

## HEDDON-ON-THE WALL PARISH COUNCIL

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### INVITATION TO TENDER

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Heddon-on-the-Wall Parish Council is inviting suitably qualified and experienced contractors to tender to provide grounds maintenance services.

The Invitation to Tender will open at **9.00 a.m. on Tuesday 3rd January 2023.**

The contract will be subject to Heddon-on-the-Wall Parish Council's requirements and satisfactory performance through continuous monitoring and performance review. Failure to achieve satisfactory performance may result in the contract being terminated.

Applicants should complete and return the Tender Form as per the instructions set out in this Invitation to Tender (ITT). Any questions concerning this document or the tendering process should be sent to the Parish Clerk and Responsible Financial Officer (RFO).

The successful applicant will be required to deliver services in accordance with the following schedule of work:-

#### **SCHEDULE OF WORK**

The purpose of this specification is to generally define the standard to be achieved and to define the precise method by which the contractor will be required to perform the service. In some situations a more detailed specification is provided. The overall purpose is to provide a clean, tidy and well-maintained village that reflects customer need and good horticultural and environmental practice. All work shall be carried out and timed in such a way as to leave the whole of each site in a well maintained and tidy condition at all times. In some cases the frequency of visits will be determined by the contractor in order to meet the required standard for each of the different types of operation. In other cases frequencies are specified. The exception to this will be when additional works are ordered by means of a Schedule of Rates. In this case the required timing of these works shall be set out in the order.

#### **Detailed scope of works**

##### **A. Butterfly Garden Approx. Area 1400SqM:**

3 Nr Visits per annum to include -

- 1 Nr Cut and Drop (Spring/Late Mar).
- 1 Nr Cut and Drop (Summer/Late Aug).
- 1 Nr Cut & Rake, clear arisings (Autumn/Early Nov).
- Strimming out around walls, furniture and trees etc.
- Hand weeding of raised brick butterfly.
- Litter collection & removal.

##### **B. Welfare Field (MUGA Only). Approx. Area 800SqM:**

4 Nr visits per annum to include -

- 1 Nr Moss / Algae Control (Hi Ace) application tarmac areas edge of MUGA (Oct)

- 3 Nr Leaf and debris clearance of MUGA (Oct, Nov & Dec)
- Litter collection & removal.

**C. Taberna Close Approx. Area 200SqM:**

18 Nr Visits per annum to include -

- 18 Nr Grass cuts (Mar to Oct) Cut and Drop using pedestrian mulching mowers.
- Grass cutting specification: this should be no longer than 50mm at cut.
- Strimming out around walls, furniture and trees etc.
- 1 Nr Grass Edging using half-moon or mechanical edger (Oct).
- 1 Nr Pruning back of Conifer Hedge (Nov).
- Litter collection & removal.

**D. Memorial Park Approx. Area 1800SqM:**

22 Nr Visits per annum to include -

- 18 Nr Grass cuts (Mar to Oct) Cut and Drop using pedestrian mulching mowers.
- Grass cutting specification: the grass in this area is mossy so this should be no longer than 50mm at cut.
- Strimming out around walls, furniture and trees etc.
- 1 Nr Grass edging using half-moon or mechanical edger (Oct).
- 2 Nr Shrub / hedge Pruning (Species Dependant).
- 1 Nr light turning of shrub beds.
- 1 Nr Lawn Treatment Spring Fertilizer.
- 1 Nr Aeration / Scarify to lawn areas.
- 3 Nr Leaf & Windblown debris collection and removal.
- \*1 Nr Pre Memorial Sunday Visit / Site Tidy.
- Weed Control / Weeding of Shrub Beds & Hard Standing (Hand, Strimming and or chemical).
- Litter collection & removal.

**E. Benches x 3**

1. Military Road - Village Entrance West
2. Heddon Banks - Close House View
3. Station Road - Tyne View

Keep seating clear of vegetation, weeds & brambles.

**F: Welfare Field Access**

To ensure access is un-restricted to Welfare Field on North and South access paths as marked.

- 2 Nr Hard standing / Footpaths are to be free of litter, weeds, vegetation and debris.
- Shrubs to be pruned back from footpath behind fencing annually in line with good horticultural practice and species.

**Additional Requirements:**

On award of the contract, to provide a quote for the supply and planting of annual summer bedding planting scheme in the memorial garden.

On award of contract, to provide quote for the supply and planting of a refresh of shrubs/shrub beds for memorial garden and raised bed in butterfly garden.

On award of contract, to provide quote for maintenance work to the area around Heddon Community Library which is currently maintained on a voluntary basis by a local resident.

On each visit to report any health and safety concerns identified to the Parish Clerk.

Provide an annual record of herbicides used across all sites.

## TENDER FORM

### 1. Tender price

£ ..... including all items as per schedule.

### 2. Method statement

Description of equipment used, name of operatives carrying out the work, short description of how you intend to fulfill the terms of the contract (use a separate sheet if required):

### 3. Added value items

Included within the cost we are prepared to carry out the following works in order to enhance the terms of the contract (use a separate sheet if required):

Please complete in block capitals

NAME OF CONTACT: .....

COMPANY NAME (if applicable): .....

ADDRESS: .....

TEL: ..... E-MAIL: .....

All tenders are to be marked for the attention of the Parish Clerk and Responsible Financial Officer (RFO) and clearly marked **GROUND'S MAINTENANCE TENDER**, so that the tendering process will not be prejudiced.

Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity etc.) and level of insurance requirements for each contract. Copies of insurance policies should be submitted with the tender document.

Please retain a copy of this tender for your own records as contractors and their staff will be expected to be fully conversant with the schedule and conditions throughout the period of

the contract. Return one copy electronically to the Parish Clerk at email: **heddonpc@gmail.com**

The Invitation to Tender will open at **9.00 a.m. on Tuesday 3rd January 2023.**

**Closing date for receipt of returned tenders is 12 Noon on Tuesday 21st February 2023. The successful contractor will be announced following the council meeting of Wednesday 8th March 2023 and the winning contractor will be expected to commence on 1st April 2023.**

**The Parish Council does not bind itself to accept the lowest or any tender.**



A

B

C

D

B6528

B6528

Hexham Rd

Trajan Walk

Remus Ave

Aquila Dr

Campus Martus

Trajan Walk

Hecaton Banks

The Towne Gate

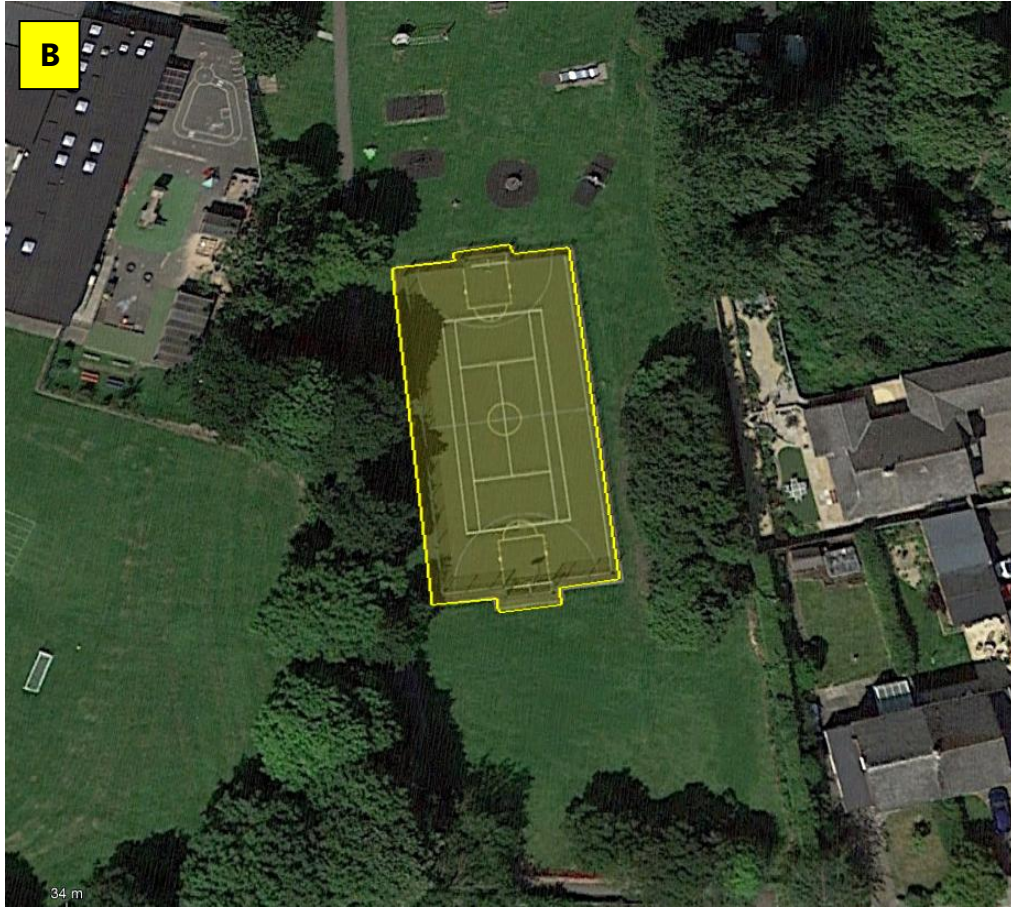
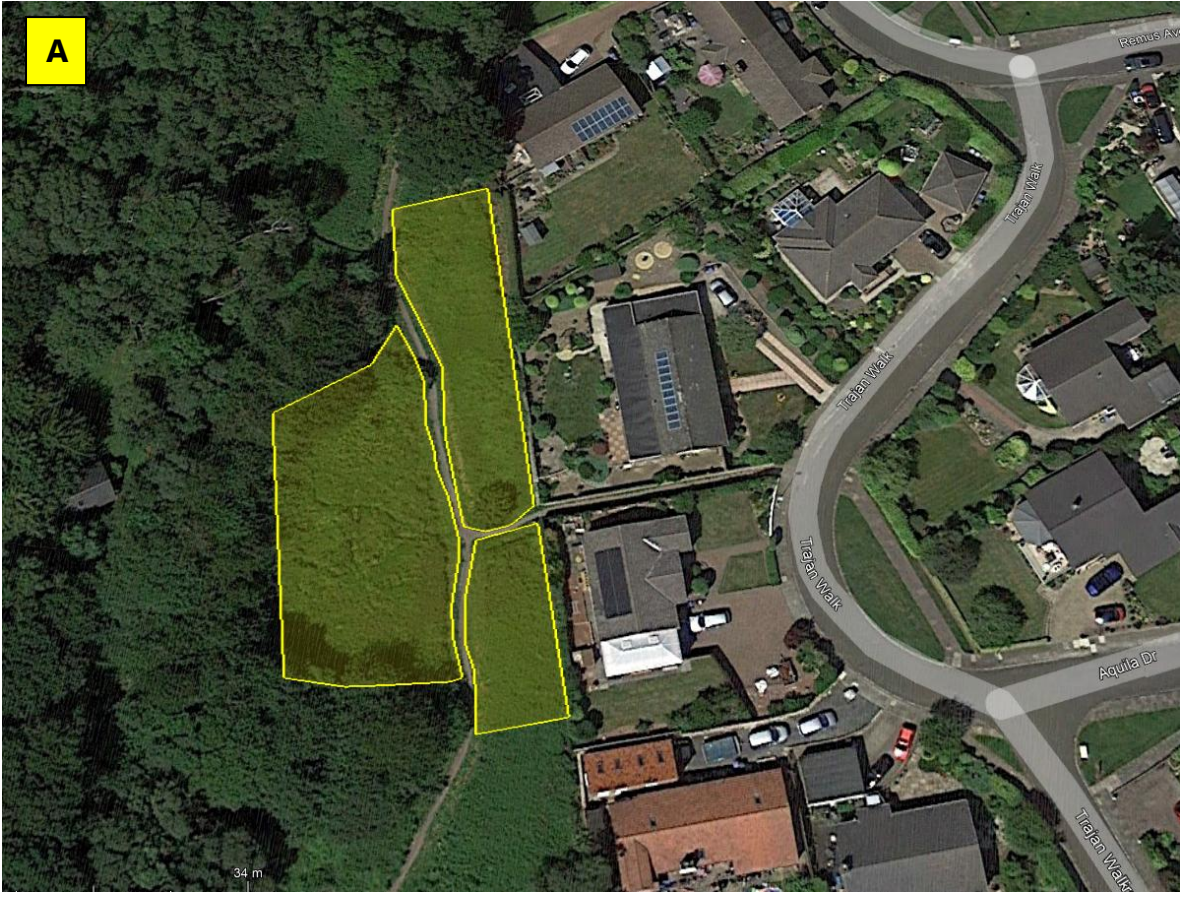
Centurion Way

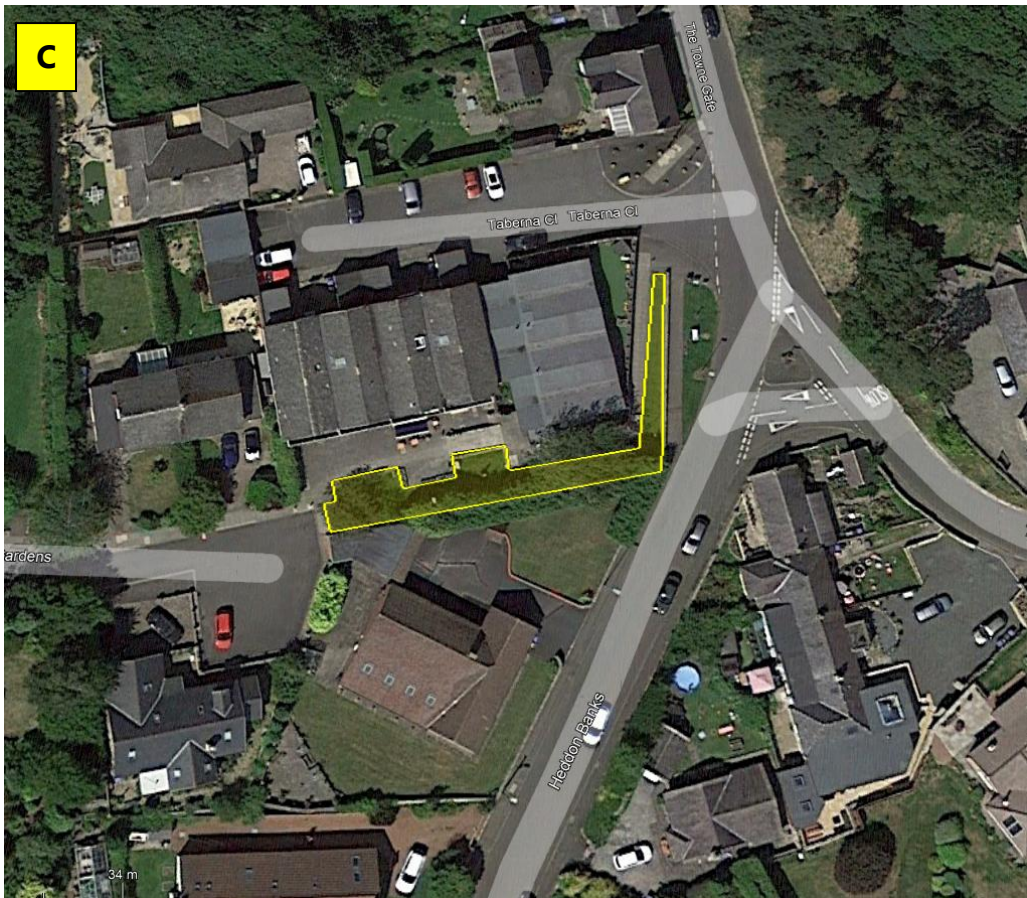
The Towne Gate

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Google Earth

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# Heddon on the Wall

Parish Council Benches

