**Broad Chalke Parish Council**

**Grounds Maintenance and Related Works Specification**

**and Tender Pricing document- May 2020**

Broad Chalke Parish Council (The Council) is seeking appropriately qualified, experienced and resourced grounds maintenance contractor to undertake the role of maintaining grounds that are the jurisdiction of The Council in the village of Broad Chalke.

Contractors are required to hold Third Party Liability Insurance to a minimum level of £1 million; provide all necessary equipment and consumables for the cyclical grounds maintenance works and be able to carry out the work in a professional manner having regard at all times for the health and safety of any employees and members of the public.

Minor handyman works may sometimes be required for which the Council will arrange purchase of materials and agree the works with the successful contractor. Tenderers are required to provide an hourly rate for this based on one operative but not to include this in the annual pricing schedule total.

Playground maintenance should not be carried out whilst the area is in use. In practical terms this may require the contractor to ask any persons using the area to vacate the playground until maintenance works have been completed.

This pricing document is a frequency specification and potential contractors are required to complete the pricing schedule below, that will then be fixed for a three-year period.

The Council does not need to accept the lowest quote nor accept any quote. The Council may also change the frequency of tasks and will discuss with the successful contractor.

Any arrangement will be subject to an initial three-month trial period. The Council may terminate the arrangement giving a minimum of one month’s notice.

In summary, the areas that require regular maintenance throughout the year are:

1. **Playground on Knighton Road**. Grass cutting not requiring collection; strimming around equipment and fence; bin emptying and replacement of plastic bin-liner.
2. **War Memorial on South Street**. Grass cutting and collection; annual pollarding of beech trees; weed control spray on hard standing areas. Maintenance of path edge. Removal of all arisings from site and disposal. Leaf removal.
3. **Footpath from South Street by the church to the Causeway.** Weed clearance (not spray) and grass cutting, including the triangle of grass within the white railings. Path surface to be cleared of arisings. Leaf clearance and annual edge trimming to maintain the path width.
4. **Minor Works.** This could include minor fencing works, repairs to playground items, hedge trimming.

The year has been divided into 4 quarters and the pricing document structured to reflect this:

Q1: April, May, June

Q2: July, August, September

Q3: October, November, December,

Q4: January, February, March

**Tenderer Instructions**

Tenderers are required to:

1. Raise any questions in writing with the Clerk prior to submitting a tender.
2. Complete both the Cost per Visit and the Annual Cost columns in the pricing schedule below (shaded yellow). Figures should be Net of VAT.
3. Provide an hourly rate for single operative for Minor Handyman works in the line shaded green below.
4. Confirm VAT registration number, if applicable.
5. Confirm Public Liability Insurance.
6. Provide two references from current employers where work of a similar nature is carried out.
7. Return completed pricing document and above documentation in a plain envelope marked “Tender for Grounds Maintenance” by ???? to

Mr T Hitchings

Chairman

1. Not allocated.

**Broad Chalke Parish Council**

**Grounds Maintenance Pricing Schedule**

**Tenderer’s Details**

**Name:**

**Company Name:**

**Address:**

**E-Mail:**

**Mobile Tel:**

**Office Tel:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Task** | **Frequency** | **Cost per****Visit** | **Annual****Cost** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Playground** | Bin empty | weekly | weekly | weekly | weekly |  |  |
| Grass cutting  | weekly | weekly | twice | none |  |  |
| Strimming | monthly | monthly | twice | none |  |  |
| **War Memorial** | Grass cutting | weekly | weekly | twice | none |  |  |
| Weed treatment | once | once | none | none |  |  |
| Pollarding trees | none | none | once | none |  |  |
| Leaf clearance | none | none | once\* |  |  |  |
| Path Edge  | once | once | none | none |  |  |
| **Footpath** | Weed clearance | once | once | once | none |  |  |
| Leaf clearance | none | none | once | once |  |  |
| Path edge | once |  |  |  |  |  |
| **Total Annual cost** |  |
| \*To be undertaken a couple of days prior to Remembrance Sunday. |  |
| **Minor Works hourly rate** |  |

Signed:

Name:

Date: