



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 2023 – March 2028

Cosby Parish Council are inviting tenders for the Parish of Cosby Grounds Maintenance contract for the period **1st April 2023 to 31st March 2028 with a potential two-year extension to 31st March 2030 subject to performance, price and any prevailing legislation.**

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate a proven track record of providing a mixed grounds maintenance service within public open spaces; demonstrate knowledge of the grounds to be maintained, demonstrate a clear commitment to carbon neutrality within the business and the resilience, modern equipment and sustainability to undertake a five-year term of supply with the potential for a two-year 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 (Open Procedure) 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 Cosby 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 in the village to have "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 20th May 2022** in a sealed envelope bearing "Confidential Tender" on the front to the address above.

Tenders should include a copy of your Public Liability Insurance, PPE policy and evidence of staff training along with the number of staff that will be routinely employed on the contract.

Members of Cosby Parish Council will consider tenders during **w/c 6th June 2022**.

Recommendations will be considered by the Parish Council on **Thursday 16th June 2022**.

Subject to Parish Council approval on the **16th June 2022**, Bidders will be notified of the outcome within 28 days of this date.

Any points of clarification required are to be emailed to the Clerk to the Parish Council only.

No contact is to be made with any Parish Councillor during the tender period.

Contract length and termination:

The initial contract will run for a five-year term from 1st April 2023 to 31st March 2028 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. A potential two-year extension is explicit within the tender notice but is not guaranteed.

Contract season:

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

Hours of work – Weekdays only, unless by agreement – 7.30am to 5.00pm

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; chargeable 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 an unexpected 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:

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 Main Street and 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 area 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 preferred however Cosby Parish Council is in agreement with the 30-day prompt payment code should this be requested.

Principle Scope of Works: -

a) Mowing Victory Park

b) 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.

c) Mowing Pretty Corner (Main Street, Cosby)

d) Cosby Brook – Mowing and / or strimming of the brook verges and strimming of brook banks to water line “where possible”.

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.

e) The Pinfold (Broughton Road) – External strimming

f) Victory Park - Flailing of internal park (main) hedgerow and trimming of entrance hedgerow. Twice Annually outside of nesting season

g) Bramble Walk – Flailing of hedgerows and strimming of footpath to 4th bench seat.
Twice Annually outside of nesting season

h) 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.
- i) Mowing Cosby churchyard (St Michael and All Angels Church, Main Street, Cosby)

Item “j” below to be priced separately as may not be required

- j) Mowing Bunning Hall (rear field) (Separate cost to be quoted) (Twice monthly)**

Les Phillimore
Parish Manager.
Cosby Parish Council

E: Clerk@cosbyparishcouncil.org.uk