



*"Not for self"*

## Oswestry Rural Parish Council

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**Specification for a  
General Grounds Maintenance Contract  
to operate for three years commencing 1 January 2024 – 31 December 2026  
Covering April – October each year**

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### GENERAL TERMS

1. The successful contractor shall satisfy the parish council that:
  - a) They have available suitable and well-maintained equipment to carry out the work.
  - b) All persons to be engaged in the work have been professionally trained in the use of equipment, weed killers and other materials, and that they have been made fully aware of the nature of the equipment and materials, and possible dangers to themselves and others arising from their transport storage or application.
  - c) They have adequate insurance cover against third-party claims which might arise from negligence whilst performing the work.
  - d) They have adequate employer's liability insurance cover in respect of any employees engaged with the work.
  - e) They are in a position to comply with all statutory requirements with regard to the performance of the contract.
  
2. The successful contractor shall undertake to inform the clerk immediately they become aware of any deficiency with regard to 1(a) to 1(e) above and respond promptly to any questions or requests for evidence from the clerk on matters relating to the contract.

### WORK TO BE CARRIED OUT UNDER CONTRACT

3. The work to be carried out under the terms of the contract shall cover the following:
  - a) Trefarclawdd and Trefonen Cross cemeteries.
  - b) All Saints Trefonen churchyard.
  - c) Chapel Lane cemetery, Trefonen.
  - d) The Cliff, Rhydycroesau.
  - e) Treflach Green.
  - f) Trefonen Green and the post box area.
  - g) Glentworth Green, Morda.
  - h) Visibility splays and green areas at Trefonen signpost area, Silverdale Drive in Trefonen, Bellan Lane in Trefonen, the triangle at Coed y Go, and the notice board and bench area at Maesbury.

The work to be carried out at each of the areas identified at 3(a) to 3(i) is specified in the Schedule below.

All litter must be removed from the areas prior to maintenance.

It is expected that during the grass growing season the grassed areas will be cut on a maximum of a 14-day cycle equating to 16 cuts per season.

#### PAYMENT TERMS

4. The successful contractor will submit work sheets of maintenance done and a monthly account to the clerk by the fifteenth of each month to enable payment to be approved at the next parish council meeting.

#### EXTRA CONTRACTUAL WORK

5. The council may request additional works from time to time which will be outside of this contract subject to the amount of payment being mutually agreed.

#### SUBMISSION OF TENDER

6. Tenders must reach the clerk, at the address given below, in a sealed envelope endorsed '**GROUNDS MAINTENANCE CONTRACT**' by not later than **12:00** noon on **7 January 2024**.
7. The parish council does not undertake to accept the lowest tender.

#### TERMINATION OF CONTRACT

8. If the parish council is not satisfied with the performance of the successful contractor, they will be informed by letter. In the event of a second occasion of non-satisfactory performance the parish council reserves the right to terminate the contract.

Should the successful contractor wish to terminate the contract at least one year's notice must be given in writing and sent to the clerk requiring a signature to confirm receipt.

#### FORMAT OF CONTRACT

9. The formal contract between the successful tenderer and the parish council shall comprise this written specification, the written tender submitted by the contractor and the parish council's written acceptance of the tender. Subsequent variations to the contract shall be by exchange of letters between the council and the contractor. Letters may be sent as an attachment to an email.

Kathryn Lloyd  
The Clerk & RFO  
Oswestry Rural Parish Council  
The Cooperage  
28 Hillock Lane  
Gresford  
LL2 8YL

8 December 2023

## SCHEDULE

### Trefarclawdd cemetery

- Grass cutting on a 14-day cycle
- Spray paths to suppress weeds, twice per season
- Cut and maintain the beech hedges at the entry way, once in summer and once in autumn
- Cut and maintain two beech pillar trees at the entry way , once in autumn
- Cut and maintain on both sides the boundary hedge running along roadside, once in summer and once in autumn
- Cut conifer hedge once in winter

### Trefonen Cross cemetery

- Grass cutting on a 14-day cycle
- Spray paths and memorial to suppress weeds, twice per season
- Spray all areas to suppress weeds, twice per season

### All Saints churchyard, Trefonen

- Grass cutting on a 14-day cycle
- Spray all areas to suppress weeds, twice per season

### The Cliff, Rhydycroesau

- Grass cutting on a 14-day cycle
- Spray kerb edges twice per season

### Treflach Green

- Grass cutting on a 14-day cycle
- Keep pump clear of vegetation
- Cut hedge once in summer
- Cut hedge and conifers once in autumn

### Trefonen Green and post box area

- Grass cutting on a 14-day cycle

### Glentworth Green, Morda

- Grass cutting on a 14-day cycle
- Spray path and boundary edges and the rose beds twice per season

### Trefonen sign-post area

- Grass cutting on a 14-day cycle

### Silverdale Drive, Trefonen

- Grass cutting on a 14-day cycle

### Bellan Lane, Trefonen

- Grass cutting on a 14-day cycle

### The triangle at Coed y Go

- Grass cutting on a 14-day cycle

### Notice board and bench area at Maesbury

- Grass cutting on a 14-day cycle
- Keep notice board and seat clear of vegetation



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### GROUNDS MAINTENANCE CONTRACT FORM OF TENDER

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT NAME:</b>	
<b>TELEPHONE NUMBER - LAND LINE:</b>	
<b>TELEPHONE NUMBER – MOBILE:</b>	

I/we, having read the terms of the specification and contract conditions, hereby offer to execute the works in accordance with these for the maximum sum of £ \_\_\_\_\_ per annum.

A breakdown of this sum is as follows:

Schedule of works	Price £
<b>Trefarclawdd Cemetery</b>	
Grass cutting on a 14-day cycle	
Spray paths to suppress weeds, twice per season	
Cut and maintain beech hedges at the entry way once in summer and once in autumn	
Cut and maintain two beech pillar trees at the entry way, once in autumn	
Cut and maintain on both sides the boundary hedge running along roadside , once in summer and once in autumn	
Cut conifer hedge once in winter	
<b>Trefonen Cross Cemetery</b>	
Grass cutting on a 14-day cycle	
Spray paths and Memorial to suppress weeds, twice per season	
Spray all areas to suppress weeds, twice per season	
<b>All Saints Churchyard, Trefonen</b>	
Grass cutting on a 14-day cycle	
Spray all areas to suppress weeds, twice per season	
<b>The Cliff, Rhydygroesau</b>	

Grass cutting on a 14-day cycle	
Spray kerb edges twice per season	
<b>Treflach Green</b>	
Grass cutting on a 14-day cycle	
Keep pump clear of vegetation	
Cut hedge once in summer	
Cut hedge and conifers once in autumn	
<b>Trefonen Green and Post Box area</b>	
Grass cutting on a 14-day cycle	
<b>Glentworth Green, Morda</b>	
Grass cutting on a 14-day cycle	
Spray path and boundary edges and the rose beds twice per season	
<b>Trefonen Sign-Post area</b>	
Grass cutting on a 14-day cycle	
<b>Silverdale Drive, Trefonen</b>	
Grass cutting on a 14-day cycle	
<b>Bellan Lane Trefonen</b>	
Grass cutting on a 14-day cycle	
<b>The Triangle at Coed y Go</b>	
Grass cutting on a 14-day cycle	
<b>Bench area at Maesbury</b>	
Grass cutting on a 14-day cycle	
Keep noticeboard and seat clear of vegetation	

The following documents are enclosed to satisfy conditions 1(a) to 1(e):

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Signed: -----  
Contractor

Signed: -----  
Kathryn Lloyd  
The Clerk & RFO  
For and on behalf of Oswestry Rural Parish Council

Date: -----

Date: -----