

**GROUNDS MAINTENANCE  
TENDER SPECIFICATION**

The contract will commence in April 2025 until 31<sup>st</sup> March 2028.

The contract is subject to a satisfactory review after the first year.

The verges to be cut are shown on the attached maps e mailed to you.

**Please provide a separate price for the verge cutting element of the Grass Cutting Contract.**

<b>TASK</b>	<b>FREQUENCY</b>	<b>SPECIFICATION</b>
Grass cutting	13 cuts per year as suggested below, 1 cut in March 1 cut in April 2 cuts in May 2 cuts in June 2 cuts in July 2 cuts in August 2 cuts in September 1 cut in October	The grass must be maintained neat and tidy around 5cm tall.  Any trees, posts or benches in the verges must be strimmed around. Care must be taken not to damage tree trunks on the verges.
Removing basal growth from trees on highway verges to ensure visibility at junctions.	A minimum of 3 times per year or upon request of the Parish Council.	

**Please provide a separate price for the Kirkby Lane Cemetery element of the Grass Cutting Contract.**

The cemetery is split into three sections and in total equates to an area of 11,300m<sup>2</sup>.

The following work is to be carried out:

<b>TASK</b>	<b>FREQUENCY</b>	<b>SPECIFICATION</b>
Cutting of all grassed areas of the cemetery  Strimming around graves	As suggested above	The grass must be maintained around 5cm tall. Mowing must assist clear identification of the presence and borders of existing paths.
Hedge Trimming	Twice per year after the nesting season is over	Maintained at a reachable height for trimming. All trimmings must

		be removed from site and disposed of. Birds nesting to be respected.
Apply weedkiller to paths	As often as necessary	All paths to be kept weed free
Collecting leaves	As often as necessary	During Autumn and Winter leaves are to <b>be collected and disposed of in the compost area at the rear of the cemetery.</b>
Collecting litter / emptying bins	<b>On a weekly basis</b>	All litter to be collected and removed from site.

**Please provide a separate price for St Andrew's Closed Churchyard Contract**

<b>TASK</b>	<b>STANDARD / FREQUENCY</b>
To maintain the closed churchyard to included grass cutting, hedge trimming, removing tree debris, leaves and keeping ivy under control (Cutting & strimming) Notify the Clerk of any unsafe memorials.	The grass must be maintained around 5cm tall. The churchyard must be kept weed free.  Frequency as suggested above.

**Please provide a separate price for Long Avenue element of the Grass Cutting Contract**

<b>TASK</b>	<b>STANDARD/FREQUENCY</b>
To cut and maintain the grass for the full length of Long Avenue, the public footpath that links Tattershall Road with Stanhope Avenue.	2 times per year suggesting  July October
To trim the basal growth from trees encroaching on the footpath	

- Removal of significant pruning of large, dangerous or overhanging trees or removal of overgrown bushes *must* be discussed with the Council first.
- Tree preservation orders must be complied with.
- Ivy must be removed from graves and managed on trees.
- Fallen or vandalised headstones must be laid flat on the ground within the boundaries of the grave. In general terms any unstable abandoned headstone should be cordoned off and/or made safe in the interest of the Public and the Council immediately notified, but no stone should be 'taken down' without the agreement of the Council.
- Vandalism must be reported to the Council at the earliest opportunity.
- The Contactor is to inform the Clerk if there is evidence of mole activity at the cemetery.

- THE CONTRACTOR is to provide all equipment necessary to fulfil the contract.
- THE CONTRACTOR will advise the Council at the earliest opportunity of any holes in the verges which may cause a health and safety hazard.
- Public liability cover of a minimum of £2000,000.
- The contractor will ensure all staff carrying out the pruning of trees on the Highway have the relevant qualifications to do this.

**Payment:**

The Council will pay THE CONTRACTOR each month in arrears on presentation of an invoice for the work that have been carried out, until such time as the contract expires or is terminated by the giving of two months' notice by either party. The Council reserves the right to withhold all or part of the payment in the event that, in the opinion of the Council, the Contract has not been fully complied with.

**Health and Safety:**

THE CONTRACTOR must comply with all health and safety regulations and provide the Parish Council with a copy of your valid public liability insurance policy which will indemnify the Council against any liability to the public arising from your work. ***You must also supply a written risk assessment for each element of this contract.***

THE CONTRACTOR will need to confirm they are not an employee of Woodhall Spa Parish Council and will be responsible for the payment of PAYE, National Insurance contributions and any other payments required to satisfy their role as a Contractor.