

Twyford Parish Council

Grass cutting and grounds maintenance tender Q&As

1. 1st May.

Q: Can I ask what the overall tender is valued at? What was the last tender priced at and was it the same work involved?

A: The previous tender was several years ago. One location was subsequently 'released' and is currently the subject of a separate contract that will run for a couple more years.

The locations and specifications are largely unchanged, a key change, however, is that the approximate timing of service delivery is now stated; for example, instead of twice a year the contract may now state April and September and weekend working is discouraged. A critical change is that the Council currently provides some equipment and it no longer wishes to do so. The new contract is therefore expected to cost the Council more as the responsibility for purchase, maintenance and storage of equipment will fall upon the contractor.

For the above reasons I have not provided an annual cost of the current contract but all payments made by the Council can be identified as part of the Council's published minutes.

2. 5th May

Q Does the Parish Council want tenders submitted by post or electronically?

A. The Parish Council would like to receive a hard copy in the post, addressed as follows:

Twyford Parish Council

c/o Staddlestones

9 Main Road

Twyford Moors

Winchester

Hampshire

SO21 1RN

Please mark the envelope Tender Enclosed.

This is to make clear that the envelope contains a tender so as to ensure that all envelopes are only opened at the same time after the process has closed.

3. 12th May

Q The specifications for Area A – Hunter Park - General at line 2 and 8 refer to removal of leaves and of branches. Does this mean all leaves, branches and grass cuttings must be removed from the park?

A. The existing contract uses this specification, the Council interprets it reasonably and allows leaves and small twigs and branches to be piled in discreet locations. The Council aims to have the Park appear tidy and to be safe. In the event of felling of large trees parishioners have been invited to collect logs for firewood so with the agreement of the Council it is possible these may be left near the car park for collection. Grass cuttings collected may similarly be placed in appropriate locations within the park.

Q Is appropriate weed killer to be applied to the whole park (see line 5 of Area A).

A. The existing contract uses this specification, the Clerk interprets this to mean that weed killer needs to be applied in a manner appropriate for well maintained public open spaces and selected contractors may be asked for their views and recommendations. Please complete the tender to reflect what is recommended and annotate to explain the rationale adopted.

Q Can you confirm what is needed to cut cricket outfield. Is it a deck or gangmows . As they are the only things that may cut it low. A ride on mower will not cut as low and is only suitable for all other areas .

A The Parish Council is keen to ensure that its football and cricket areas are of good quality and has liaised with a cricket club to seek its recommendations which are as follows:
Mowing of cricket outfield with gang mower. Important as gang mowers cuts to contours of the out field. The outfield grass height will depend on the equipment ideally approx. 15-18mm , however as low as possible without scalping.

The current contractor comments: HP is cut to about between 12 and 15mm and this works for all clubs that play up there. The rest of the park should be cut longer, about 25mm otherwise over time cutting it to short will produce a lot of moss growth. A reasonable cutting height for the football pitch is 30mm.

The outfield needs to be cut gradually from spring to start of season, start high then reduce the cut by 1mm each cut until desired height is achieved, this is to stop "shocking" the grass by cutting to short to fast

Due to the importance of the cricket pitch preferred tenderers may be interviewed and their approach and recommendations may be sought and considered before a contract is offered. Such discussion is likely to include when in the week the contractor proposes to complete cutting activities.

4. 16th May

Q 1. Area A item 5, no frequency is listed but assume this should be 1?

A Yes

Q Area C item 5 Mow lines fortnightly September, October & March shows a frequency of 13, should this be 7?

A Yes

Q I assume the remark is fortnightly as a frequency of 15 is given for the 30 week period?

A Yes

5. 16 May

Q Football pitches for items 1 to 9 is broken down into junior and senior. On the End of Season (items 10 – 13) do I take it that this is for both senior & junior pitches? Given the schedule refers to pitches for item 12 I am sure it does, but just double checking.

A Yes.

Tenderers should note that the Junior Pitch has fallen into disuse. Juniors trained across the Seniors pitch during 2016/17. The Recreation Committee may take the view upon receipt and assessment of tenders that the Junior pitch will not be maintained as such. Tenderers may be invited to comment on whether the condition of the Junior pitch can be made fit for purpose.

6. 17 May

The questions below have been received. Answers are currently being sought and will be added as soon as they become known.

Q Please could you let me know what cricket loam (manufacturer) has been used for top dressing in the past? As using an incompatible loam can have potential performance issues.

A The loam used is Boughton Kaloam

Q What aeration methods are approved? Presumably 3mm slitting tines during season for minimal disruption and hollow tine for after season renovation followed by top dressing?

A Spiking or 3mm slitting is fine and during the season and hollow tine or deep scarification are both ok for end of season renovation

Q Please could you also state the approved weed, moss, fungicide, fertiliser. etc? Or is this down to our recommendations with a current approved product?

A *[to be advised]*

Q Is there access to water on site?

A There is a water source in the brick structure between the cricket outfield and football pitch, another is available at the front of the Pavilion.

Q Is there a hose that [will] reach to the square?

A There is currently a hose.

7 18 May

Q Hunter Park.

2. This is very open and could take 10 mins or all day for 2 people, do you have any thoughts on that.

A There are some parts of the park that have broad leaved trees which if not cleared cover the grass and look unsightly. The intention is to ensure that the leaves in those areas are cleared away. In particular, leaves from trees in the following areas:
Small tree by car park and pathway to the Pavilion,
two tall trees near the tennis court and cricket nets,
trees near the western edge of the football senior pitch
southerly edge of the cricket outfield,
trees by the Childrens' play area and south east corner of the park.

Q 5. Is the weeds killer for the grass or around certain areas?

A [to be advised] Tenderers may provide a price per square metre if this is considered helpful.

Q The cricket square.

Are you looking to outsource this as well?

A Maintenance of the square is currently outsourced. The contract for the square will be awarded when each of the 5 areas contracts are awarded. The current groundsman works closely with members of Twyford Cricket Club which owns some equipment currently used to maintain the square. The contractor appointed for this key area will be required to provide a service that meets the high expectations of the Council and the various clubs and others who use the square.

Q Football pitch.

5. You have 13 & 15, not sure what you mean.

A Please see Q&A at 4 above.

Q 7. Do we just blow them off of the pitch or do they need collecting?

A Please see Q&A at 3 above

Q 13. Where is the nearest tap?.

A Please see Q&A at 6 above

Q Allotments.

1. Top and sides on road side and top and side with the neighbours.

A The hedge between the allotments and Park Lane: cut both sides and its top. The hedge/trees along the lane up to the car park – cut back to retain access up the lane.

Q 2. From the road to the hedge or just the hedge side of the ditch.

A Just the hedge side of the ditch

Q 5. Which roads?

A The lane up to the car park when the hedge/trees are cut back.

8 23 May

- Q The hedge alongside Park lane (adjacent to embankment that has to be strimmed) – do we need to cut (I assume we do)?
- A Yes – both sides of the hedge and the top.
- Q The football posts would benefit from an annual rub down and paint, do we include?
- A No. However, they do need attention. My understanding is this would be an ad hoc maintenance job. The Council would be interested to know whether the contractor is prepared to perform any such tasks. For example, wire mesh was recently replaced on wooden steps to the Pavilion and wooden fencing by the play area and Pavilion was repaired.
- Q The cricket nets – who maintains this area?
- A The current groundsman and volunteers from Twyford Cricket Club.
- Q The tennis courts – who maintains?
- A Hunter Park Tennis Association, not the Parish Council.
- Q The storage facilities on site – will these be available going forward
- A One is the property of Twyford Cricket Club, the Recreation Committee has not considered whether one or both will be retained.
- Q The basketball surface is weedy – should that be included on the herbicide areas?
- A The Recreation Committee will need to decide. In the meantime, Tenderers should provide a price that includes the basketball area but be prepared not to treat that area and reduce their fee accordingly.
- Q The play equipment inspections – do you require the inspector to hold a particular qualification? Further do you have a model inspection sheet that we will be required to work to?
- A A qualification is desirable but not essential. Evidence of knowledge of the risks to be assessed is required. The Recreation Committee may wish to introduce an inspection sheet for completion by the Contractor.

9 27th May

- Q Please can you clarify:
- Instructions to tenderness (page 4) asks for a total annual cost - where do we show this?
- The details of works forms show "sub total" and "works total" columns. If the annual cost goes in the "works total" column what would go in the "sub total" ?
- A The Total for an Area for which a Tender is submitted must be entered in the relevant box of Page 3. It will be three times the overall total shown on the detailed works specification costing sheet. If the item cost is completed the annual total for that activity total can be calculated and entered in the far right column and sub-total can be left blank. The totals for each activity in an area must then be aggregated to give an annual total for that Area.

NOTE - The above Answers are provided by the Clerk based on his understanding of the requirements of the Recreation Committee. The responses to 18th May have been circulated to its members and no amendments have so far been requested.