



Coleford Town Council

BRIEF FOR PARISH GRASS CUTTING AND LANDSCAPE MAINTENANCE CONTRACT

Coleford Town Council manages several public areas in the town and needs to appoint a contractor for a range of grass cutting and shrub maintenance work.

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 1st March 2021 to 28th 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. 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 10th 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 .

Contact

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

SCHEDULE OF TASKS

All tasks to be based on the Landscape Management and Maintenance Plan posted at <http://www.colefordtowncouncil.gov.uk/tenderInformation> . Two quotes are to be given for each mowing task, one collecting and removing arisings from each site, and one without. All other arisings to be removed.

Grass cutting

Fortnightly grass cuts between March and October, strimming grass in front of fences and around trees prior to mowing, plus annual weed control using a non-residual herbicide at 7 sites (charges may vary depending on the size of each site):

- Angel Vale
- Copley Drive
- Forest Road
- Foxglove Way
- Old Station Way
- Sylvan Close
- Walnut Close

Make fortnightly site inspections of all 7 sites for any damage, or changes in condition of vegetation, reporting any issues to the council office. Annually reseed any damaged areas of grass using appropriate grass seed.

Playing field management

Care of the King George V playing field, Victoria Road GL16 8DS, including:

- Weekly site inspection for any damage, or changes in condition of vegetation, reporting any issues to the council office
- Weekly grass cuts between February and November, strimming grass around the trees and in front of the fence, and removing all arisings
- Treatment of the playing field to allow year-round sports use, including aeration, scarifying, slitting, fertilising, and reseeding with appropriate seed
- Spot treatment of any invasive weeds with a non-residual herbicide
- Annual cut of two sides and top of the boundary hedge
- Annual removal of woody weeds such as brambles from within the boundary shrub planting.

Hedge Trimming & Shrub Pruning

Twice yearly maintenance of soft landscaping at 5 sites, pruning according to species and removing woody weeds such as brambles:

- Angel Vale
- Copley Drive
- Forest Road
- Foxglove Way
- Sylvan Close

Charges may vary depending on the size and landscaping of each site.

Footpath verges and hedge management

Cut back the grass verges at six footpaths annually in the autumn, together with any overgrowing hedges:

9. Fryers Walk – joins up with footpath no.1 Mary's Lane
17. Behind Coombs Park – joins footpath no. 6.
26. Whitecliff House to Rock Lane
28. Path from Whitecliff lime kilns to Buchanan fields
29. Buchanan fields to end of Scowles Road
30. Joins with footpath no. 28 at Lime Kilns to behind Galders Wood