



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

Parish Clerk
01270 262636 | clerk@shavingtononline.co.uk
www.shavingtononline.co.uk

2nd July 2021

Shavington-cum-Gresty Request of Quotations for Ground Maintenance and Lenghtsman service

Background and context

Shavington-cum-Gresty Parish Council is seeking proposals to appoint a contractor to carry out a range of duties such as tackle small scale maintenance work in the Parish Council, and maintain and renew that colour through the expertise that they shall provide in treating our gardens.

Service specifications and expectations are attached to this document.

TIMELINE

- Quotations should be returned to clerk@shavingtononline.co.uk by **Sunday 15th August, 2021 midnight**
- Proposals opened: **Monday 16th August 2021**
- Interviews (online): **17th-18th August 2021**
- Decision to be made: **Wednesday, 1st September 2021**
- Contract to start: 15th September 2021 (or sooner depending on availabilities)

INTRESTED BUSINESS SHOULD SUBMIT A PROPOSAL CONTAINING

- Key personnel and skills involved
 - Example of previous experiences and references if possible
 - List of tools and equipment supplied by the contractor for the delivery of the service
 - Suggested monthly schedule of work – hours
 - Budget
 - A copy of your current public liability insurance, RAMS, company Health & Safety policies
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SUBMITTING YOUR PROPOSAL

Quotation should be submitted to: clerk@shavingtononline.co.uk

Acceptable proposal formats:

MS World

PDF

Please direct any questions to Simona Garnero by email on clerk@shavingtononline.co.uk



Grounds Maintenance Specification – Shavington-cum-Gresty Parish Council

1. Executive Summary

The purpose of this Specification is to set out the scope and requirements of Shavington-cum-Gresty Parish Council (the Parish Council) in respect of its Grounds Maintenance contract.

2. Introduction

The Parish Council has a number of locations through the village at which a variety of gardens and planters are situated and takes pride in the seasonal colour that provides a backdrop to our village. Our Grounds Maintenance contractor (the Contractor) is required to generate, maintain and renew that colour through the expertise that they shall provide in treating our gardens. The Parish Council requires attention to detail, care to be executed, and results to be pleasing to the eye and in line with the expectation that the gardens will look healthy, cared-for, weed-free, and attractive. The benchmark for this shall be the state of the gardens over years gone by, and the comparative planters in neighbouring Parishes.

In addition to the gardening work, the Contractor should provide a lengthsman service throughout the Parish, maintaining Vine Tree play area, reducing weed growth throughout the Parish, maintaining the Parish's benches, and repainting signs throughout the Parish.

3. Background

Shavington-cum-Gresty Parish is located two miles south of Crewe, four miles east of Nantwich and is a Parish within the Cheshire East municipal area.





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Garden locations are spread throughout the Parish, and are a mixture of concrete tubs, wooden planters, gardens, and lawn areas. Examples are:



'Jubilee' rose gardens, Main Road (Location D)



Wooden sleeper planter, corner of Greenfields Ave and Main Road (Location

H)



Wooden sleeper planter, Primary School car park (Location C)



4. Garden Locations

• Location A

a. Shavington Village Hall

- Lawns at the front and sides
- Boxed hedging and flower beds at the front and sides
- War Memorial
- Car Park to the rear



• Location B

b. Sugar Loaf Corner, Crewe Road bus-stop (both sides of road)

- 3 tubs (1m² each)
- 1 brick planter (2m²)



• Location C

c. Primary School Car Park (opposite Village Hall)

- 1 circular concrete tub (1m diameter)
- 1 large wooden sleeper planter
- Lawn surrounding planter



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• **Location D**

d. Junction of Barons Road/ Main Road

- a. 2 large 'Jubilee' rose beds, c.4m diameter
- b. Lawns surrounding rose beds
- c. 1 tub (1m²)
- d. 1 large wooden sleeper planter



• **Location E**

e. Former Co-Op Store, Rope Lane

- a. 1 tub (1m²)



• **Location F**

f. Scout Hut, Main Road

- a. 2 circular concrete tubs (1m diameter)



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• **Location G**

g. Bus Stop, Main Road

- a. 2 small tubs either side of bench



• **Location H**

h. Junction of Main Road/ Greenfields Avenue

- a. 2 large wooden sleeper planters





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• **Location J**

j. Corner of Barons Road/ Earls Road

- a. 1 tub (1m²)



• **Location K**

k. Corner of Barons Road/ Crewe Road

- a. Flower bed
b. Lawn surrounding flower bed



• **Location L**

l. Corner of Crewe Road/ Weston Lane

- a. 1 brick planter (2m²)





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• **Location M**

m. Vine Tree footpath

- a. Footpath between Edwards Close and Vine Tree Avenue
- b. Hedges



• **Location N**

n. Vine Tree Play Area

- a. Lawns
- b. Hedges





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5. Core Requirements

a. All locations shall:

- be continuously maintained in order to control and reduce weeds, maximise growth and colour, and produce eye-catching displays
- be fed and watered regularly
- be kept clean and tidy, with all arisings removed and disposed of
- have lawns mown and hedges cut sufficiently frequently so as to minimise length and maximise attractiveness

b. Location-specific requirements:

• **Location A – Shavington Village Hall**

- War Memorial shall be carefully cleaned and tidied in the week immediately prior to Remembrance Sunday, in readiness for the service. The surrounding patio area shall be jetwashed twice per annum: once in the week immediately prior to Remembrance Sunday, and once during Spring. This shall include weed removal in the gardens and moss, algae and slime removal of the paving stones
- Two hanging baskets shall be provided each season, hung at the front of the Village Hall, and maintained regularly
- Car Park shall be weed-sprayed twice per annum
- The peach roses either side of the War Memorial shall be attended to throughout the year, with particular attention paid to the presentation of the carnations in the week leading to Remembrance Sunday

• **Location B – Sugar Loaf Corner**

- The area behind the west-side bus stop shall be leaf-cleaned once in Autumn
- The shrub adjacent to the brick planter shall be trimmed away from the planter

• **Location D – corner of Barons Road/ Main Road**

- The area around the disused telephone box shall be kept clear of weeds
- The 'Jubilee' roses shall be monitored and treated for leaf disease/contamination. The contractor shall carry out seasonal pruning and winter preparedness to the roses

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- **Location E – former Co-Op Store, Rope Lane**
 - The area behind the tub shall be kept clear of overhanging bramble and weeds
- **Location N – Vine Tree footpath**
 - It shall be noted that the Parish Council owns the footpath between Edwards Close and Vine Tree Avenue, and that whilst this path is not a public right of way it is used frequently by residents
 - The hedges flanking the path shall be cut back frequently during growing season
- **Location O – Vine Tree play area**
 - It shall be noted that the Parish Council owns the play area and all equipment within it
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 - The grass shall be cut, and border hedging controlled

6. Lengthsman service requirements

Throughout the Parish, the following duties are required to be performed by a *lengthsman*:

- Weekly operational inspections of Vine Tree play area to monitor equipment fitness for use, litter, cleanliness. Visits to be reported to the Clerk
- Maintenance of pavements in the Parish including deweeding, cleaning, removal of road shingle from gutters, trimming back of overgrown grass
- Reporting of actionable issues in the Parish including presence of potholes and general road surface problems, blocked drains, overgrown hedging, poor lighting or signage
- Maintenance, cleaning of Parish benches at various locations
- Installation of new bins when required
- Support to the Parish Council for other such environmental tasks as and when they arise



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7. Operational Requirements

- By the end of November each year, the Parish Council will supply any contract variations for the next year (April to March) to the Contractor. The Contractor shall take this specification as well as any variations supplied as its specification for that coming year, and supply, to the Clerk, a price for those services by the end of December. This is in order to ensure that any cost differences are agreed by the Parish Council in sufficient time to inform Cheshire East of the precept
- The Contractor shall note that Parish Council councillors will monitor locations in respect of these requirements and notify the Clerk of any discrepancies, for further action
- All correspondence and formal instructions to the Contractor, including invoicing and payments, raising of concerns or issues of formal warnings over the execution of the requirements of the contract will be made in writing through the Parish Council Clerk
- In respect of inadequate or poor performance by the Contractor, the Parish Council reserves the right to cancel the contract, if after two written warnings to the Contractor no improvement is apparent
- Either party shall give three months notice should it wish to terminate the contract
- The Contractor shall submit monthly invoices in arrears detailing all elements of work carried out during the previous month and the dates on which they occurred
- All staff working under the contract shall wear Personal Protective Equipment clearly marked with the Contractor's identifying symbol(s), and in accordance with relevant standards and legislation
- The Contractor shall comply with all relevant standards, legislation and public policies relevant to this specification, and shall always act in the best interests of the Parish Council when discharging these requirements.

-END-