



## NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338

✉ [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk)

1<sup>st</sup> August 2022

To Whom it May Concern

### **Newport Town Council Amenities Areas Grounds Maintenance Contract**

Newport Town Council are pleased to inform you that you have been invited to submit a tender for the above contract and, accordingly, I attach the following documentation:

Contract Specification  
Location Plan of areas  
Photographs of the areas  
Contract Monitoring form  
References Form  
Tender Form

Contractors are to post their submission in a sealed envelope (bearing no mark of the company on the outside of the envelope) to:

Newport Grounds Maintenance Tender  
C/o Mrs Louise Tunks  
Newport Town Council  
The Guildhall  
High Street  
Newport  
Shropshire  
TF10 7AR

By 10.00 Monday 31<sup>st</sup> October 2022

Your tender submission must comprise the following information:

- A covering letter stating you agree to execute the works referred to in the Contract Specification and General Terms of Contract.
- Completed references form along with examples of work
- Completed Form of Tender

If you require any further information please give me a call, the office is open between 10 am – 3 pm Monday to Friday.

Yours sincerely

Louise Tunks  
Deputy Town Clerk/ RFO

Newport (Shropshire) Town Council

SPECIFICATION FOR THE GROUNDS MAINTENANCE OF THE AMENITIES AREAS,  
NEWPORT TO BE USED AS THE BASIS FOR A FIXED PRICE CONTRACT TO OPERATE FOR  
ONE YEAR COMMENCING THE 1 April 2023 (WITH AN OPTION TO EXTEND TO THREE  
YEARS)

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GENERAL TERMS OF CONTRACT

1. The successful contactor shall satisfy the Town Council through the Cemetery & Amenities Officer.
  - a. That they have available suitable, well maintained equipment to carry out the work.
  - b. That all persons to be engaged in the work have been properly 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. That they have adequate insurance cover against third party claims which might arise from his negligence whilst performing the work.
  - d. That they have adequate Employer's Liability insurance cover in respect of the employees engaged on the work.
  - e. That they are in a position to comply with all statutory requirements with regard to the performance of the contract.
  - f. Newport Town Council are committed to going peat free to protect the planet and therefore, encourage peat free or reduced options.
2. The successful contractor shall undertake to inform the Town Clerk immediately they become aware of any deficiency with regard to 1a to 1e as above, and respond promptly to any questions or requests for evidence from the Town Clerk on matters relating to the contract.
3. The Successful contractor will be required to submit a regular contract monitoring form to the Council in a format similar to the example provided within this documentation.

WORK TO BE CARRIED OUT UNDER CONTRACT

4. The work to be carried out under the terms of the contract shall comprise the following:

**NEWPORT TOWN COUNCIL**  
**AMENITY AREAS**

**General (Applicable to all sites)**

- a. The regular removal of all litter from the amenity areas maintained by the Town Council at not less than fortnightly intervals and its disposal at an authorised local authority disposal point.
- b. The keeping clear of weeds
- c. Other routine maintenance that is in accord with general good husbandry.

**Forton Road/Chetwynd Road junction**

- a. Regular weeding, de-heading and cutting back to maintain healthy growth **at not less than fortnightly intervals** and its disposal at an authorised local authority disposal point in order that the area is regularly maintained to a satisfactory standard.
- b. Cut back plants at the end of their growing season.
- c. Cut back plants that encroach onto the footpaths.
- d. Watering of planted areas during the summer months when required. The contractor should supply all necessary equipment to water the areas in a safe manner.

**Lower Bar flower bed**

Regular General Maintenance

**Public Toilets area**

Regular General Maintenance

**Laurel Drive/Stafford Road**

- a. Regular weeding, de-heading and cutting back to maintain healthy growth **at not less than fortnightly intervals** and its disposal at an authorised local authority disposal point in order that the area is regularly maintained to a satisfactory standard.
- b. Cut back plants at the end of their growing season.
- c. Cut back plants that encroach onto the footpaths.
- d. Watering of planted areas during the summer months when required. The contractor should supply all necessary equipment to water the areas in a safe manner.

## **Broadway/Stafford Road**

- a. Regular weeding, de-heading and cutting back to maintain healthy growth at **not less than fortnightly intervals** and its disposal at an authorised local authority disposal point in order that the area is regularly maintained to a satisfactory standard.
- b. Cut back plants at the end of their growing season.
- c. Cut back plants that encroach onto the footpaths.
- d. Watering of planted areas during the summer months when required. The contractor should supply all necessary equipment to water the areas in a safe manner.

## **Newport Cottage Hospital Entrance**

Regular General Maintenance

## **Wellington Road Corner**

- a. Regular weeding, de-heading and cutting back to maintain healthy growth at **not less than fortnightly intervals** and its disposal at an authorised local authority disposal point in order that the area is regularly maintained to a satisfactory standard.
- b. Cut back plants at the end of their growing season.
- c. Cut back plants that encroach onto the footpaths.
- d. Watering of planted areas during the summer months when required. The contractor should supply all necessary equipment to water the areas in a safe manner.

## **The Guildhall**

### **Car Park & Paved Area**

- a. Regular weeding, de-heading and cutting back to maintain healthy growth **at not less than fortnightly intervals** and its disposal at an authorised local authority disposal point in order that the area is regularly maintained to a satisfactory standard.
- b. Cut back plants at the end of their growing season.
- c. Spraying paved/sets areas with weed killer regular to prevent growth
- d. Watering of planted areas during the summer months when required. The contractor should supply all necessary equipment to water the areas in a safe manner.

## Community Herb Garden

- a. Regular weeding, de-heading and cutting back to maintain healthy growth **at not less than weekly intervals** and its disposal at an authorised local authority disposal point.
- b. Spraying paved/sets areas with weed killer regular to prevent growth
- c. General tidy of the area before each wedding held at the Guildhall ( list will be supplied regularly)
- d. Reduce all herbs (as appropriate) at the end of season.
- e. Planting of annual plants in the centre bed and planters

## Victoria Park Rose Bed

- a. Regular weeding, de-heading and cutting back to maintain healthy **growth at not less than weekly intervals** and its disposal at an authorised local authority disposal point.
- b. Spraying paved/sets areas with weed killer regular to prevent growth
- c. Follow David Austin Rose care guide [Rose Care Advice & Inspiration \(david-austin-roses.co.uk\)](http://david-austin-roses.co.uk)
- d. Reduce all roses (as appropriate) at the end of season.

### EXTRA CONTRACTURAL WORK

4. The contractor must be prepared to undertake work of the following kind, subject to the amount of payment therefore being mutually agreed.
  - a. Small tree works
  - b. Planting of shrubs and trees.
  - c. Seeding and laying of turf.

### REFERENCES

5. Applicants are required to supply examples of similar works undertaken.

### VARIATION TO COST

6. The Town Council will consider an annual variation of the cost of the contract due to inflationary pressures.

## SUBMISSION OF TENDER

7. Tenders must reach the Town Clerk, at the address given on the tender invite letter, in a sealed envelope endorsed 'AMENITIES AREAS GROUNDS MAINTENANCE CONTRACT' by not later than 10.00 Monday 31<sup>st</sup> October 2022

8. The Town Council does not undertake to accept the lowest tender.

## FORMAT OF CONTRACT

9. The formal contract between the successful tenderer and the Town Council shall comprise this written specification, the written tender submitted by the contractor and the Town Council's written acceptance of the tender. Subsequent variations to the contract shall be by exchange of letters between the Council and the contractor.

10. Termination of contract can be exercised by either party by giving in writing six months notification or at any time where the provisions of this contract are not being served in the opinion of the council.