

# **Maintenance contract\_specification**

## **Fordham Village grass-cutting and maintenance**

### **Introduction:**

Written tenders are invited for the maintenance of **Fordham Village Green and associated areas** for a contract with a duration of 2 years commencing on 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2021

Tenders to be submitted and addressed to:

Clerk, Fordham Parish Council  
16 Berwick Avenue, Chelmsford, Essex, CM1 4AS  
or by e-mail: [clerk@fordham-pc.gov.uk](mailto:clerk@fordham-pc.gov.uk)

**by 5pm Friday 15<sup>th</sup> February 2019**

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### **Conditions:**

Tenders and work conducted under the contract are to comply with the following criteria:

- a) No work on the contract is to commence before 8am Monday to Friday or 9am on Saturday, Sunday or Public Holidays and be completed by 9pm.
  - b) The contractor is responsible for ensuring that they or anybody working on their behalf on this contract fully complies with all relevant legislation and in particular Health and Safety legislation in relation to the use of Personal Protective Equipment.
  - c) If you intend to use sub-contractors to fulfil the work this will require the prior written confirmation of the Parish Council.
  - d) Prior to commencement of the contract the successful bidder will provide a copy of their public liability insurance certificate that covers the activities to be undertaken by this contract and will also provide copies of their insurance certificate upon annual renewal during the life of this contract.
  - e) The prices submitted in the tender for year one of the contract should not increase in year two and year three of the contract by no more than the annual rise in the Consumer Price Index in the February of the year the increase is applied.
  - f) The Council have the right to terminate the contract if the nominated contractor does not fulfil the criteria above or whilst carrying out their duties behaves inappropriately.
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### **Detail:**

- g) The contractor will cut the wild meadow at the rear of the village green twice yearly during the months of April and September allowing cut material to self-mulch.
- h) The Contractor will cut the hedge alongside the Post Office and rear of the Village Green twice yearly during the months of May and October whilst ensuring the provisions of Wildlife and Countryside Act – 1981 are complied with. The contractor will remove and appropriately dispose of hedge waste.

- i) The contractor is to cut the grass on the village green allowing it to self-mulch between March and November at intervals of up to once a week but no more than 20 times per annum. The frequency will be dictated by the prevailing rate of growth and weather conditions. Actions to note:
  - a. Two grass collections on the village green will be required throughout the year. Dates to be advised to the contractor at least two months prior to collection.
  - b. If the Village has a fete, the green is to be smartened and tidied in advance of the event.
  
- j) The contractor is to cut the roadside ditch at the side of the village green in consultation with the delegated representative of Fordham Parish Council in order to, to where reasonably practicable, reduce the damage to spring bulbs and plants. Areas such as the ditch and around the trees are to be strimmed as appropriate.
  
- k) Apply a fertiliser, weed killer and moss killer to the village green twice yearly during the months of April and September.
  
- l) The contractor is to cut the grass areas, outlined below, allowing it to self-mulch. Cutting is to take place between March and November at intervals of up to once a week but no more than 20 times per annum. The frequency will be dictated by the prevailing rate of growth and weather conditions. Areas such as around road signs are to be strimmed as appropriate.
  - a. between the public footpath and the roadway
    - i. Church Road
    - ii. Herrings Way
    - iii. Ponders Road
    - iv. Partridge Drive
    - v. Lucas Avenue
    - vi. Hall Road
  - b. grass area between Partridge Drive and Lucas Avenue
  - c. visibility splays at
    - i. both ends of Lucas Avenue
    - ii. at the end of Herrings Way
    - iii. at the end of Sunnyside
    - iv. the junction of Ponders Road adjacent to the Post Office
    - v. Ponders Road
    - vi. the telephone box.
  - d. the grass areas between
    - i. Sunnyside and Ponders Road
    - ii. Herrings Way and Ponders Road
    - iii. Church Road and Fossetts Lane
    - iv. The area next to the pond near oak house
    - v. Outside the primary school on Church Lane

**NOTE: It is important that the verge between the pedestrian and vehicular access of the school gates are not touched during the summer months as there are rare wild flowers (bee orchid) growing during the summer months. Fordham Parish Council representative will identify the designated area.**

- m) Annually the contractor is to clear plant and soil encroachment from the public footpaths adjacent to the grass areas detailed in h above.
  
- n) Annually the contractor is to clear plant and soil encroachment from the footpaths on the village green.
  
- o) Three times per year the contractor is to apply weed killer on the village green footpaths
  
- p) Annually during April or May the contractor is to wash down all road signs within the bounds of the 30 mph speed limits within Fordham village.

- q) The bidder is to submit their bid with a sub total annual price for each activity set out in items e to l above. Where the activity is to occur on a number of occasions a price per occasion is to be supplied for each activity set out in items d to k above. In providing the total annual bid cost the bidder is to make it clear whether or not VAT is payable.
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**Documentation required with tender:**

- Total cost quoted
- Breakdown of specific items
- Public Liability
- H&S licences
- Confirmation references are available on request

**Fordham Parish Council  
January 2019**