



Coleford Town Council

BRIEF FOR PARISH MAINTENANCE CONTRACT

Coleford Town Council manages several public areas in the town, and needs to appoint a contractor for a range of maintenance work, including:

- Hard landscaping management at Bells Field
- Regular play area inspections around the town
- Repairs to fencing and other call-off tasks

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, including an hourly call-off rate and other likely charges. This detail together with a note of insurance cover, qualifications and previous experience, speed of response and holiday cover, 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

Bells Field, Lords Hill

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

- Opening the vehicle gates at 7 am each morning and closing at dusk.
- Daily litter picking the site, removing any leaves, rubbish or debris
- Daily check of the buoyancy aid and signage at the pond
- Daily visual safety checks of the Skate Park, Multi-Use Games Area (MUGA), Pump Track, Trim and Balance Trails, removing any leaf litter and graffiti
- Weekly recorded and documented safety inspection of play areas, with monthly operational inspections, reporting any issues to the council office
- Monthly inspection and clearance of the cattle grid, inspection chambers, manholes and swales
- Monthly weed control by applicator (not spray) of all hard landscape areas in the summer months
- Quarterly inspections of railings, fencing and stone walls, steps, permeable areas, street furniture and lighting, and habitat features, reporting any issues
- Quarterly inspections and clearance of sustainable drainage system inlets and outlets, including the pond, and cleaning all seats
- Six-monthly inspection and clearance of hydrobrake chamber and catchpits
- Annual removal of leaf fall from paved areas
- Annual jet-wash of paved areas
- Annual safety inspection of the whole site, and after any extreme weather

Play Areas

Based on the Landscape Management and Maintenance Plan posted at <http://www.colefordtowncouncil.gov.uk/tenderInformation>, weekly recorded and documented safety inspection and report to the council office of the play areas at:

- Angel Vale (two areas)
- Bale Memorial Ground, Worcester Walk
- Foxglove Way
- Sylvan Close

Fence & Gate Maintenance

As required, call-off repairs and maintenance to public area fencing at:

- Angel Vale
- Bells Field
- Cemetery, Victoria Road GL16 8DS
- Copley Drive
- Forest Road
- Foxglove Way
- King George V playing field, Victoria Road GL16 8DS
- Sylvan Close
- Walnut Close

Other Call-Off Tasks

From past experience these can include:

- Grass cutting, strimming and weed control at sites around the town
- Cleaning public signs
- Clearing play areas and making play area matting safe
- Pressure washing the pavilion at King George V playing field
- Removing fallen trees and storm debris
- Salt spreading in winter conditions

A single hourly rate may be offered for all call-off tasks, plus any materials.