

# WENDRON PARISH COUNCIL

## TENDER FOR THE MAINTENANCE OF OPEN AREAS

### Conditions

The contract will initially be for one year from 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019. At the discretion of Wendron Parish Council, it may be extended to March 31, 2023.

The successful applicant will be required to maintain the open areas to a high standard.

The successful applicant must have public liability insurance up to a minimum of £5,000,000  
A copy of the insurance schedule is to be enclosed with the tender as verification.

An applicant applying as a one-man band must give a detailed explanation of the way in which the required work will be completed should he fall ill or be otherwise indisposed.

In particular it is expected that

- 1 all work will be carried out to the satisfaction of the Wendron Parish Council
- 2 the open areas will be cut on a regular basis (every fortnight during the season)
- 3 all areas where a mowing machine cannot be used will be trimmed on a regular basis
- 4 all litter will be removed whenever maintenance work is being undertaken
- 5 bushes will be carefully trimmed to keep annual growth in check
- 6 all trimmings and fallen debris shall be gathered tidily and removed from the site
- 7 hand tools and suitable machinery may be used. No chemicals are to be used for clearing purposes unless specifically authorised in advance by the Parish Council in writing
- 8 additional work, as specified by the Clerk, (for which the quoted hourly rate sum will be paid) must be completed within fourteen days
- 9 Wendron Parish Council requires three months' notice from a contractor should he/she wish to cease working for the Council. Similarly Wendron Parish Council reserves the right to serve three months' notice on a contractor for which the reasons will be explained at the time.

Payment will be made on request following submission of a time sheet detailing simply the date and detail of work done and/or the hours spent and the total sum demanded.

If you are not VAT registered, the Parish Council can reclaim the VAT on any materials bought. VAT invoices made out to Wendron Parish Council (preferably for all purchases) but the till slip for amounts under £20 will suffice should be presented at the same time as you present your account.

### QUOTATIONS REQUIRED

Wendron Parish Council seeks

- 1 a per cut quotation for maintaining all the open areas named in the schedule to a high standard throughout the year
- 2 an hourly rate quotation for work based on the information contained in the schedule and additionally for other work which falls outside the schedule (point 8 above)

Sealed tenders clearly marked *Wendron Parish Council Open Areas* must be received by C.F.P.Chapman, Clerk to the Council, Chy Lean, St Keverne Road, Mawgan, Helston TR12 6AY by Friday, February 9, 2018.

## Wendron Parish Council

### Maintenance

Asset	Inspection	Action (if necessary)
<b>Bus shelters</b>		
Carnkie East	yearly	cut grass and brush out (monthly), repaint when required, maintain and repair
Carnkie Village	yearly	brush out (monthly), repaint when required, maintain and repair
Penmarth	yearly	brush out (monthly), repaint when required, maintain and repair
Crelly	yearly	cut grass and brush out (monthly), repaint when required, maintain and repair
Trewennack (Helston bound)	yearly	brush out (monthly), spray weeds (?), repaint when required, maintain and repair
Wheal Dream	yearly	cut grass and brush out (monthly), repaint when required, maintain and repair
Wendron	yearly	cut grass and brush out (monthly), repaint when required, maintain and repair
Edgcumbe	yearly	cut grass and brush out (monthly), repaint when required, maintain and repair
Trevenen	yearly	cut grass and brush out (monthly), repaint when required, maintain and repair
Rame (Helston bound)	yearly	cut grass and brush out (monthly), repaint when required, maintain and repair
Rame (Falmouth bound)	yearly	wash down with bleach and spray weeds
Burras	yearly	wash down with bleach and spray weeds
Porkellis	yearly	wash down with bleach and spray weeds
Trewennack (Falmouth bound)	yearly	wash down with bleach and spray weeds
<b>Notice Boards</b>		
Burras	yearly	maintain and repair
Carnkie	yearly	maintain and repair
Porkellis	yearly	maintain and repair
Penmarth	yearly	maintain and repair
Wendron	yearly	maintain and repair
Trewennack	yearly	maintain and repair
Trevenen Bal	yearly	maintain and repair
Rame Cross	yearly	maintain and repair
Edgcumbe	yearly	maintain and repair

### **Celtic Cross**

Rame Cross	yearly	weed killer
Wendron Cross	yearly	Mr Searle looks after this

### **Cemetery**

Wendron Lawn grass	monthly	Contracted to Eric and Jeff Bray
Gravestones	twice yearly	Are they loose?
Wendron Churchyard	monthly	

### **Boundary Stones**

Nine Maidens	monthly	trim surrounding grass, remove litter
Rame	monthly	trim surrounding grass, remove litter
Trewennack/Helston roundabout	monthly	trim surrounding grass, remove litter
Trenethick Barton	monthly	trim surrounding grass, remove litter

### **Rivers**

Burras	yearly	clear
Penmarth	yearly	clear

### **Footpaths**

Polighey Moor	yearly	trim, herbicide (cut round public bench)
Rame Common	yearly	trim

### **Greens**

Burras	monthly	fortnightly in growing season
Carnkie (Viscar) Common	monthly	fortnightly in growing season
Carnkie Play Area	monthly	fortnightly in growing season
outside Carnkie Play Area	yearly	on Mr Cruikshanks' land
Penmarth	monthly	fortnightly in growing season
Carnkie Verge	monthly	bottom of lane up to Mount Joy (fortnightly in growing season)
Wendron	monthly	verges and triangle north of Wendron (fortnightly in growing season)

**Telephone boxes**

Carnkie	twice yearly	clean, wash down with bleach and clear weeds
Porkellis	twice yearly	clean, wash down with bleach and clear weeds
Trehear	twice yearly	clean, wash down with bleach and clear weeds
Burras	twice yearly	clean, wash down with bleach and clear weeds

**Miscellaneous**

Burras Shute	yearly	clear
Fingerpost at Trehear	yearly	wash down with bleach, paint if necessary
Fingerpost at Rame	yearly	wash down with bleach, paint if necessary
Fingerpost at Penmarth	yearly	wash down with bleach, paint if necessary
Railings at Porkellis Bridge	yearly	wash down with bleach, paint if necessary
Railings at Burras Footbridge	yearly	wash down with bleach, paint if necessary
Bubble up at Penmarth	yearly	rod out