

NORTH TAWTON TOWN COUNCIL

GRASS MAINTENANCE CONTRACT

Tender Specifications

To be read in conjunction with the Service Agreement

General

1. The Contractor must have Public Liability Insurance. (Minimum £5 million), a copy of which must be supplied to the Clerk.
2. The Contractor must have a Health & Safety Policy. Appropriate protective clothing and safety equipment will be worn at all times.
3. The Contractor must ensure that employees involved in chemical spraying have City and Guilds Based Services (NPTC) Certificate of Competence for chemical spraying, Modules: PA1 – Foundation and PA6A – Handheld applicator – Knapsack.

Photocopies of these documents must be included with the application form.

Photocopies of Certificates of Competence of any new employees engaged by the Contractor must be supplied to the Clerk, prior to any work being carried out by that new employee.

4. The Contractor must complete a monthly report (proforma attached) and submit it to the Town Council; Council Meetings are held on the first Tuesday of every month, (except January when the Town Council meeting is held on the second Tuesday of the month). Accounts and reports must be submitted to the Clerk one week before these meetings. Monthly accounts to be submitted for jobs completed, and this must be itemised.

Failure to submit the monthly accounts will result in payment having to be deferred until the following month.

5. The Contractor must note any damage/vandalism in any of the areas and report to the Chairman or Clerk as soon as possible.
6. The Contractor must provide an advance schedule of proposed dates for the work to be carried out and shall notify the Town Clerk of any changes and shall afterwards confirm whether or not such work was carried out, in order that the Clerk, or whoever the Town Council nominates, to carry out inspections of the work.
7. Pricing to be shown per operation multiplied by the expected maximum number of operations.
8. The Contractor will be expected to attend occasional site meetings with Members of

the Council, and regular day time meetings with the Members of the Council every two months to discuss any complaints or problems that may arise.

- 9. Contractor will be expected, prior to commencement of work, to check the churchyard, cemetery and Memorial Park for litter and remove from site on each visit.**
- 10. Should the Town Council require extra works to be undertaken from time to time a price will be sought individually for such works as and when they arise; the contractor shall liaise with the Town Clerk as to when such work shall be carried out.**
- 11. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings, as this will depend on the growth rate of the grass.**
- 12. All the sites are in the public eye, and therefore a high standard of service, skill and behaviour will be required of the Contractor.**

Introduction

1. It is envisaged that grass shall be cut regularly 17 times a year to keep the amenity areas looking neat and tidy, dependent on growth rates.
2. During the months of April to the end of September (depending on the rate of growth) Grass clippings are to be collected (apart from strimmed areas) from the churchyard, cemetery, and Memorial Park, and to be removed from site. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings. When grass clipping are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps or rolls on the surface, the Contractor shall remove and dispose of it within two working days of any request to do so at no additional cost to the Council.
3. All grass clippings are to be removed from paths and safety surfacing.
4. The entire area of grass shall be cut, and the Contractor shall take care to cut as closely as possible round obstructions, trim grass edges, expose flush kerbs etc. at every cut.
5. Grass margins, walls, kerbs, and slopes etc. which cannot be cut by mowing machinery shall be strimmed or by other means. The Contractor shall cut up to the base of and around all trees, posts and other items of furniture at each operation, by hand cutting methods if necessary and shall ensure that no damage is caused to trees, furniture and other items by such work.
6. At the **start** of each maintenance visit to the churchyard, cemetery and Memorial Park the Contractor shall ensure that all litter of a reasonable size is picked up and disposed of. It is

not acceptable for litter (particularly cans and bottles) to be cut up and left in a dangerous condition by mowing equipment.

7. The Contractor shall avoid damage to turf, shrubs etc. during the cutting operations. Any damage to furniture, fencing, drainage systems and the like caused during the execution of the work shall be rectified at the Contractor's expense.
8. Damage to trees of all ages, caused by mechanical cutting methods, shall be avoided at all cost. Even minor damage affects the life span of trees and therefore the Contractor shall be required to plant a new tree for each tree judged by the Town Council to be damaged, during the following planting season. The species, specification and planting location of replacement trees shall be instructed by the Town Council.
9. Spring bulbs occur in a small number of the amenity areas. Where they are found, the bulbs are to be cut around until they have flowered and allowed to die back, and then the area shall be cut without any undue delay.
10. Any chemical herbicides used shall be of an approved type, non-corrosive, of low toxicity to humans, animals, fish and bees and non-inflammable. These chemicals shall be used strictly in accordance with the manufacturer's recommendations, COSHH Regulations 1988 and any subsequent regulations introduced to govern such usage.
The contractor must inform the Council which weed spray chemical they will be using, and if the contractor changes the weed spray chemical during the contract period, they should notify the Council of the change.
11. Precautions shall be taken to protect the public during spraying operations.
12. Pesticides shall be applied using only equipment designed for that purpose. The Contractor shall ensure that a good treatment technique is adopted, and the contamination of surrounding areas, plantings, grass, watercourses, and drainage systems shall be avoided. Any damage to adjacent planted areas caused by drift shall be made good at the Contractor's expense.
13. No hedge cutting work may take place during the bird nesting season.
14. Any debris resulting from the contractor's work shall be removed from site by the contractor.

Memorial Park - High Street/Barton Street

1. Mow park as necessary, over path edges and around play equipment, trees, shrubs etc., up to a frequency of once a fortnight in peak growth periods, and an anticipated maximum of 17 cuts pa. During the months of April to the end of September (depending on the rate of growth) Grass clippings are to be collected (apart from strimmed areas) and to be removed from site. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings. When grass clippings are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps or rolls on the surface, the Contractor shall

remove and dispose of it within two working days of any request to do so at no additional cost to the Council.

2. Strim up to base of surrounding boundary banks, walls (including entrance visibility splays) etc., tree bases, around shrubberies, play equipment and edges of paths. Strim paths as necessary to curb weed growth, including path going from the Pavilion to Barton Street. Edges to be trimmed to prevent grass growth over the tarmac. Grass clippings must not be left to lie on paths or safety surfacing.
3. Cut surrounding banks twice a year in July and December, on both sides along Barton Street up to the junction with Moorview and at rear of electricity sub-station in Moorview including the small grass triangle. Trim low overhanging tree branches etc. to a minimum height of 2 metres from the ground. All debris to be removed from site. At this time, the Park must also be cleared of major litter items and debris from trees including vandalised branches etc. On each visit to carry out mowing major litter picks are to be undertaken (see Introduction, section 6 and attached plan).
4. Cut grass area encompassing play equipment during times of rapid growth (normally April - September) so that this area receives 7 extra mowing between normal cuttings of the park as a whole. During the months of April to the end of September (depending on the rate of growth) Grass clippings are to be collected (apart from strimmed areas) and to be removed from site. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings. When grass clipping are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps or rolls on the surface, the Contractor shall remove and dispose of it within two working days of any request to do so at no additional cost to the Council. Grass Clipping must not be left to lie on paths or safety surfacing.
5. Cut hedges round park on an annual basis outside the bird-nesting season and remove all debris from site (refer to note (g) on schedule - including the Southside adjacent to Moorview).
6. Shrubs and trees are to be trimmed to shape and tidied in December or the early New Year, debris to be removed from site. Brambles and ivy are to be removed, when required, and removed from site. The contractor should inform the Clerk when this needs to be done.
7. Prior to commencement of work litter shall be collected and removed from site.

NOTE: The use of weedkillers etc. is not normally undertaken in this area, although it may occasionally be required as an extra to the Contract, as may additional clearance work etc. If chemicals are used the actual operator must be properly qualified, ie hold the appropriate National Proficiency Certificate.

Cemetery - Exeter Street

SPECIAL NOTE: A liaison procedure must be set up so that in the event of a funeral taking place there is no work being undertaken.

1. Mow as necessary around and between graves as far as practicable up to a frequency of once a fortnight and an anticipated maximum of 17 cuts pa. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings if found necessary. When grass clippings are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps, or rolls on the surface, the Contractor shall remove and dispose of it within two working days of any request to do so at no additional cost to the Council. Grass clippings must not be left on the paths and must be removed from the surfaces of gravestones.
2. Strim graves, mounds, headstones, surrounds etc., path edges up to base of banks and any other areas not cut by normal mowing. There is an expected maximum frequency of once a month and maximum annual total of 17 operations. Any clippings which get onto paths and onto gravestones must be removed.
3. The Garden of Remembrance and War Memorial are considered priority areas so they should receive an extra 7 mowings between normal cutting and are to be mown at a frequency of up to once a week with a likely annual maximum of 17 cuts. Tablet edges to be trimmed using an edge trimmer as needed up to 4 times per year. Tablets to be kept clear of grass clippings.
4. Boundary banks, hedges, and slopes etc. Work in this section consists of:
 - i cutting boundary banks, hedges, and slopes (including outside road bank and stone wall), of grass, weed and brambles twice a year (in June and September) and removing debris from site. – refer to note (i) on schedule.
 - ii raking up all leaves from Autumn leaf fall plus any branches, twigs etc., and remove from site (see Introduction, section 14). This is usually carried out in November/December. Raking is also necessary in March to clear deadwood etc. prior to commencement of mowing.
 - iii yew trees and other specimen trees and shrubs are to be trimmed to shape and tidied, in December or the early New Year, debris to be removed from site (see Introduction, section 14). Brambles and ivy to be removed from yew trees and other specimen trees and shrubs (including those on the roadside bank), when required. All debris to be removed from site.
 - iv paths need to have weeds and moss controlled three times a year. If chemicals are used the operator must be properly qualified i.e., hold the appropriate National Proficiency

Certificate. Refer to the Introduction item 10.

- v appropriate material should be composted, the remaining debris to be removed from site (see Introduction, section 14).
5. Removal of wreaths and dead flowers should be undertaken when withered. Christmas wreaths should be removed by the end of February. Appropriate material should be composted in the bins on-site, the remaining debris to be removed from site. A notice of intention to remove wreaths will be posted on the Council's Noticeboard and Website, and the February or March edition of the Roundabout, prior to this being undertaken, to give relatives advance warning.
 6. Prior to commencement of work litter shall be collected and removed from site.

St. Peter's Churchyard - Market Street

1. Mow all grass as necessary up to a frequency of once a fortnight during periods of peak growth, 17 cuts pa. All grass slopes and paths are included. During the months of April to the end of September (depending on the rate of growth) Grass clippings are to be collected (apart from strimmed areas) and to be removed from site. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings. When grass clipping are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps, or rolls on the surface, the Contractor shall remove and dispose of it within two working days of any request to do so at no additional cost to the Council. All paths must be cleared of cut grass.
2. Strim around headstones, path edges, up to boundary walls, boundary banks, around trees and shrubs, and against church walls. Expected maximum frequency of once per month, all paths must be cleared of cut grass.
3. Priority areas in the Churchyard consist of: -
 - the grass on both sides of the approach path from the Lychgate from the edge of the wall up to and including the trunks of the Lime trees.
 - the grass verges on both sides of the path from the gate beside the Town Hall/Post Office to opposite the Vestry to a width of 2 metres.
 - alongside the path from opposite the Vestry, past the Town Post, to the Fountain Inn to a width of 2 metres.
 - grass margins between surrounding paths and the wall of the Church building.
 - the grass margin alongside the path from the gate by Church Cottage/Fountain Inn past main entrance to Church to the corner by flat headstone (i.e., the edge of the whole grass area alongside Church Cottage), the slope from path surface up to a width of 2 metres where possible.
 - the raised triangular area near the Church main entrance.

These areas are to be cut at the greater frequency (7 extra mowings per years) of up to

once a week and an expected annual maximum of 17 cuts. All paths must be cleared of cut grass.

4. Twice a year (Spring and Autumn) all boundaries are to be tidied. Leaves, twigs etc. raked up, headstones and walls cleared of ivy, brambles etc. Lower branches of all trees, including the ones to the rear of Church Cottage/7 Exeter Street, cut to a minimum height of 2 metres from the ground. The collected debris is to be removed (see Introduction, section 14).
5. The cobbled paths, and other surfaced paths in some places, need weedkilling 3 times pa. Sometimes moss control is also required. Both operations to be carried out as needed. Any chemicals used must be as safe to the public and environment as possible, fully approved for the uses to which they are put, approved by the Council, and applied only by properly qualified operators.
6. Prior to commencement of work litter shall be collected and removed from site.

Sustainable Urban Drainage Pond [SUDS]

The Town Council is only responsible for the area bounded by the fence and the area surrounding this. The surrounding land and the path is not owned by the Town Council and free access is permitted by vehicle. The pond accepts water run off from Strawberry Fields and is sited to the South of the town with vehicle access through an unlocked metal field-gate and track to the site. The pond is designed so that deep water will not collect in the base but if water is present operatives may not enter the perimeter unaccompanied. The pond gate is kept locked and a key held at the office of the Town Council.

1. Cut – *on a two-monthly basis* – the surrounding and internal flat areas during the growing season after gaining access in liaison with Town Clerk.
2. Cut – *in April July and September* - the slopes and ensure that arisings do not enter the drainage area.
3. The drainage material is designed to permit water to penetrate and drain away. Annually, during the growing season and at a time when no water remains in the base of the pond treat weeds and grass on base with an appropriate weedkiller. Monitor effectiveness of action taken 14 days later, remove dead weeds and re-treat as needed.

NOTE: During certain months sheep are kept in the adjoining field (which is not under the control of the Town Council) and electric fencing is in use. It is essential that suitable precautions are in place to avoid disturbance, for example, and to ensure that access for machinery is safe.

Strawberry Fields

The Town Council is responsible for a roughly rectangular area of grass and a hedge at the far

end of Strawberry Fields.

1. At suitable intervals during the growing season remove any perennial weeds from the grassed area or treat with a suitable weed and feed product.
2. Mow grassed area; during the months of April to the end of September (depending on the rate of growth) Grass clippings are to be collected (apart from strimmed areas) and to be removed from site. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings. When grass clipping are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps, or rolls on the surface, the Contractor shall remove and dispose of it within two working days of any request to do so at no additional cost to the Council.
3. Outside the bird-nesting season cut back brambles or other such weeds, trim hedges and shrubs as appropriate, and remove arisings from site – the hedge should be cut at least 3 times per year.
4. The Town Council is anxious to improve the appearance of the approach to the town from the South and while most grass cutting is under the control of Devon County Council and West Devon Borough Council the Town Council wishes to improve grass cutting at the Southeast quadrant at the junction of the main road and Strawberry Fields/ Moor view by 7 extra cuts between those carried out by West Devon Borough Council etc.
5. With reference to the area of land fronting Strawberry Fields, which is owned by the Council, this area is to be maintained by pruning of shrubs and removal of weeds as necessary and appropriate. The area should be checked at 3 monthly intervals to assess necessary work.

Barton Hill (adjacent to No 2 Barton Close EX20 2NA

West Devon Borough Council and Devon County Council have omitted a small, grassed area of grass adjacent to No 2 Barton Close from their contracts. To improve the appearance of the area the Town Council have agreed to include this small area in the Grass Maintenance Contract.

Refer to item 10 in the tender specification.

1. At suitable intervals during the growing season remove any perennial weeds from the grassed area or treat with a suitable weed and feed product.
2. Mow grassed area; during the months of April to the end of September (depending on the rate of growth) Grass clippings are to be collected (apart from strimmed areas) and to be removed from site. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings. When grass clipping are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps, or rolls on the surface, the

Contractor shall remove and dispose of it within two working days of any request to do so at no additional cost to the Council.

WEED SPRAYING/WEED CONTROL

1. The Town Council wish to control weeds on pavements, kerb edges and paved areas. Most of the weed control should be by weed spraying three times a year, between March and October:
 - First application between March and May.
 - Second application between May to July; and
 - Third application between July and September.

If the contractor is of the opinion that, due to the growth of weeds for a particular season, that three weed spraying cycles is not required, then the contractor should contact the Clerk to discuss scheduling.

Following weed spraying the areas should be inspected to check the effectiveness of the spraying.

If the contractor feels that it is more appropriate, weed control can be carried out by hoeing and removal of the weeds.

The areas for weed control are shown on the enclosed maps.

All work is to comply with Notes 10, 11 and 12 on the "introduction".

Other

1. Four times per year or as necessary clear grass, brambles, shrubs, and foliage from around bus shelters at Fore Street and near Rugby Club.