

7 April 2024

**EXPRESSION OF INTEREST**

**GROUNDS MAINTENANCE 2024-2027**

**TWO YEARS AND SEVEN MONTHS CONTRACT**

**Tender Ref. RPC/GRD MAINTENANCE/2024-2027**

**INTRODUCTION**

Rottingdean Parish Council is calling for tenders for a contract to maintain the grounds at Rottingdean Community Field, a space that is being newly created during March to May 2024. The contract will be offered for;

Ride on mowing, gang mowing, boom spraying and flail hedging

and/or

Pedestrian and hand operated grounds maintenance

The contract offered will be for seven month initially and continue to a further two years depending upon performance and agreement on the work schedules. Schedules set out in this document are preliminary and through experience and consultation may be adjusted with pro rata changes being made to the value of the contract.

A landscape layout is attached at Appendix 1

The Contract period covers the period 01 June 2024 to 31 December 31 in year 1 and 1 January to 31 December in subsequent years with the bulk of activity falling within the period from April to October.. The Parish Council may wish additional cuts, sprays or trimming but these will be conveyed to the contractor and will not form part of the contract price, but all other terms and conditions will apply. Any questions relating to this tender must be raised in writing no later than NOON on 9th April 2024. Questions should be addressed to Clerk/RFO: Mr Chris Hayes by e-mail to [enquiries@rottingdean-pc.gov.uk](mailto:enquiries@rottingdean-pc.gov.uk)

or by letter sent to

The Parish Council Clerk  
Rottingdean Parish Council,  
The Gables,  
6 Dean Road,  
Rottingdean, BN2 7DH

1.6 Your EXPRESSION OF INTEREST must be received by The Clerk/RFO by NOON on Friday 19th April 2024. Not to be opened until after noon of the 21st April 2024 in the presence of two Councillors”.

1.7 Potential tenderers should note that as part of the evaluation process they may be asked to attend a meeting at which they will be expected to give a presentation and answer questions on their bid. Tenderers will be contacted if it is decided that a meeting needs to be arranged.

1.8 The contract period will be initially SEVEN MONTHS with an option to renew for a further TWO YEARS, from I January 2025. After these periods the Council will re-tender. This will not preclude the successful contractor of this tender to submit a further tender in 2025.

1.9 This Expression of Interest is to provide the scope of the tasks. A request for a formal tender will be requested later and at that point you will be asked for cost proposals.

**WORK SCHEDULE** J F M A M J J A S O N D

Mow all areas except wildflower – collecting arisings and removing off-site. Cut a little shorter in year 1 to remove annual weeds. Signs at entrances stating ‘Caution-Mowing operations in progress’

Year 1 0 0 0 0 0 2 2 2 2 2 0 0

Gang mow all areas except wildflower leaving arisings. Cut to 20-40mm depending on time of year and wet/dry conditions Signs at entrances stating ‘Caution-Mowing operations in progress’

Years 2/3 0 0 0 1 1 1 1 1 1 1 0 0

Mow paths and small areas collecting arisings and removing off-site. Slightly longer cut at beginning and end of season. Signs at entrances stating ‘Caution-Mowing operations in progress’

Year 1 0 0 0 0 0 2 2 2 2 2 0 0

Years 2/3 0 0 0 2 2 2 2 2 2 2 0 0

Cut wildflower to a height of 7.5 cm leaving arisings. Signs at entrances stating ‘Caution-Mowing operations in progress’

Year 1 0 0 0 0 0 0 0 0 0 0 0 0

Year 2 0 0 0 1 0 1 0 1 0 1 0 0

Year 3 0 0 0 1 0 0 0 1 0 0 0 0

Strimming to keep hedge line trees, bunds, feature and monuments clear. Strim where mowing cannot reach. Exercise extreme caution when pointing out to public walkways or near glass doors to avoid stones spitting up.

Year 1 0 0 0 0 0 1 2 2 2 2 0 0

Years 2/3 0 0 0 2 2 2 2 2 2 2 0 0

Weeding/Spraying Spray with knapsack in less than 5mph wind by a PS2 qualified sprayer wearing protective clothing. Post signs at entrances stating that spraying is in progress and to not enter the area. State ‘There can be no harm to humans or animals’ The LAP should be closed off during spraying.

Prior agreement by The Clerk to the spray proposed and a note of the spray used on the job sheet is required . Not within 10 metres of the SUDS area

Year 1 0 0 0 0 0 1 1 1 1 1 0 0

Year 2/3 0 0 0 1 0 1 0 1 0 1 0 0

Boom spraying. Spray with boom when wind less than 5 mph by qualified operator wearing protective closing. Post signs closing the pathways in and a warning not to enter until spraying has stopped. Prior agreement by The Clerk to the spray proposed and a note of the spray used on the job sheet is required . State ‘There can be no harm to humans or animals’. Not within 10 metres of the SUDS area

Year 3 0 0 0 1 0 0 0 0 0 0 0 0

Hedge Trimming. Hedge trimming is only authorised from October to March. All operations to be conducted with measures to protect the public. Arisings to be moved off-site. Where a flail is to be used for topping a banksman must be present to manage any public in the vicinity. Check bird boxes and clear out ready for next season. Repaint the exteriors of the bird and bat boxes leaving the landing zones unpainted. Ensure securely attached.

Year 2/3 0 0 0 0 0 0 0 0 0 1 0 0

Bin Clearing. Bins bags to be emptied and replaced with appropriate strong bags. All arisings to be disposed of according to the contractors Environment Waste Carriage Certification and at an approved site e.g.Hove

Year 1 0 0 0 0 0 2 2 2 2 2 2 2

Year 2/3 2 2 2 2 2 2 2 2 2 2 2 2

General Inspection including the LAP area. This should be a walk around the whole site and all the physical and natural installations looking for any damage that would need attention. Notes should be made on a job sheet where action is required and, in the case of harm to individuals, a call should be made to the Clerk

Year 1 0 0 0 0 0 1 1 1 1 1 1 1

Year 2/3 1 1 1 1 1 1 1 1 1 1 1 1

Potential tenderers are strongly advised to visit the site that is located on Newlands Rd Rottingdean.

**GENERAL INFORMATION**

**3.1 ORGANISATION IDENTITY**

3.1.1 Name of the Company (in whose name

business is to be transacted)

Contact Person

Registered Address

Tel No Landline

Mobile

E-mail

Website:

3.1.2 Primary address from which the services

covered by the tender will be provided,

if different from above Contact Person

Tel No Landline

Mobile

E-mail

3.1.3 If your organisation is part of a larger group,

or is operated on a franchise basis, please provide

details of the ultimate holding company or master

franchise holder.

Relationship with ultimate holding company

Company Registration No: Date of Incorporation :

Address of holding company or master franchise

holder:

Tel No Landline

Mobile

E-mail

**I herewith submit my Expression of Interest:**

**Signed:**

**Date:**

**On behalf of: (Name of Contractor/Company………………………………………………………………………)**

**APPENDIX 1 – LANDSCAPE LAYOUT**

Attachment included separately: 23-042 A.020 Site Plan Rev 02