

Quotations being sought for: Grass Cutting, Hedge Cutting and Right of Way Maintenance

A number of ground works contracts have become available with Pitstone Parish Council following the retirement of an existing contractor. Some of these contracts deliver the services that we have taken over following devolution from Bucks County Council (BCC). Contractors will need to meet the requirements imposed by BCC and be willing to enter a Deed of Indemnity with the Parish Council. Contractors are invited to submit for any, or all, of the following listed items. Each quotation category will be assessed individually.

General Requirements

Contractors will be required to:

- Confirm that they are familiar with the Red Book and Code of Practice.
- Confirm that all Health & Safety Requirements and Risk Assessments will be undertaken.
- Confirm that they possess all the necessary equipment, machinery and PPE.
- Confirm that they have read & understood the Method Statements provided by Bucks County Council where applicable.
- Provide proof of £10m public liability and £10m employers liability insurance at the same time as their quotation.
- Enter a Deed of Indemnity with the Parish Council in respect of Devolved Service works.
- Before final award of contract, the Parish Council will require the successful contractor to submit full tailored risk assessments.

The contract(s):

- Will be awarded for a two-year period to cover 2020/21 and 2021/22 in line with the extension in Devolved Services being offered by Bucks County Council.
- Will contain a 6-month notice period by either party, in line with the notice period being imposed by Bucks County Council.
- Should be for a fixed price for the two-year period, with no mid-term price review, as the funding provided from Bucks County Council is also fixed.
- For avoidance of doubt, it is anticipated that the new Buckinghamshire Council will offer a 4-year Devolved Service contract upon termination of the existing contract extension. The Parish Council then intends to go back to the market and re-tender for all works.

Your quotation:

- Your quotation(s) should be submitted electronically to parishclerk@pitstone.co.uk, clearly stating which of the 4 categories listed below your quotation refers to. You can submit quotations for all 4 categories if you wish. The parish council will not consider quotations which only include part of a category (with the exception of category 1)
- Your quotation(s) must include confirmation that you have the necessary equipment and trained staff to carry out the works.
- Your quotation(s) must include a copy of your insurance certificate, citing £10m of both public and employer's liability cover.
- Must be received by 5pm on Monday 17 February 2020.

It is the intention of the parish council to consider all quotations, and award the works, at the full council meeting on Thursday 27 February 2020. Following which the parish council will respond to contractors accordingly.

Category 1 – Right of Way Maintenance, Devolved Service

General requirements

- Clearance of natural vegetation (not arable crops) on the Rights of Way listed via strimming and/or mowing as appropriate to a minimum width of 1.5m.
- Personal Protective Equipment must be worn/used.
- The correct type of equipment must be used for different environments eg any steep slopes.
- Full risk assessments will be required to be carried out and submitted to the parish council.
- Legislation relating to safe working on/near carriageways must be observed where applicable.
- Measures must also be taken to protect members of the public whilst works are in progress.
- Staff undertaking the work should be competent, familiar with the Red Book and Code of Practice, and adhere to the Health and Safety requirements in terms of risk assessments and PPE.
- Works exclude any requirement to remove fallen trees/obstacles or cut hedges both of which the relevant landowner has the duty to undertake.
- Quotations submitted must be for a fixed price per metre.

Rights of Way in Scope

- Footpath 1. Grid reference SP94251557. Length 895.98m. One cut in July of each year. See attached map.
- Footpath 6. Grid reference SP94331497. Length 135.64m. Two cuts per annum between April and October to keep free of overgrowth. See attached map.

Category 2 – Hedge Cutting, Devolved Service

General requirements

- Cutting BCC owned hedges/trees/shrubs which are a danger to road users/pedestrians. Where such items are within private ownership the parish council will issue hedge cutting notices to the relevant landowners.
- Ensuring that information on traffic signs is legible to oncoming road users and visual splays are clear.
- Personal Protective Equipment must be worn/used when working on/near carriageways.
- Full risk assessments will be required to be carried out and submitted to the parish council.
- Legislation relating to safe working on/near carriageways must be observed.
- Measures must also be taken to protect members of the public whilst works are in progress.
- Staff undertaking the work should be competent, familiar with the Red Book and Code of Practice, and adhere to the Health and Safety requirements in terms of risk assessments and PPE.
- Staff must be properly trained to use specialist equipment.
- Cuttings to be removed from site and the appointed contractor must have the relevant disposal licence.
- **Works will be re-active only and advised each winter if necessary.** Hedge cutting must not take place during the nesting season (April to August).
- Quotations submitted must be for a fixed price per hedge.

Hedge/trees in Scope – tba as and when necessary but may include:

- Hedge/trees/shrubs on Marsworth Road adjacent to the footpath to Marsworth, to ensure not overhanging the footpath. Westfield Road to village gate only. See attached map.

- Trees/shrubs by Wellington Place junction to clear vision splays. See attached map.

Category 3 – Hedge Cutting, Parish Council

General requirements

- Cutting of Parish Council owned hedges.
- Personal Protective Equipment must be worn/used.
- Full risk assessments will be required to be carried out and submitted to the parish council.
- Legislation relating to safe working on/near carriageways must be observed where appropriate.
- Measures must also be taken to protect members of the public whilst works are in progress.
- Staff undertaking the work should be competent, familiar with the Red Book and Code of Practice, and adhere to the Health and Safety requirements in terms of risk assessments and PPE.
- Staff must be properly trained to use specialist equipment.
- Works will be re-confirmed each winter prior to undertaking in case any amendments are required.
- Hedge cutting must not take place during the nesting season (April to August).
- Hedges should be trimmed on both sides and top edges to an A-shape to promote healthy growth.
- Cuttings to be removed from site and the appointed contractor must have the relevant disposal licence.
- Quotations submitted must be for a fixed price per hedge.

Hedges in Scope

- Recreation Ground/Marsworth Road boundary. See attached map.
- Local Green Space by The Crescent. See attached map.
- New allotment/Marsworth Road boundary. See attached map.
 - NB1: there is an area on the inside of this hedge, to the right of the entrance gate, that is behind a wildlife garden and will be cut by hand by Pitstone Allotment Association so is excluded from this quotation.
 - NB2: all internal and side hedges are cut by Pitstone Allotment Association and excluded from this quotation.
- Windsor Road playground, where hedge is inside the fencing. See attached map.
- The following hedges at the pavilion, see attached map:
 - to the front boundary with Marsworth Road
 - to the rear boundary with the arable field
 - to the eastern boundary with the horse field
 - NB1: adjacent hedges owned by Network Rail and the electricity sub-station are not included within this quotation.
- Please note that there may also be a requirement to cut the hedge between the Recreation Ground & old allotment boundary but this may be fenced off by an adjacent developer, so a price will be sought in the winter if required.

Category 4 – Grass Cutting, Parish Council

General requirements

- Cutting of specified Parish Council owned grass, or grass that we maintain on behalf of a third party via the use a variety of mowing equipment suitable to the conditions.

- Some areas will require strimming eg around the base of trees and benches.
- Some areas have daffodil bulbs planted, and these areas must not be cut until the flowers have finished and the goodness returned to the bulbs.
- Cuttings should be blown away from any paths, wet pour play surfaces etc and back onto the grass.
- Personal Protective Equipment must be worn/used.
- Full risk assessments will be required to be carried out and submitted to the parish council.
- Legislation relating to safe working on/near carriageways must be observed where appropriate.
- Staff undertaking the work should be competent, familiar with the Red Book and Code of Practice, and adhere to the Health and Safety requirements in terms of risk assessments and PPE.
- Staff must be properly trained to use specialist equipment and appropriate equipment for the ground conditions must be utilised eg steep slopes.
- Grass should be cut as frequently as necessary to maintain a neat and tidy appearance and encourage regular use by members of the public. Timing will be dependent upon weather and growth rates eg to be cut once grass exceeds 2.5". This is anticipated to be in the region of 5 cuts between March and October.
- Quotations submitted must be for a fixed price per area of grass listed, per cut.

Areas of Grass in Scope

- Local Green Space by The Crescent. Daffodils planted along the fence line and in clusters by some trees. See attached map.
- Inside the play space at Windsor Road (inside fence only). See attached map.
 - NB1: gated access and volume of equipment will prevent use of large machinery.
- Inside the play space at Hever Close (inside fence only). See attached map.
 - NB1: gated access and volume of equipment will prevent use of large machinery.
- Outside edges of the Recreation Ground. See attached map.
 - NB1: Both the football pitch and cricket ground in the centre of the space are maintained by our sports pitch contractor and are excluded from this quotation.
- Pitstone Hill picnic area off the car park. See attached map.
 - NB1: This car park has a height restriction.
- Inside the play space at the Recreation Ground – to be added. See attached map.
 - NB1: gated access and volume of equipment will prevent use of large machinery.
 - NB2: the old play equipment is all being removed in March. A new play space, located further towards the cricket nets, will be installed in April/May. Therefore, no works will be required during this period. The area can be reviewed and a price confirmed in due course.

Attachments

- A range of Method Statements prepared by Bucks County Council.
- A range of sample Risk Assessments prepared by Bucks County Council.
- A draft template Deed of Indemnity.
- Right of Way maps x 2.
- Devolved Service hedge cutting map.
- Parish Council hedge cutting map.
- Parish Council grass cutting map.

Other

- Any queries should be raised via parishclerk@pitstone.co.uk or 01296 767261. The website will be updated with any responses to queries raised, so that all potential contractors are in receipt of the same information. The updates will not divulge who raised the query.
- Body seeking the quotations: Pitstone Parish Council, 9 Warwick Road, Pitstone, Beds, LU7 9FE. Tel: 01296 767261. Email: parishclerk@pitstone.co.uk.