



# Coleford Town Council

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## BRIEF FOR BELLS FIELD SOFT LANDSCAPE CONTRACT

Coleford Town Council manages the Bells Field Recreation Area at Lords Hill and needs to appoint a contractor to maintain the soft landscaping.

### Skills required

To carry out the specified schedule of tasks, the contractor should have:

- Experience of carrying out a range of such work
- Appropriate qualifications and safety certificates
- Suitable equipment

Information about any other skills or services on offer would be appreciated.

### Contract timeline

The Council is seeking bids for a 3-year contract, being 1 year from 1<sup>st</sup> March 2021 to 28<sup>th</sup> February 2022 in the first instance with extension for a further 2 years, depending on performance.

### Tenders

Bids for taking on this contract should give a breakdown of the charges for each task in the schedule, including an hourly labour rate and other likely charges. This detail together with a note of insurance cover, qualifications and previous experience, and any comments or recommendations on the schedule should be returned by noon on Thursday 10<sup>th</sup> December 2020 to:

Chris Haine  
Assistant Town Clerk (Seconded)  
Coleford Town Council  
No 2, The Town House  
Lords Hill Walk  
Coleford GL16 8BD

or by email to Chris at [ctcoffice@colefordtowncouncil.gov.uk](mailto:ctcoffice@colefordtowncouncil.gov.uk) .

### Contact

Please contact Chris on 01594 832103 Monday - Thursday 9am to 4pm for any further information – Many thanks.

## **SCHEDULE OF TASKS**

### **Bells Field, Lords Hill**

All the soft landscaping maintenance tasks in the Landscape and Ecological Management Plan at <http://www.colefordtowncouncil.gov.uk/tenderInformation>, following the detail in the plan, excluding tree safety work but including:

- Fortnightly grass cutting of the amenity grass area between March and October
- Monthly hand weeding of shrub areas from April to October
- Tri-annual hand weeding and/or treatment with non-residual herbicide of the hedgerows and around tree bases, during the growing season
- Twice-yearly fertilising of amenity grass areas
- Twice-yearly cutting of the meadow grass, in June and August
- Twice-yearly cut of box hedgerow, in June and August
- Twice-yearly checks of tree stakes, removing as necessary
- Twice-yearly removal of leaf litter from soft landscape areas
- Annual application of slow-release fertiliser to shrubs and planting beds
- Annual inspection and trim of hedgerows, cutting back any invasive weeds
- Annual inspection and pruning of trees and shrubs
- Annual weed control of all soft landscape areas
- Watering of the ornamental shrub and groundcover areas in summer as required

All arisings from maintenance works to be collected and removed.