges around Hormare Field	Twice during period March to October			
Storrington Children's Playground					

	Grass cut playground	Fortnightly during period March to October		
	Strim around playground, trees, benches and fences	Fortnightly during Period March to October		
	Cut hedges around playground	Twice during period March to October		
Car Park at Storrington Recreation Ground				
	Strim edges of car park	Monthly during period March to October	Ensure footpath behind fencing remains free from overgrowth.	
	Spray hard areas of car park	Bi-monthly during period March to October	To include all car parking areas.	
Additional Winter Works at above locations.				
	Edge path from Car Park to Pulborough Road	November		
	Clear leaves on path from Car Park to Pulborough Road	November		
	Edge Path across Children's playground	November		
	Clear around storage buildings	November		
	Cut back overgrowth in all car park areas and footpaths	November		
	Trim any overhanging branches in car park areas and footpaths	November		
	Cut back any growth on outfields in all areas listed above.			

Sullington Children's Playground / field behind Parish Hall	Gang mow children's play area & field including area around scout hut	Fortnightly during period March to October	Grass to be collected on first cut	
	Strim around field, trees, benches, bins and all play equipment	Fortnightly during period March to October		
	Cut hedges around field			
Sullington Parish Hall Car Parks	Cut grass areas around hall	Fortnightly during period March to October		
	Strim all grass areas around trees, benches and fences	Fortnightly during period March to October		
	Cut back hedges around Parish Hall including roadside verge.	Twice during period March to October		
	Spray all hard areas around hall and car parks	Twice during period March to October		
	Cut permeable paving to the side of the parish hall	Twice during period March to October		
Storrington Memorial Pond	Cut grass areas around the pond	Fortnightly during period March to October		
	Strim all areas around trees, benches and pond line	Fortnightly during period March to October		
West Street Grass area	Cut grass area	Fortnightly during period March to October	Care not to damage any flora.	
	Strim area and around trees, benches flower beds	Fortnightly during period March to October		

Ravenscroft Allotment site	Cut grass on all pathways around and between plots	Fortnightly during period March to October		
	Strim and clear ditches around site	Fortnightly during period March to October		
	Cut and Strim all unused areas around site	Fortnightly during period March to October		
	Cut both sides and top of roadside hedge and insides and tops of perimeter hedges	Twice during period March to October		
St Mary's Church				
	Cut grass and strim upper new section of cemetery	Fortnightly during period March to October		
Amberley Road Allotment Site				
	Cut outside and top of Roadside Hedge	Twice during period March to October		

GROUNDS MAINTENANCE SPECIFICATION
STORRINGTON AND SULLINGTON
March 2019 – February 2020

GENERAL

- All queries shall be made in writing and addressed to the Clerk of the Council.
- All prices shall exclude VAT, which shall be shown separately on the Tender Document.
- All prices shall be open for acceptance for three calendar months from the date of submission.
- All prices shall be fixed for the duration of the contract.
- The terms of payment shall be 30 days after satisfactory completion of each calendar month's work.
- The Contractor is recommended to visit the sites and shall be deemed to have made all necessary allowances in the Tender Price for access, storage, disposal, etc.
- The Contractor shall provide evidence of and keep in force during the period of contract a Public Liability Insurance Policy of no less than £5 million.
- The Contractor shall cover the period 2019 - 2020 with thirty four working weeks per annum, March to October. (excluding winter works from Nov – Feb)
- After the contract has been in force for six calendar months, a notice period of three calendar months may be given in writing by either party, without any need or reason. No compensation shall be involved following such notice.

HEALTH AND SAFETY PLAN

The Contractor shall confirm and submit with the Tender, the Health and Safety Plan that will be employed in the public spaces.

The following Health and Safety Conditions shall apply:

- The Contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989, Food and Hygiene Protection Act 1990 and any other applicable legislation which comes on the Statute Book during the course of this contract, is adhered to.

- In respect of the above item, a copy of your Working Method Statement would be very much appreciated.
- It is the Contractor's responsibility to ensure that all staff is provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.
- It is the Contractor's responsibility to ensure that when working on site proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times.
- Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to Storrington and Sullington Parish Council as soon as possible after any event in writing. The Contractor must ensure that machinery is not left lying around during employee rest periods and such machinery must be returned to the Contractor's vehicle.
- The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both Employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Clerk prior to commencement of the contract. Should the insurance lapse then the Contractor must show the Clerk the new Certificate. A copy of the current Certificate is to be supplied with the quotation.
- Where any substances to be used are covered under COSHH Regulations, then a copy of the COSHH Assessment must be produced and provided to the Council.
- A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.
- The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to reappear, should that employee cause danger or problems.
- All mowers, strimmers, etc, must be fitted with appropriate guards and be in excellent working order. Maintenance records should be kept. Confirmation is required that these records are maintained and that copies are available upon request.
- Where equipment is to be refuelled, this must be carried out on an area of hard standing and not on grass.
- The Contractor must be a licensed carrier and disposer of waste.

SCHEDULE OF WORKS

- See attached schedule – please quote separately for each item.

STANDARD

- The standard shall be to provide a satisfactory surface for all types of free or organized games played by persons of all ages.
- In all the open areas the grass shall be cut tight up to the trees, bins, seat supports, play equipment, etc., using a strimmer when necessary but taking care not to cause damage. Cutting shall be within 0.5 metres of the site boundary.
- The grass shall be gang mown with a cylinder mower and the first cuttings in each season to be removed from site. Other areas may be mown with suitable rough terrain mowers.
- Banked areas shall be mown or strimmed to provide a common standard of finish.
- The cricket square at the Storrington Recreation Ground is specifically excluded from the grass cutting contract and shall be cut by the Cricket Club. Any extra requirements of the Cricket Club for a closer cut for the area surrounding the cricket square are not covered by this contract. The Contractor shall notify the Council of each request for a closer cut and of any extra costs incurred.

INCLEMENT WEATHER

- Grass shall not be cut in periods of drought.
- Grass shall not be cut when unduly wet.
- Omitted cuts shall not be reprogrammed without the agreement of the Clerk. This may reduce the number of cuts made and payments due in any one year.

DAMAGE

Any perceived damage to the open spaces, play areas/equipment or trees shall immediately be reported to the Clerk by the Contractor. The Contractor shall take basic emergency action only to make safe as necessary before leaving the site.

EQUIPMENT

The Contractor shall confirm, in a covering letter with the Tender, the specific types of equipment that will be used for the various situations.

Signed
(on behalf of Storrington & Sullington Parish Council)

Signed.....
(on behalf of the contractor)

Date

Date