

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

CONTENTS

This document includes:

Pages 1-2 General conditions of contract.

Pages 3-4 Specification - preamble and instructions for tendering.

Pages 5-6 Maps showing locations of work.

Pages 7-11 Five schedules of the type(s) and frequencies of work for each location, including or referring to any special conditions that apply to the location.

Appendix A separate Excel spreadsheet on which to insert your tender price for each item.

GENERAL CONDITIONS OF CONTRACT

- 1 The supervising officer will be the Clerk to the Council or any other person the Council may nominate in writing to the contractor during the course of the contract.
- 2 All work shall be to a good and workmanlike standard and comply with any specification and special conditions given in the individual schedules, all to the satisfaction of the supervising officer.
- 3 If, in the opinion of the supervising officer, any task in the contract which has not been completed in accordance with the specification, the supervising officer will give the contractor written notice of the action needed to remedy the breach, specifying a reasonable time for it to be remedied. Failure to comply may lead the Council to terminate the contract and employ other persons to carry out the contract work.
- 4 The required frequency of cutting grass will depend on weather conditions and the supervising officer may issue instructions to increase or reduce the number of cuts or other extra work, and the prices to be paid or credited will be those given in the tender for that type of work.
- 5 Where the contractor holds an access code for any location, the contractor will ensure that the location is properly locked immediately after work has been completed or at the end of the working day if all the work is not completed on the same day and he will not pass the code to anyone else unless authorised to do so by the supervising officer.
- 6 The contractor shall indemnify the Council against any claim arising from the contractor's negligence and hold public liability insurance for a minimum of £10m as well as Employer's Liability insurance to the minimum required by law. The contractor shall provide the Council with a copy of the insurance cover note before starting work in each year beginning on 1 April.
- 7 The contractor shall provide all personnel, materials, equipment, machinery and vehicles necessary for the provision of the service. Personnel shall be competent and suitably attired for the work with H&S in mind. At no time will any person contracted to do the work be deemed to work directly for the Council, but only as a

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

contractor or an employee of a contractor.

- 8 Payment will be made against invoices that must be submitted monthly, itemised to show the location, date and description of the work completed. Payment will normally be made no later than the end of the month following the month in which a valid invoice is received provided the supervising officer is satisfied that the work has been completed to the required standard.
- 9 If requested with the tender, the agreed prices may be increased (or decreased) on each anniversary of the start of the contract by an amount determined by the annual change in the retail prices index on the anniversary of the date of tender.
- 10 All contracts shall be subject to retention of the contract monies at such percentage and for such length time as the council shall determine prior to the issue of invitations to tender.
- 11 The Council shall determine whether the contractor shall be liable to pay to the council liquidated damages for any failure to complete the work by the completion date specified in the contract.
- 12 No variation to the contract will be valid unless put in writing and signed by the proper officer of the council.
- 13 The Council shall reserve the right to cancel the contract and recover from the contractor any loss thereby incurred if the contractor shall have offered or given or agreed to give, to any person, any gift consideration or inducement or reward of any kind for doing or forbearing to do or for having done or forborne to do any action in relation to obtaining or executing the contract.
- 14 Notice to cancel the Contract. Should either party wish to terminate the contract there shall be a period of notice of 6 months, notice to be given in writing.

Signed..........Date 28 February 2025

Signed.....Date.....

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

SPECIFICATION

A. Preamble and instructions for tendering

- 1 Dorchester Parish Council invites you to tender for grounds maintenance work for the three years from 1 April 2025 for several separate locations and types of work within the village.
- 2 The locations are shown on specially prepared Google maps (see below).
- 3 The types and frequencies of work are described in the schedules relating to the individual locations.
- 4 You are invited to tender for all the locations and types of work. The tender price for each item must be shown separately.
- 5 You must obtain for yourself all information you need to prepare your tender.
- 6 The council is not bound to accept the lowest or any tender and it may also group schedules of work into parcels.
- 7 You must make your tender by:
 - a) inserting a price for each of the work items listed in the schedules in the appropriate line of the Pricing Excel spreadsheet and sign.
 - b) **Ranking** – a weighted ranking will be applied to score each tenderer;
 - Price - value for money, consistency 50%.
 - Operation – quality of workmanship, track record, timeliness, communication, politeness, administration 30%.
 - Sustainability – existence of a robust policy, evidence of application 10%.
 - Other Services – tree work, pest control, commitment to community, goodwill offers. 10%
- 8 The completed pricing spreadsheet must be sent to the Council as an email attachment by the tender deadline. The subject line of the email message should be: “Grounds maintenance tender from [your business name]”.

Any additional information must be returned either by email or in a plain, sealed envelope marked “Tender for grounds maintenance” and addressed to:
parishclerk@dorchesterparishcouncil-pc.gov.uk
The Clerk, Dorchester Parish Council
26 Folly Green, Woodcote, Reading RG8 0ND
All documents to be received not later than 12 noon on Thursday 16th January 2025.

The Council may ask for two references from existing or past customers and reserves the right to accepted conduct checks on the financial and technical standing of a tenderer before awarding a contract.

parishclerk@dorchesteronthames-pc.gov.uk

07444 239077

DORCHESTER PARISH COUNCIL

Grounds Maintenance Contract 2025 – 2028

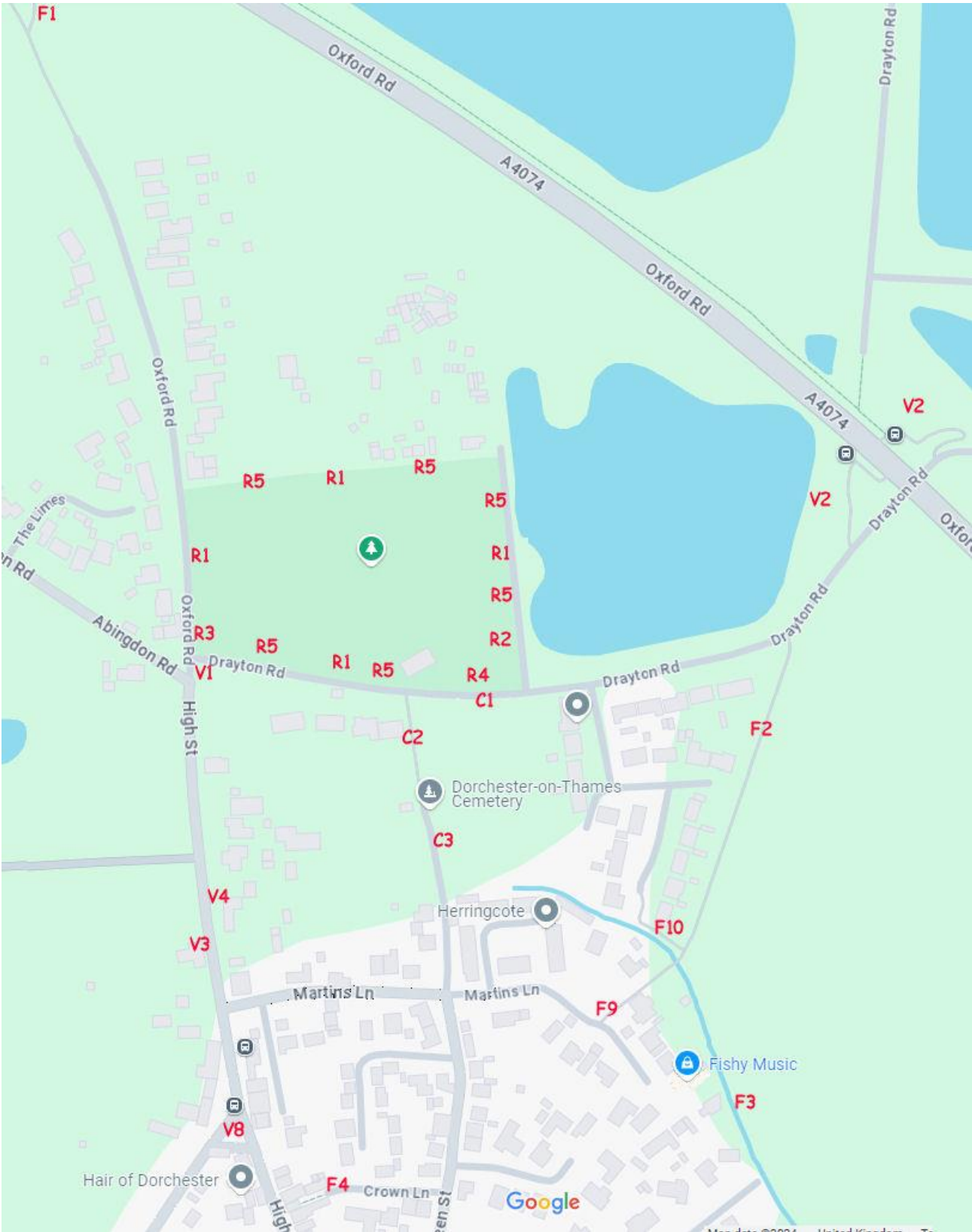
- 9 The contract, which will be subject to the council's specified general conditions of contract, any conditions of contract other than conditions specified by the Council or required by law will not be accepted by the Council and will take effect from 1 April 2025.
- 10 Should you wish to see the council's standing orders, they are available at;
<https://dorchesterparishcouncil-pc.gov.uk/governance>
- Locations of work
- 11 The locations of work are shown on the following Google maps A and B.
- 12 Notes regarding maintenance of verges, hedges and other small areas along highways in Dorchester.
- a Many of the verges and hedges owned by the Parish Council are maintained on a voluntary basis by residents. The scope of the works for maintenance of verges, hedges and other small areas on highways in Dorchester for which tenders are invited is areas that are not maintained by residents.
 - b The descriptions in the schedules are in summary form. For full details of all locations see the Google internet maps referred to above.

Signed..........Date 28 February 2025

Signed.....Date.....

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

MAP A



DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

SCHEDULE 1: RECREATION GROUND

A. R1 Recreation Ground Perimeter

Generally: use gang or ride-on mowers and hand mowers as appropriate, remove from site all debris and other matter which may be found, strim up to the hedge line and the parts inaccessible to mowers.

Sweep grass cuttings from any paths. Strim vegetation around and under benches

Cricket Season: Cut to a suitable length the perimeter of the recreation ground between the white line of the cricket outfield and the hedge line, giving 7 cuts, one each month from Mid-March to the end of September inclusive. See Note 2 below.

Football Season: Cut the recreation ground to a suitable length during October, excluding the main football pitch. See Note 2 below.

NOTE 1: the Football pitch and Cricket outfield are cut by the sports clubs.

NOTE 2: Check with the Parish Clerk each year the exact timing of the changeover from cricket to football and adjust the cutting regime as appropriate. Price per cut for 8 cuts.

B. R2 Recreation Ground Play Area

Cut children's play area and strim around fence inside and out, giving 8 cuts, one each month from Mid-March to the end of October inclusive. Price Per cut.

C. R3 & R4 Recreation Ground Entrances

Cut back and strim the edges of any paths and areas around the gated entrances in Spring each year. Price per Annual cut of both entrances.

D. R5 Recreation Ground Hedges

Cut top and sides of perimeter hedges Annually, timing appropriate to the main species, and remove debris. Price per Annual cut.

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

**SCHEDULE 2: CEMETERY, ABBEY CLOSED CHURCHYARD
& ROSE WALK**

A. Cemetery Drayton Rd - Grass cutting & maintenance

Cut to a suitable length all grass, paths, around graves. Strim round trees, benches and headstones. Remove from site debris, branches and other matter found. Cut and strim along the fence line to the back of the holly hedge, keeping clear of the holly bushes.

15 cuts from Mid-March to the end of October inclusive. Price Per cut.

NOTE Do not cut areas below managed by volunteer group:

1-metre-wide strip inside the berberis hedge.

1/2-metre-wide strip along the front of the holly hedge.

Top of the ditch bank.

Any area designated by no-mow signs.

B. Miscellaneous

Clear basal growth from trees. Cut and kill sycamores saplings wherever they appear. Price per Annual visit.

C. Hedges

C1: Drayton Road boundary: Face and top to 1.5 metres (5 feet) including whip elms, cut back inside face to clear grave stones.

C2: Martins Lane to Drayton Road footpath alongside the cemetery:

Face and top to 1.5 metres (5 feet) mixed hedge & clear weeds to base

C3: Face and top to 1.5 metres (5 feet) Berberis hedge and clear weeds to base

Leave 1 metre uncut grass inside of the hedge

Annually, timing appropriate to the main species, and remove debris. Price per Annual cut.

D. Abbey Closed Churchyard & Rose Garden

Cut grass to a suitable length, strim around benches, trees, headstones. Remove from site debris found branches and other matter found.

15 cuts from Mid-March to the end of October inclusive. Price per cut.

Do **NOT** cut the Cloister Garden to the rear of the Abbey.

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

SCHEDULE 3: BRIDGE END & ALLOTMENTS

A Bridge End Grass cutting

Cut grass to suitable length, strim round trees under benches:

Cut the Small Green **B1**

Cut the area known as “Waterloo” (small gated green down to River Thame) **B2**

8 cuts from Mid-March to the end of October inclusive. Remove from site debris, branches other matter. Price per cut.

B B3 Bridge End General

Strim vegetation entrance to Bridge End around phone box, cycle racks, verge along wall, around public toilets. Remove debris from site. Twice a Year. Price per visit.

C Allotments

Top & side perimeter hedge to Watling Lane annually, strim base as required and remove debris. Time of year to be appropriate to the main species. Price annually.

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

SCHEDULE 4: VERGES

A Grass cutting etc.

Cut to a suitable length and remove any debris the following verges:

V1 Corner of Drayton Road and High Street.

V2 Paths to both Bus Stops on either side of the by-pass (A4074) and trim back encroaching vegetation, overhanging hedges, small trees etc.

V3 High Street next to the Thatched Wall once daffs gone over. Note that the first cut is a **cut and collect** of daffodil vegetation

V4 Outside 71 High Street.

V5 Verges either side of the bus stop either side of 6 High Street, plus path down to the Underpass.

V6 Meadside, Henley Road to Overy turn (house side only) Cut from road across path plus 1 metre.

V7 Bus stop opposite Meadside houses: cut and trim back hedge to provide a safe standing space for users.

8 cuts from Mid-March to the end of October inclusive. Price per cut.

B V8 War Memorial

Cut **and collect** grass around memorial

8 cuts from Mid-March to the end of October inclusive. Price per cut.

C V9 Abbey View Meadow

Cut grass. Leave 1 metre inside hedges uncut, leave additional 10 metres uncut bottom end. Leave an additional 2 metres inside the front hedge

8 cuts from Mid-March to the end of October inclusive. Price per cut.

D Weed Spraying road kerbs

Spray weed killer along the kerbs of the High Street from the junction of the Abingdon Road along the High Street to the other side of the bridge, stopping at the lane to Overy. Two visits per annum. Price per visit.

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

DORCHESTER PARISH COUNCIL
Grounds Maintenance Contract 2025 – 2028

SCHEDULE 5: FOOTPATHS AND BRIDLEWAYS

A Maintenance of Path & Bridleways

Cut grass to suitable length, strim back vegetation, trim back overhanging hedges, small trees etc.

F1 Green Lane – Enable 2 people to walk side by side.

F2 Drayton Road Bridlepath Enable 2 people to walk side by side.

F3 Bridle path to Hurst – Enable 2 people to walk side by side.

F4 Path High St to Queen St AKA Crown Lane.

8 cuts from Mid-March to the end of October inclusive. Price per cut all of F1 to F4.

B Maintenance of Footpaths

Inspect monthly from Mid-March to the end of October and cut Monthly as required to keep paths open:

F5 Footpath: Bridge End to Rotten Row.

F6 Footpath: Bridge End to Wittenham Lane.

F7 Footpath: Bridge End to Samian Way.

F8 Footpath: Watling Lane past Port House, up to the right turn only.

F9 Footpath: Hurst bridleway to Martins Lane.

F10 Footpath: Hurst bridleway to Page Furlong.

Price per visit and cut all of F5 to F10 as required.