



# **GAWSWORTH PARISH COUNCIL**

**PARISH MAINTENANCE TENDER PACK  
NOVEMBER 2019**

**ALL QUERIES:  
[CLERK@GAWSWORTHPC.ORG.UK](mailto:CLERK@GAWSWORTHPC.ORG.UK)**

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## Introduction

Gawsworth Parish Council is committed to providing our residents with a well-maintained community and wish to find a new contractor or contractors to undertake a range of parish maintenance duties across our area.

The full specification for the works is detailed below. We welcome tender submissions for the whole or parts of the specification and based on submissions will determine the most appropriate way to award the contract(s) which could include a single or multiple contractors – we do not have a preference, we just want to ensure a quality and value for money service.

## Contract Terms

Any contracts will be awarded on the following key terms:

- Contracts will run from February 2020 for three years to December 31<sup>st</sup> 2022
- There shall be no price increases during the contract term
- Payments will be made within 30days of receipt of a valid invoice

- Contractors will be required to provide a report following each visit, for the purpose of contract monitoring

## Tender Submissions

Tenders should be submitted by email to [clerk@gawsworthpc.org.uk](mailto:clerk@gawsworthpc.org.uk) by 31<sup>st</sup> December 2019.

Tenders must include the following:

- a) A completed pricing schedule
- b) A background to the contractor
- c) Names/contact information for two references
- d) Confirmation of public liability insurance (min £5m)

The Parish Council will evaluate tenders based on:

<b>Price</b>	the lowest price tender shall score the highest
<b>Quality</b>	the highest perceived quality shall score the highest
<b>References</b>	References will be reviewed in advance of any tender award
<b>Locality</b>	after consideration of price, quality the council will favour contractors with a local connection, cascading from Gawsworth > Macclesfield/Congleton > Cheshire. For the avoidance of doubt, price and quality are most important factors and we will gladly place business with companies from outside this cascade.

## Specification by Area

### Pleasance and Memorial Green

**PMG1 Grass Cutting**

To cut all grass within the park boundary every two weeks from mid-March to mid-November (18 cuts)

**PMG2 Leaf Collection**

Leaves to be collected and removed; November each year prior to Remembrance Sunday.

**PMG3 Removal of Poppy Wreaths**

To remove any poppy wreaths from the war memorial, January each year.

**PMG4 Keep Clear of Litter**

To check weekly and remove any litter/waste from site.

**PMG5 Clean and Maintain Benches**

To clean the two benches and treat with a clear preservative annually in April.

**PMG6 Maintenance of Fencing**

To treat the fencing with preservative/stain around both sites annually.

**PMG7 Trim Hedges**

To trim hedges within both sites, August and the first week of November.

### Bus Shelter, Crossroads (Church Lane/A556)

**BS1 Keep Tidy and Free of Litter**

To remove any litter, weekly.

**BS2 Sweep and Clean**

To thoroughly sweep out and clean as necessary, monthly.

### Nancy's Woodland

**NW1 Level and spread sand**

To level and spread sand (provided) across main paths annually.

**NW2 Strim around pavements and paths**

To strim weeds/overgrowth around the main paths and pavements around the woodland, monthly.

**MW3 Clear leaves / weeds**

To remove any weeds and leaves from the paths, monthly

**NW4 Clean and treat benches**

To clean and treat around 6 benches / picnic tables with preservative/stain (to be confirmed by council) annually

## Gawsworth Park

- P1 Grass Cutting**  
To cut all grass within the park boundary every two weeks from mid-March to mid-November (18 cuts)
- P2 Aerating, Scarifying and Feeding**  
To aerate, scarify and apply feed to main grass area, annually in March.
- P3 Composting and over seeding**  
Areas as required, annually in March.
- P4 Edging all Paths**  
To maintain full width of paths across all paths within the site. Removal of any detritus or overgrowth. Monthly, March to November.
- P5 Trim and maintain shrubs**  
a) To maintain the shrubs near the fence to the Village Hall to two inches above the height of the fence, shaping and cut no closer than 12 inches from the handrails, February and August.  
b) To cut any shrubs around paths to be no less than two feet from the path to a maximum height of seven feet, May and August.
- P6 Weed Control**  
Flash burn to control weeds, including on paths. To maintain a six-inch perimeter around the outside of the tennis court fencing – April, June, August and October. No weed killer.
- P7 Maintaining Borders**  
a) To fork over the border between the car park and park annually in January.  
b) To strim and control growth including removal of saplings, nettles etc in the borders and tree/shrub areas each June and August.
- P8 Removal of Litter**  
a) To remove any loose litter, weekly and twice weekly in July/August.  
b) To clear all borders/shrub areas of any litter including dumped waste, monthly.
- P9 Sweep and Clear Tennis Courts**  
To sweep and clear any leaves/detritus from tennis courts in March, July and October.
- P10 Visual Inspection of Equipment**  
To undertake a visual inspection of all equipment within the park (play equipment, benches etc) and submit a report on a weekly basis
- P11 Maintain Gate Hinges**  
To check hinges monthly and oil/adjust gate hinges as required
- P12 Maintain Benches and Picnic Tables**  
To clean all benches as required and inspect/maintain fixings at least annually
- P13 Inspect Stone Wall**  
To inspect stone retaining wall for loose/defective stones and report defects.
- P14 Clean Signage**  
To clean all signages and notices within the park in March and September.
- P15 Empty Bins**  
To empty the five bins within the park, including the village hall car park bin and dispose of waste, weekly and twice weekly in July/August.

**P16 ROSPA Park Equipment Inspection**

To undertake a ROSPA inspection of park equipment annually

Village Hall Car Park

**VH1 Trim Hedges**

To trim all sides of the hedges to an equal height as any adjoining, August and first week of November.

**VH2 Strimming**

To strim grass area under the Church Lane hedge, as required.

**VH3 Keep free of litter and weeds**

To remove any loose litter and weed growth around the car park/halls, remove general detritus, weekly.

Other

**O1 Maintain Shrub Area, Pennington's Lane**

To maintain the shrub bed at the top of Pennington's Lane in a neat and tidy condition, March and August.

**O2 Clean and Treat Benches, St James Green and Church Lane**

To clean and treat 6 benches with preservative/stain (to be confirmed by council) annually.

**O3 Repainting of Safety Lines, Footpaths**

To repaint the white safety lines on the steps at the footpaths leading from Woodhouse Lane and St James Avenue every September.

**O4 Edge Paths**

To edge the path and maintain to a set width the following paths quarterly:

Benbrook Way to Field  
Pennington's Lane to Rising Sun Road

**O5 Maintenance of Paths**

To sweep and keep free of litter and leaves and remove vegetation and overhanging branches etc the following paths on a monthly basis:

Woodhouse Lane to Warren Drive (G1)  
Woodhouse Lane to Benbrook Way (G2)  
Benbrook Way to Field (G3)  
St James Avenue to A536 (G4)  
Pennington's Lane to Rising Sun Road (G5)

**O6 Clean and treat benches at Penningtons Lane**

To clean and treat 2 benches with preservative/stain (to be confirmed by council) annually

## Specification by Task

### Grass Cutting / Maintenance

**PMG1 Grass Cutting at the Pleasance and Memorial Green**

To cut all grass within the park boundary every two weeks from mid-March to mid-November (18 cuts)

**P1 Grass Cutting at Gawsworth Park**

To cut all grass within the park boundary every two weeks from mid-March to mid-November (18 cuts)

**P2 Aerating, Scarifying and Feeding at Gawsworth Park**

To aerate, scarify and apply feed to main grass area, annually in March.

**P3 Composting and over seeding at Gawsworth Park**

Areas as required, annually in March.

### Hedge Cutting

**PMG7 Trim Hedges at Pleasance and Memorial Green**

To trim hedges within both sites, August and the first week of November.

**VH1 Trim Hedges at Village Hall Car Park**

To trim all sides of the hedges to an equal height as any adjoining, August and first week of November.

### Shrub Maintenance

**P5 Trim and maintain shrubs at Gawsworth Park**

a) To maintain the shrubs near the fence to the Village Hall to two inches above the height of the fence, shaping and cut no closer than 12 inches from the handrails, February and August.

b) To cut any shrubs around paths to be no less than two feet from the path to a maximum height of seven feet, May and August.

**O1 Maintain Shrub Area at Pennington's Lane**

To maintain the shrub bed at the top of Pennington's Lane in a neat and tidy condition, March and August.

**P7 Maintaining Borders at Gawsworth Park**

a) To fork over the border between the car park and park annually in January.

b) To strim and control growth including removal of saplings, nettles etc in the borders and tree/shrub areas each June and August.

### Path Maintenance

**O3 Repainting of Safety Lines, Footpaths**

To repaint the white safety lines on the steps at the footpaths leading from Woodhouse Lane and St James Avenue every September.

**O4 Edge Paths**

To edge the path and maintain to a set width the following paths quarterly:

Benbrook Way to Field  
Pennington's Lane to Rising Sun Road

**O5 Maintenance of Paths**

To sweep and keep free of litter and leaves and remove vegetation and overhanging branches etc the following paths on a monthly basis:

Woodhouse Lane to Warren Drive (G1)  
Woodhouse Lane to Benbrook Way (G2)  
Benbrook Way to Field (G3)  
St James Avenue to A536 (G4)  
Pennington's Lane to Rising Sun Road (G5)

**P4 Edging all Paths in Gawsworth Park**

To maintain full width of paths across all paths within the site. Removal of any detritus or overgrowth. Monthly, March to November.

**MW3 Clear leaves / weeds at Nancy's Wood**

To remove any weeds and leaves from the paths, monthly

**NW1 Level and spread sand at Nancy's Wood**

To level and spread sand (provided) across main paths annually.

## Maintenance of Benches and Fencing

**PMG5 Clean and Maintain Benches at the Pleasance**

To clean the two benches and treat with a clear preservative annually in April.

**P12 Maintain Benches and Picnic Tables at Gawsworth Park**

To clean all benches as required and inspect/maintain fixings at least annually

**O2 Clean and Treat Benches at St James Green and Church Lane**

To clean and treat 6 benches with preservative/stain (to be confirmed by council) annually.

**O6 Clean and treat benches at Penningtons Lane**

To clean and treat 2 benches with preservative/stain (to be confirmed by council) annually

**NW4 Clean and treat benches at Nancy's Wood**

To clean and treat around 6 benches / picnic tables with preservative/stain (to be confirmed by council) annually

**PMG6 Maintenance of Fencing at Memorial Green and the Pleasance**

To treat the fencing with preservative/stain around both sites annually.

## Litter picking and Bin Emptying

**PMG3 Removal of Poppy Wreaths from the War Memorial**

To remove any poppy wreaths from the war memorial, January each year.

**PMG4 Keep the Pleasance and Memorial Green clear of litter**

To check weekly and remove any litter/waste from site.

**BS1 Keep the Bus Shelter Tidy and Free of Litter**

To remove any litter, weekly.



**BS2 Sweep and Clean the Bus Shelter**

To thoroughly sweep out and clean as necessary, monthly.

**P8 Removal of Litter at Gawsworth Park**

a) To remove any loose litter, weekly and twice weekly in July/August.

b) To clear all borders/shrub areas of any litter including dumped waste, monthly.

**P15 Empty Bins at Gawsworth Park**

To empty the five bins within the park, including the village hall car park bin and dispose of waste, weekly and twice weekly in July/August.

**VH3 Keep Village Hall Car Park free of litter and weeds**

To remove any loose litter and weed growth around the car park/halls, remove general detritus, weekly.

## Strimming and Weed Control

**VH2 Strimming at Village Hall Car Park**

To trim grass area under the Church Lane hedge, as required.

**NW2 Strim around pavements and paths at Nancy's Wood**

To trim weeds/overgrowth around the main paths and pavements around the woodland, monthly.

**P6 Weed Control at Gawsworth Park**

Flash burn to control weeds, including on paths. To maintain a six-inch perimeter around the outside of the tennis court fencing – April, June, August and October. No weed killer.

**PMG2 Leaf Collection at Memorial Green and The Pleasance**

Leaves to be collected and removed; November each year prior to Remembrance Sunday.

**P9 Sweep and Clear Tennis Courts**

To sweep and clear any leaves/detritus from tennis courts in March, July and October.

## Inspections

**P10 Visual Inspection of Equipment**

To undertake a visual inspection of all equipment within the park (play equipment, benches etc) and submit a report on a weekly basis

**P13 Inspect Stone Wall**

To inspect stone retaining wall for loose/defective stones and report defects.

**P11 Maintain Gate Hinges**

To check hinges monthly and oil/adjust gate hinges as required

**P16 ROSPA Park Equipment Inspection**

To undertake a ROSPA inspection of park equipment annually

## Cleaning

**P14 Clean Signage at Gawsworth Park**

To clean all signages and notices within the park in March and September.

# Location Plan

