

WOODBOROUGH PARISH COUNCIL

Groundsman - specification for work to commence mid March 2017 for 3 years

A) Specification for Works to be carried out at Woodborough Cemetery, Roe Hill, Woodborough.

Hedge Cutting -

Hedge cutting to be carried out each October. Hedges to be cut back to original cuts and dimensions. All cuttings to be removed from site and disposed of by the contractor.

Grass Cutting

Grass to be cut from 1st March to 31st October on a 10 day working cycle (ie every 14 days) unless otherwise specified. A cut **must** be undertaken a week before Easter to ensure that the cemetery is well presented for Easter visitors. Cutting will include grass frontage either side of the entrance gates, the cemetery extension entrance and turning circle with a 1 metre verge on the outside of it, the whole being maintained at a height not to exceed 4 inches. The main areas of primroses, and bulbs under the hedgerow are not to be cut until flowering of primroses has finished.

Strimming

Strimming around and between graves should be done when necessary at the same time as mowing operations unless otherwise requested.

Weedkilling

Weedkilling (using "Roundup") on and around graves to be carried out 3 times a year – April, June and September – and will include the gravel approach and around the specimen trees. Weedkilling will also be done along the boundary hedge to contain the growth of grass, weeds and brambles.

B) Specification for Works to be carried out at Woodborough Church Yard.

Grass Cutting

Grass cutting to start from the beginning of March, and will be continued fortnightly until 31st October or until grass ceases growing. A cut **must** be undertaken a week before Easter to ensure that the Church Yard well presented for Easter visitors. Areas where bulbs are planted must not be cut until flowers have finished.

Strimming

Strimming to the boundaries to include path edges, wall bottoms (including Garden of Remembrance) dyke banks, around grave/headstones and under trees should be done when necessary at the same time as the mowing operations and continue until the 31st October unless otherwise requested.

Weedkilling

Weedkilling (using "Roundup") on and around stone paths, wall bottoms, around bases of trees (specimens) and grave/ headstones to be carried out 3 times a year – April, June and September.

C) Specification for Maintenance of the Governor's Field.

(This is the fenced play area at the corner of Main Street and Lingwood Lane.)

Hedge Cutting

Hedge cutting to be carried out each October. Hedges to be cut back to original cuts and dimensions. All cuttings to be removed from site and disposed of by the contractor.

Grass Cutting

Grass cutting to start from the beginning of March, and will be continued fortnightly until 31st October or until grass ceases growing. Grass to be cut to a height of not more than 2 inches. The bank fronting Main Street which is planted with daffodils must not be cut until flowers have finished.

Weedkilling

Weedkilling (using "Roundup") around the boundary, including Rhododendron bushes by entrance and specimen tree to be carried out 3 times a year – April, June and September.

Beacon Rose Bed

Weeding/Hoeing to be carried out when necessary.

D) Specification for Maintenance of the Village Hall car park bank & hedge - to include hedge at side of VH and Tennis Courts down to Pavilion.

Hedge Cutting

Hedge cutting to be carried out each October. Hedges to be cut back to original cuts and dimensions. All cuttings to be removed from site and disposed of by the contractor.

Grass Cutting/Strimming

Grass on the bank between car park wall and hedge, from the entrance round to the rear of the Tennis Courts, to be cut monthly (alternate visits to the parish) – 1st March to 31st October.

Weedkilling

Weedkilling (using "Roundup") around the base of all car park and building walls, Tennis boundary netting and car park kerbs to be carried out 3 times a year – April, June and September

E) Pavilion

Strimming/Weedkilling

Strimming and weedkilling between the building and Tennis Courts to keep tidy.

F) Playing Field

Grass Cutting

Outfield only - grass cutting to start from the beginning of March, and will be continued fortnightly until 31st October or until grass ceases growing. Cricket Square and white lining to be done by others.

G) Entrance to Doverbeck – area on the left.

Grass Cutting

Grass cutting to start from the beginning of March and will be continued fortnightly until 31st October or until grass ceases growing.

H) Entrance to Small's Croft – area on the left.

Grass Cutting

Grass cutting to start from the beginning of March and will be continued fortnightly until 31st October or until grass ceases growing.

N.B.

- A) Tenders must be submitted in a sealed envelope and will be opened after the closing date.
- B) Contractors should acquaint themselves with the condition of work before tendering, as no claim will be entertained on the grounds of want of knowledge.
- C) Quotations should be submitted exclusive of VAT.
- D) Your pricing should include your hourly estimate for each section x number of visits per year, sub totals and grand total.
- E) The tender price should include everything necessary to complete the works.
- F) The contractor shall comply with the Health & Safety at Work regulations and all other statutes and regulations.
- G) Lone working: if working alone the contractor is required to take the precaution of notifying another person of his/her whereabouts and length of time expected to be on site. This can be a colleague or family member.
- H) Contractors must be sensitive to the nature of the sites and show due respect at the cemetery at times of funerals.
- I) Before the contract can commence, the contractor must supply WPC with a copy of the Public Liability Insurance cover and a risk assessment for the work.
- J) Any event that might give rise to any claim or proceeding, in respect of loss or damage to the works or injury or damage to persons or property arising out of the works, must be reported immediately to the Parish Clerk.
- K) If the contractor is not known to WPC, 3 references where similar work has been carried out are required.
- L) You are quoting for a 3 year contract commencing mid March 2017.
- M) Bramble clearance will be considered outside this remit.
- N) Please submit your tenders in an envelope marked "GROUNDSMAN TENDER" to:-
Mrs. Averil Marczak
Clerk to Woodborough Parish Council
4 Knighton Road
Woodthorpe
Nottingham
NG5 4FL

by Friday 3rd March 2017