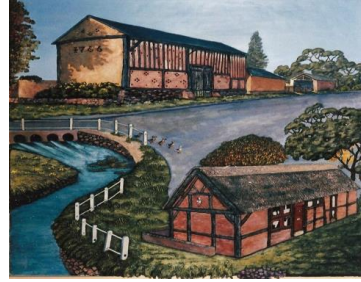


COSBY PARISH COUNCIL

CLERK: Mr Les Phillimore
76 Springwell Lane
Whetstone
Leicester
LE8 6LT



Telephone: 07802 303936
clerk@cosbyparishcouncil.org.uk

Re: Village Grounds Maintenance Contract April 2020 – March 2023

Cosby Parish Council are inviting tenders for the Parish of Cosby Grounds Maintenance contract for the period **1st April 2020 to 31st March 2023**.

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate both a proven track record of providing a mixed grounds maintenance service within public open spaces and the resilience, modern equipment and sustainability to undertake a three-year term of supply with the potential for extension.

Under the terms of the Audit Regulations and the Council's Standing Orders, I am required to seek more than one tender for the contract and this invitation is being advertised through the Public Sector Contracts Finder plus direct invitations to tender and advertising on the Cosby Parish Council website.

Outline contract requirements:

- Mowing of agreed open space areas and removal of grass cuttings on a fortnightly cycle throughout the contract season.
- Flailing of hedgerows and strimming of footpaths
- Litter picking in the playground areas of Victory Park prior to mowing
- Removal of low hanging branches impeding mechanical equipment or presenting a health and safety risk to members of the public.
- **Trees in grassed areas should have a "fairy rings" retained throughout the mowing season unless becoming unsightly. Strimming or mowing up to tree bark to be avoided.**
- Where flowering bulbs are present, mowing to be avoided until foliage die-back.
- Annual removal (by request) and environmental disposal of Cosby Brook vegetation
- Ad-hoc requests on a chargeable basis within the suppliers' capabilities
- Key contact and full public liability insurance.
- Modern and well-maintained equipment with fully trained staff

Tender process:

Tenders should be submitted no later than Friday 14th February 2020 in a sealed envelope bearing "Confidential Tender" on the front to the address above. Members of Cosby Parish Council will consider tenders during w/c 17th February 2020 with the contract award expected to be made no later than Friday 28th February 2020.

Contract length and termination:

The contract will run for a three-year term from 1st April 2020 to 31st March 2023 with an annual 12-month break clause and early termination with a minimum three months' notice in the event of unacceptable and unresolvable performance issues.

Contract season:

The principle contract season will run from 1st April to the 31st October in each year.

The mowing cycle will be based on a two-weekly cycle with the collection and removal of all grass cuttings with the exception of Victory Park (main) and the tender must include the provision for additional one-off early (March) or late season (November) grass cuts.

Key Contacts:

The Cosby Parish Council, Parish Manager will be the main point of contact for suppliers. Suppliers will be required to provide a main point of contact with direct telephone and email access and demonstrate adequate supervision when contractors are at work.

Health and Safety:

Staff employed to work on the contract must be fully trained, be aware of the risks associated with working in the public domain and adhere to any method statements, codes of conduct and working practices set out by the supplier.

Where a specific matter of the health, safety and welfare of members of the public within the public domain has been identified, suppliers must be prepared to respond to requests from the Parish Council for support within 48 hours as a general rule, or within 24 hours in more severe circumstances.

Standards of Operation:

Tenders should include a copy of your Public Liability Insurance, PPE policy or sample of; "sample" proof of staff training and the number of staff that will be routinely employed on the contract.

All grass cuttings are to be collected and removed with the exception of Victory Park sports fields.

Mole hills should be attended to prior to mowing, especially around Pretty Corner.

Suppliers must inspect and remove any debris and rubbish from the children's playground and the area encompassing the swings and table tennis table prior to any grass cutting taking place.

Outline details of the age and type of plant and equipment to be employed in servicing this contract would be welcome.

Suppliers should be prepared to undertake ad-hoc grounds maintenance or open space work if and as required on a job-rate basis but within the suppliers' scope of capability.

Invoice and payment terms:

Quarterly invoicing in arrears is required.

Principle Scope of Works: -

- a) Mowing Cosby churchyard (St Michael and All Angels Church, Main Street, Cosby)**
- b) Mowing Victory Park**
- c) Children's Playground areas. (Swings and fenced area)**

TO BE HAND MOWN AND EDGE TRIMMED - Visual inspection and removal of debris is required prior to and after mowing.

- d) Mowing Pretty Corner (Main Street, Cosby)**
- e) Cosby Brook – Mowing the brook banks**
 - a. Patch Bridge to Ashtree Road
 - b. Broughton Road (Chapel Lane to Wash Pit)
 - c. Main Street (Walnut Leys to The Nook)
 - d. The Nook
 - e. Suppliers should also routinely remove obstructive branches from the Cosby Brook water course around The Nook and Conservation Area and remove debris from the bridge tunnels on the junction of Croft Road, Broughton Road, The Nook.
- f) The Pinfold (Broughton Road) – External strimming**
- g) Victory Park - Flailing of internal park (main) hedgerow and trimming of entrance hedgerow.** Twice Annually outside of nesting season
- h) Bramble Walk – Flailing of hedgerows and strimming of footpath to 4th bench seat.** Twice Annually outside of nesting season
- i) Ad-hoc work**
 - a. (By request) Collection and environmentally friendly disposal of brook vegetation following clearance.
 - b. (As identified by contractor) Removal of low-hanging tree branches impacting on mechanical equipment or likely to cause a risk to the health, safety and welfare of members of the public.
- j) Mowing Bunning Hall (rear field) (Separate cost to be quoted) (Twice monthly)**