



ESPO FW 245

GMC22-25

GROUNDS MAINTENANCE SPECIFICATION

April 2022/March 2025

For contractors wishing to quote for
the Grounds Maintenance Contract for
and on behalf of Cheswick Green
Parish Council

Mrs. M Zizzi
Clerk to the Council
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21st December 2021

ESPO FW 245

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PART A

Preamble

The Parish Council is funded by residents via an annual precept charge and due to obligations placed on the Council, cost is our first consideration. However, we recognise that quality and excellent service provision are of importance and we have weighted this contract accordingly.

The Parish Council has a duty of care to cost effectively keep its public open spaces as safe, clean, and tidy as is practicable. Our public open spaces are well used especially during school holidays and at weekends. We have many trees to manage and areas of open grass land for which we require a contractor to undertake the necessary work. Please see site maps in appendices which are not to scale.

Specific Conditions

1. General Grass Cutting

1.1 Grass areas shall be cut when the grass is no higher than 90mm and left after cutting at about 60mm, unless otherwise specified in the Scope of Work for specific areas. The number of cuts will be 18 annually, unless otherwise stated.

1.2 Grass shall not be cut when ground conditions are so wet that damage to the surface would occur.

1.3 Where flowering bulbs have naturalised in grass, a period of 6 weeks should elapse after flowering, before grass cutting is carried out.

1.4 Mowing shall be carried out as close to fixed structures as possible, moveable obstructions shall be removed to facilitate cutting and replaced afterwards.

1.5 Grass cuttings shall lie where they fall, except those falling on footpaths which should be either blown or swept onto grass area.

1.6 Grass edging to be undertaken on edges as follows, the edges are to be cut using a half-moon, spade or edging machine and the arising to be removed off site by the contractor.

2. Gang Mowing

2.1 The whole area shall be cut leaving no uncut grass between passes.

2.2 The whole area of grass shall be left after cutting with an even height of about 60mm.

3. Pedestrian Machines

3.1 The whole area shall be cut leaving no uncut grass between passes.

3.2 The whole area of grass should be left after cutting with an even height of about 60mm.

3.3 Machines shall distribute grass cuttings evenly over the full width of cut of the machine; for this reason, rotary mowers shall not be used other than for trimming around or under obstructions and along walls and fences.

4. Rough Cut Areas

4.1 Areas specified for rough cutting shall be cut to an even finish to a height of about 80mm.

5. Maintenance of Shrub Beds

5.1 All works undertaken in the maintenance of the shrub beds shall be carried out in accordance with sound horticultural practices as determined by the Parish Council.

5.2 Shrub beds shall be lightly forked over to a depth of about 55mm prior to the application of a granular herbicide.

5.3 Pruning shall be carried out at a frequency according to the specification.

5.4 Shrubs shall be pruned to about 1M in height, unless otherwise specified.

6. Health and Safety

6.1 The contractor shall ensure that machinery and equipment used shall be safe, properly guarded and maintained.

6.2 Machinery must not be left unattended at any time.

6.3 Operatives must wear appropriate PPE.

6.4 Any chemicals used must be in accordance with current horticultural good practice and COSHH. Assessments must be available for inspection if requested.

6.5 The contractor must provide a Health and Safety Policy Statement, a sample COSHH Assessment and a sample Risk Assessment when applying for the contract.

7. Litter Pick

Recreation Ground: To be undertaken once per week on Mondays* and twice per week during school holidays (preferably Friday as the extra day).

Village Green: Litter pick prior to mowing.

Saxon Wood Road: Litter pick prior to mowing.

Car Park: Four times per year (only the part that is in Parish Council ownership, see map at Appendix 5).

7.1 Litter bins

Empty two litter bins on the Recreation Ground and one on Saxon Wood Road and replace the bin liner once per week on Mondays* and twice per week during school holidays.

Remove one bin liner from inside the Village Hall once per week on a Monday*.

7.2 Dog Waste Bins

Empty two dog waste bins on the Recreation Ground and one on Saxon Wood Road once per week and replace bin liners.

General Conditions

1. If, when carrying out work for the Parish Council the contractor becomes aware of any additional work, or any safety issues/concerns that require attention then this should be reported to the Clerk. The Parish Council would welcome an estimate/quotation from the contractor for the additional work, but there is no guarantee that this will be accepted.
2. The Parish Council will take into consideration the overall cost and the most frequent schedule items when evaluating this contract but is not bound to accept the lowest or any of the quotations submitted and best value is paramount.
3. Payment for work will be made one month in arrears on submission of a valid invoice.
4. The contract is for three years commencing Monday 4th April 2022 and can be cancelled by either party giving one month's notice. The quote must include an uplift percentage in cost for the second and third years of the contract, that is 2023/24 and 2024/25, and a daywork rate including plant.
5. An audit and monitoring of the contract will be undertaken by members of the Parish Council.
6. The contract will be with between the contractor and Cheswick Green Parish Council and any further work or any variations to this specification will be communicated via the Parish Clerk or the Chairman of the Recreation Committee.
7. Tell us why you think your firm/company will be a successful partner for the Parish Council in undertaking this maintenance contract.
8. Inform us if you have had any accidents during the last 5 years and if so, was action taken by the Health and Safety Executive?
9. The number of times stated under each item to be costed is the number of times currently envisaged in every 12 months period.
10. All enquiries relating to this contract prior to tender must be made to the Clerk of the Parish Council. The Clerk or a Councillor will answer enquiries and inform all the other tenderers of any decision(s) to ensure equity and impartiality. No enquiries are permitted after Friday 14th January 2022.
11. The successful contractor will be required to provide evidence of Third Party and Public Liability Insurance certificates, Health and Safety Policy Statement, a sample Risk Assessment for use of machinery/your employees', a sample COSHH Assessment, a copy of its Waste Carriers License, references, trading history, contract values undertaken and experience.

Tender instructions

The completed tender documentation must be either:-

1. Posted to the Clerk to Cheswick Green Parish Council, Cheswick Way, Cheswick Green, Solihull, B90 4JA and received by no later than Friday 31st January 2022.
2. Sent by email to Marie Zizzi, clerk@cheswickgreen-pc.gov.uk and received by no later than Friday 31st January 2022.
3. Your company letter headed details must also be sent with your tender.
4. Your tender submission must be clearly marked on the envelope or email heading as 'ESPO FW 245' and 'GMC22-25' to signify that the correspondence is a tender.

Item costs and item frequencies

1. The annual frequency requirements of this contract are what the Parish Council believes are necessary to maintain its grounds, but the frequencies of the items may be more or less than stated during every 12-month period.
2. All items that include the words 'on request' must only be undertaken upon a written request from either the Clerk to the Parish Council or the Chair of the Recreation Committee.

EVALUATION OF GROUNDS MAINTENANCE CONTRACT

Provide details based on the questions asked below.

The Category Scoring Criteria and Evaluation Model below show how the Parish Council will evaluate your tender. Evaluation will be based on 80% cost and 20% best value.

Supervision

Who will supervise the contract for you?

What experience and qualifications do they have?

Who would supervise the contract in the event of illness or absence?

What experience and qualifications does your second in command hold?

Staffing

Please provide a brief summary of the operational staff in your company who would be employed on this contract. Within this summary, please include details of qualifications and length of relevant experience.

Please describe the training policies of your company, and how it will apply to the staff on this contract.

How will you deploy the staff on this contract (inc. information on employee numbers and regularity)?

Where will the staff be based?

Are your staff DBS checked?

Resources

What types of machinery and equipment does your company hold?

What machinery and equipment do you propose to use on the Parish Council contract?

What is your process in the event of breakdown of any of this machinery?

What systems do you have for maintenance and replacement of machinery?

Is it your intention to use sub-contractors for this contract? If so, to what extent?

Experience

What similar work do you carry out at present, who for and where?

Please list according to employer, type of work, length and currency of contract, and physical area involved.

To achieve the high standard and quality required by the Parish Council and users is a challenge, given the many variables (weather, machinery, illness etc.). Explain how you will overcome these and other challenges to ensure week in week out delivery. Please give examples when you have had to respond to similar/related challenges.

Where do you source your materials, such as fertiliser and grass seed?

Category scoring criteria

0	Fails to meet the minimum requirements
1	Basic compliance only
2	Generally, of a good standard with some reservations
3	Good standard
4	High standard
5	Very high standard

Evaluation Model

Each evaluation category will be awarded a maximum 5 points

Evaluation category	Maximum marks per category	Marks awarded
Supervision	5	
Staff	5	
Resources	5	
Experience	5	
General	5	

Cost will be scored with the lowest tender receiving 80 marks. All other tenders receive marks based on minus 5 marks for every 2 percent difference from the lowest tender.

Contractor	Tender sum	Marks Awarded

Saxon Wood Road sites



The Mount, and Site E (Corner of Saxon Wood Road and Boscobel Road)



The Village Green

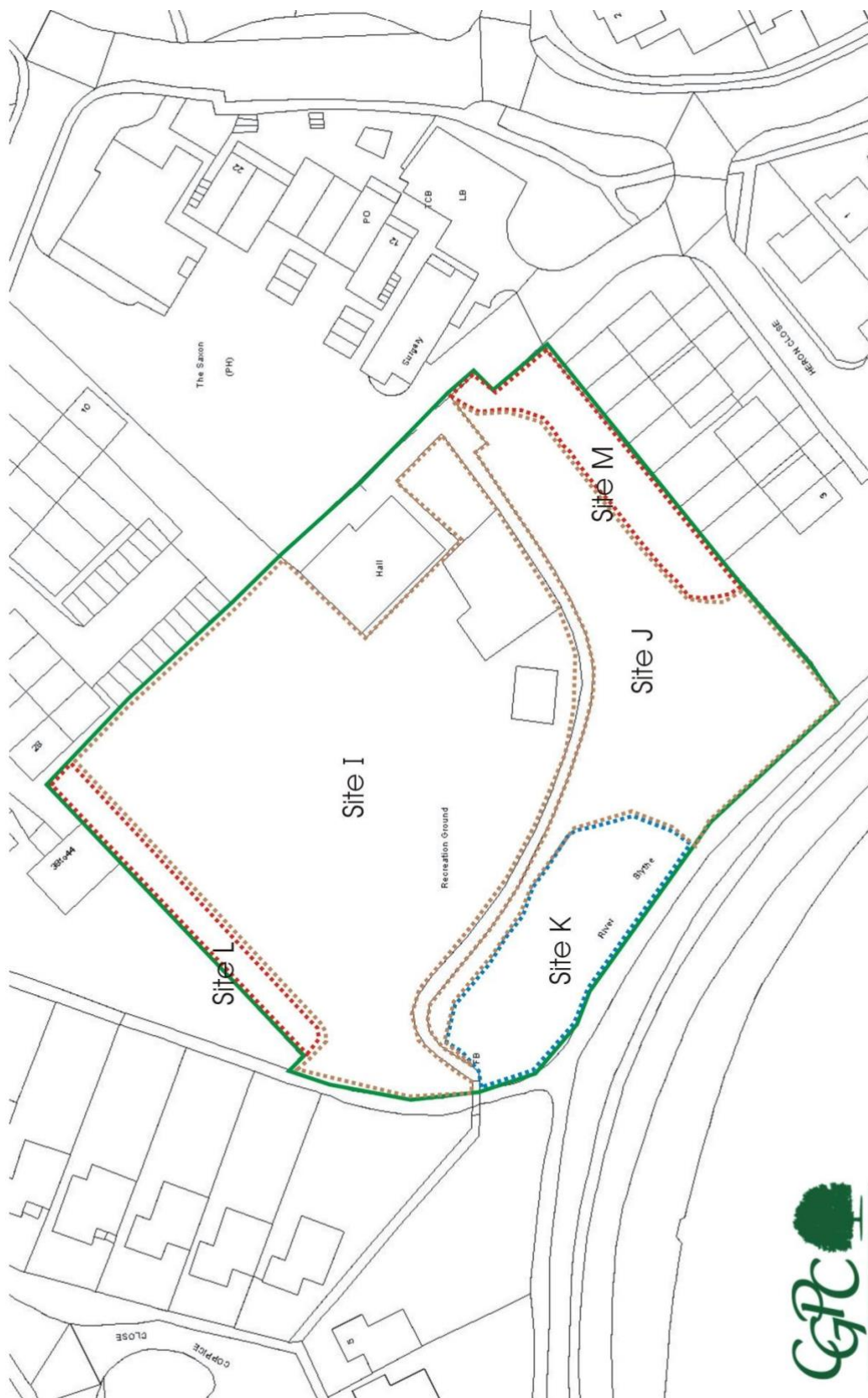


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Updated 10/07/2017

Appendix 3

Recreation Ground



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Updated 4/2/2011

Appendix 4

Car Park Litter Pick Map

litter pick along the
boundary marked



The Saxon
(PH)

Hall

Surgery

PC

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Appendix 5

Updated
25/11/13

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Ordnance Survey
0100050731

PART B**Location 1 – Saxon Wood Road sites – Appendix 1**

Item	Scope of Work	Item Cost	Item Cost times Frequency
1.1	Site 'A' on map – Litter pick and gang mow to a height of approximately 60mm. (18 times)		
1.2	Site 'B' on map – Litter pick and gang mow to a height of approximately 60mm. (18 times)		
1.3	Site 'B' on map - front field footpath to be edged and weed killed twice per year in April & August. (2 times)		
1.4	Site 'B' footpath to the front field chippings to be applied twice per year in Spring & Autumn. (2 times)		
1.5	Rough cut/flail mow between trees. (2 times)		
1.6	Trim the hedge adjacent to Saxon Wood Road to a height of no lower than 1 metre in October. (1 time)		
1.7	Site 'C' on map - Gang mow to a height of approximately 60mm. (18 times)		
1.8	Site 'C' on map - back field footpath to be edged and weed killed twice per year in April & August. (2 times)		
1.9	Site 'c' footpath to the front field chippings to be applied twice per year in Spring & Autumn. (2 times)		
1.10	Rough cut/flail mow between trees. (2 times)		
1.11	Empty the litter bin & replace the bin liner once per week on Mondays* and twice per week during school holidays. (65 times)		
1.12	Empty the dog waste bin once per week and replace bin liners. (52 times)		
	Totals of item costs		

Location 2 – The Mount, Chatsworth Close – Site D – Appendix 2

Item	Scope of Work	Item Cost	Item Cost times Frequency
2.1	Cut back the Hawthorn hedge in line with the fence fronting the road in late Spring & late Summer. (2 times)		
2.2	Cut back the Hawthorn hedge fronting the road on the inside in late Spring & late Summer. (2 times)		

2.3	Weeding and/or chemical treatment of adjacent residential boundaries in Spring & Summer. (2 times)		
2.4	Undertake chemical treatment of bramble in early Spring. (1 time)		
2.5	Strim the meadow area in June & late September. (2 times)		
	Totals of item costs		

Location 3 – Land corner of Saxon Wood Road & Boscobel Road – Site E – Appendix 2

Item	Scope of Work	Item Cost	Item Cost times Frequency
3.1	Gang mow to a height of approximately 60mm. (18 times)		
3.2	Flail mow between trees in late Spring & late Summer. (2 times)		
3.3	Chemical treatment of weeds along fence of adjacent properties in late Spring & late Summer. (2 times)		
	Totals of item costs		

Location 4 – Village Green – Appendix 3

Item	Scope of Work	Item Cost	Item Cost times Frequency
4.1	Litter pick and gang mow sites F, G & H to a height of approximately 60mm. (18 times)		
4.2	Edge footpath across the length of Village Green in April & August. (2 times)		
4.3	Maintain shrub beds in accordance with section 5 of the Specific Conditions. (1 time)		
4.4	Blow the fallen leaves off Greenside onto the Village Green in late September to November. (6 times)		
4.5	Cut the shrubs adjacent to Spinney Drive and Cheswick Way back to the road kerbside to a height of 1 metre in Spring, Summer & Autumn. (3 times)		
4.6	On request rake up and remove fallen leaves. (1 time on request)		
4.7	Remove the sprouting branches from the base of the trees up to a height of 1 metre from ground level once a year. (1 time)		
	Totals of item costs		

Location 5 – Recreation Ground, rear of Village Hall – Appendix 4

Please note: - The boundary of this site has recently been reconfigured from that depicted on plan. The area marked site 'K' is a wet land and must not be mown. The area is defined as running parallel with the River Blythe from the footbridge to the raised manhole. (100m)

Item	Scope of Work	Item Cost	Item Cost times Frequency
5.1	Litter pick and gang mow site 'I' area on plan to a height of approximately 60mm. (18 times)		
5.2	Litter pick and gang mow site 'J' area on plan to a height of approximately 60mm. (18 times)		
5.3	Flail mow area marked 'M' and remove arising from site in May & September. (2 times)		
5.4	Cut back 2 dogwood bushes in site 'I' to a height of 300mm in June & October. (2 times)		
5.5	Maintain the shrubs, in front of the Village Hall in accordance with section 5 of the Specific Conditions. (2 times)		
5.6	Maintain the hedge and shrubs alongside the access road between the Recreation Ground and the Village Surgery in accordance with section 5 of the Specific Conditions September. (1 time)		
5.7	Cut back bushes from left hand elevation of Village Hall emergency exit door between May & September. (4 times)		
5.8	Cut back Pyracanthus 150mm from window reveals and below sill height on rear elevation of Village Hall between May & September. (4 times)		
5.9	Maintain the flowerbed located to the left of the entrance gate in June, August & early October. (3 times)		
5.10	Herbicide spray access path to hall, slabs adjacent to hall, under benches, play areas, basketball area and concrete table tennis table in June & August. (2 times)		
5.11	Treat for algae growth on safety surfaces under play equipment and brush vigorously afterwards in August. (1 time)		
5.12	On request move goal posts to alternative position and re-seed worn areas. (2 times)		
5.13	A wildflower meadow was created in site 'L' in November 2021. Cut and		

	remove wildflower meadows in September (additional cut and remove in early Spring to be undertaken if nutrient levels are too high resulting in the meadows being dominated with undesirable species such as docks, nettles and thistles.) (1 time)		
5.14	Empty the 2 litter bins & replace the bin liner once per week on Mondays* and twice per week during school holidays. (58 times)		
5.15	Empty the 2 dog waste bins once per week and replace bin liners. (52 times)		
5.16	Litter pick and sweep the front and left-hand side elevation (including bottles and glasses) of the Village Hall once a month. Remove all debris. (12 times)		
5.17	On request rake up and remove fallen leaves in November. (1 time on request)		
5.18	Strim the grassed areas behind the fence in front of the river Site K April to November. (8 times)		
5.19	Fenced ponds & wetland area – Site ‘K’ cutback and remove Snowberry regrowth on the riverbank in March and September. (2 times)		
5.20	Fenced ponds & wetland area – Site ‘K’ pull Himalayan Balsam before it goes to seed in July and August. (2 times)		
5.21	Fenced ponds & wetland area – Site ‘K’ cut and remove arisings from wildflower meadow adjacent to the large pond and along the fence line to the pedestrian gate in September. (1 time)		
5.22	Fenced ponds & wetland area – Site ‘K’ grass and meadow cuttings are to be used to cover log pile and any cuttings unused are to be removed in September. (1 time)		
5.23	Fenced ponds & wetland area – Site ‘K’ remove litter from grasslands and from within the ponds in May and November. (2 times)		
5.24	Fenced ponds & wetland area – Site ‘K’ cut and remove ½ of the wetland and pond margins every 2 years in September commencing in 2024. (1 time on request)		
5.25	Fenced ponds & wetland area – Site ‘K’ pollard and coppice regenerating Willow, Lime, Alder and Hawthorn commencing December 2031.	Do not cost	Do not cost

5.26	Remove a bin bag from the Village Hall once a week. (52 times)		
	Totals of item costs		

***When the Monday is a Bank Holiday to do this on the Tuesday instead.**

location 6 - Car Park, Coppice Close - See map at Appendix 5

Item	Scope of Work	Item Cost	Item Cost times Frequency
6.1.	Litter pick the area of the car park (including bottles and glasses) owned by the Parish Council. See appendix 5. (4 times on request)		
6.2	Clear grate on drain located on car park installed March 2021. (2 times on request)		
	Totals of item costs		

Location 7 – Boer War memorial Cheswick Place – Junction of Coppice Walk & Noble Way

Item	Scope of Work	Item Cost	Item Cost times Frequency
7.1	Mow grass (surrounding the memorial only) to a height of approximately 60mm. (18 times)		
7.2	Litter pick the area (including bottles and glasses) (4 times per annum on request).		
	Totals of item costs		

Total cumulative costs

Location	Cumulative item costs	Cumulative frequency costs
Location 1 - Saxon Wood Road sites		
Location 2 - The Mount		
Location 3 - Land corner of Saxon Wood Road & Boscobel Road		
Location 4 - Village Green		
Location 5 - Recreation Ground		
Location 6 - Car Park		
Location 7 - Boer War Memorial		
Cumulative cost totals £	£	£

Contract uplift percentage 2023/24

Contract uplift percentage 2024/25

Daywork hourly rate including plant 2022/23 £

Name of Company

Registered Company address

Telephone No.

Name & position in company

Signature

Date