

EMPLOYER'S
REQUIREMENTS
FOR
GROUNDS MAINTENANCE
WORKS
AT

PORT SOLENT
PORTSMOUTH
HAMPSHIRE

For
The POSOL Residents
Management Company Limited

CONTRACT AREAS

Site Area

The following roads areas are included.

Coverack Way
Mullion Close
Tintagel Way
Holywell Drive
Bryher Island
Cadgwith Place
Carbis Close
Newlyn Way
Kelsey Head
Carne Place
Sennen Place
Lock View
Port way

Site Boundaries

The Site is bounded by and is to include: to the North; roadside grass and mass planting beds up to the back of the footpath along Port Way; to the South; by the Marina; to the East, by Coverack Way; and to the West by planted areas along Lock View.

Specific Features

The Contract is to include works to existing grassed areas, raised plant beds, street planted trees, individual shrub beds, and massed shrub planting; also communal access areas, parking bays, footpaths and non adopted roads, which are generally block paved. Areas of restricted access are to be included, namely the remote berthing areas and adjoining raised and low plant beds.

Adopted Areas

The Estate roads and immediately adjoining footpaths are generally adopted by Portsmouth City Council and are excluded from the works; however, there are several raised beds and planting beds within the boundary of Portsmouth City Council's adopted area, and these are to be included in the works.

Privately Owned Areas

Many of the areas included within the Contract, forming the front gardens of properties, and either of grass, raised beds or low beds and street trees, are privately owned by individual residents. POSOL is responsible for the upkeep and maintenance of these areas, which are all included in the Contract. The purpose of the Resident Request Forms is primarily to process individual resident's requests relating to their privately owned area. Specifically excluded from the Contract are any other privately owned areas, such as rear gardens, which are not the responsibility of POSOL. The Landscape Contractor is to politely decline any and all requests to work within such areas.

CONTRACT STANDARDS

The Port Solent Estate (hereafter referred to as The Site) comprises a high quality, high profile residential Estate, with both private and communal areas, and associated areas of private and general vehicle parking; in addition, many properties have direct access to moorings for privately owned sea going craft.

It is the specific objective of The POSOL Residents Management Company Limited (hereafter referred to as POSOL) to maintain a high standard of appearance: the landscaped areas should at all times be kept to an appearance which enhances and maximises the impression of quality of design and maintenance of the estate as a whole.

REQUIREMENTS

Tendering Requirements:

Contractors tendering for this Contract will be required to submit the following documentation:

- A full specification, detailing all works to be undertaken, which in the Contractor's opinion meet the requirements of the Employer as laid out in this document;
- Details of the Contractor's proposals for the complete management of the contract;
- Details of the Contractor's Management structure to undertake the works, including all management on a day to day basis and meetings with POSOL and its representatives as and when they occur or are required;
- Details of proposed frequency of specified works;
- Proposals for undertaking works, including management on site;
- Schedules to show the Contractor's manpower and general resources
- Staff levels to be maintained on site;
- Proposed methods of recording all aspects of work, for cross-referencing by POSOL representatives;
- Completed schedule of rates for unforeseen or extra works, and works from Resident Request Forms;
- A full Method of Work Statement, covering all works;
- Confirmation of the Contractors Insurance cover: **minimum** cover required £5million
- The Contractor must complete and return the Works to be Let and Working Restrictions Form.

Contractual Requirements:

- The Contractor is to completely manage all aspects of the contract on site;
- The Contractor will provide **one** management level contact for all liaison requirements, and who is available to take all input and requests from POSOL or its representatives, as and when they arise, and who is able to initiate and undertake such input and requests, without involving POSOL or its representatives in any micro-management of the Contractor's own staff;
- Great emphasis is placed on frequency and achieving and maintaining the required standards;
- A very visible presence is to be maintained on the Site;
- Staff on the Site must be of neat and tidy appearance, in company attire;
- Staff must be able to communicate with residents in a polite, knowledgeable manner;
- Staff on the Site should be able to complete Resident Request forms as necessary;
- There are no facilities on the Site for Contractor welfare, nor any storage facilities: all debris and rubbish must be removed from site as it accumulates.
- All lunch and welfare breaks **must** be taken off Site.

Organisational Table of Contacts

Named Individual/Company	Function	Title
POSOL Residents Management Company Limited	Employer	POSOL
Mr D Olver	Overall Estate Management	POSOL Managing Agent
Mr C Carney	Advisor and Supervisor	POSOL Representative
TBA	Contractor	Landscape Contractor
TBA	Landscape Contractor's on site chargehand	Senior Gardener

Works

The appointed Landscape Contractor should note that The Site comprises areas which have been planted for 15 years plus, as well as newly planted areas. It is a requirement that the older areas are 'rejuvenated' as part of the general ongoing maintenance, to include heavy Winter pruning as necessary and correct to the relevant plant species: rejuvenation works should be carried out on a 'gradual' but regular, rather than Site wide basis, in conjunction good horticultural practice. In conjunction with rejuvenation works, the Site is undergoing major replanting, on a specific area basis. This work is let on a competitive tender basis. From time to time, small extra works may be required, and these will be included in the contract, their value based on the completed schedule of rates.

Supervision and Management of the Contract

The Contractor is responsible for the provision of **one** management level contact to whom POSOL or its representatives will make input and requests, as and when they arise, and who is able to initiate and undertake such input and requests, without involving POSOL or its representatives in any micro-management of the Contractor's own staff; the same management level contact will be required to liaise with the POSOL Managing Agent and/or the POSOL Representative as work proceeds, for record checking, and as necessary or as may be required.

The Landscape Contractor shall provide adequate management and supervision of his staff whilst they are at The Site, and he shall allow for a competent Senior Gardener to be continuously employed on The Site whilst the work is in progress. Operatives employed by the Landscape Contractor to work on The Site will be competent for the tasks they are undertaking as part of the Contract Works. The direction, Site Health and Safety, and General Welfare whilst at work on The Site of all of the Landscape Contractor's employees, sub-contractors or any other members of staff, will be entirely at the Landscape Contractor's own risk, and the Landscape Contractor will be responsible for all of their actions and the consequences thereof.

Where necessary the Senior Gardener will be required to produce written Method of Work Statements. Risk Assessments and Method of Work statements should be kept on site at all times, and should be modified and updated as often as necessary to ensure that the latest requirements are complied with. In particular the Contractor must note the proximity of work areas to deep water: work any where near the water will require specific Risk Assessments

It is the Contractor's responsibility to provide POSOL with a complete service and to ensure that all operations and requests, including extra works, are completed and undertaken on Site as expeditiously as possible, in a professional and workmanlike manner, with minimal inconvenience to POSOL or its representatives or any residents on the Site.

Works Records (history of completed works)

It is a contractual requirement that all work is recorded weekly. This may be in the form of a simple tick sheet, or similar method, to be specified by the Contractor.

The Landscape Contractor is to comply with any special clauses or conditions relating to working hours, protection of existing services, Health and Safety at Work requirements, as required under the POSOL Contract Conditions, and a Safety File of the works must be maintained on The Site by the Landscape Contractor

Resident Requests

The Senior Gardener is required to provide a Resident Request Form (see Appendix) for resident completion, for each and every request for residence-specific landscape related works, and for any comment or complaint made by any resident. The Senior Gardener will maintain a record of the name and address of residents who have requested the forms. The Resident Request Forms collected by the Senior Gardener are to be processed by the POSOL Representative, and are to be discussed with and forwarded to the POSOL Managing Agent for action and for reporting to the POSOL Main Board.

Use of Chemicals or Pesticides

The "Control of Pesticides Regulation 1986", "The Control of Substances Hazardous to Health Regulations 1988", "The Control of Pollution Act 1974" and "The Water Act 1989" and any relevant updated Code of Practice or legislation issued by DEFRA (Department of Environment, Food and Rural Affairs) regarding the application of pesticides shall be complied with at all times. The POSOL Representative will be responsible for monitoring changed and new requirements whether they be embedded in legislation or otherwise, and is to ensure compliance with any such changes and requirements by the Landscape Contractor.

Only approved chemicals are to be used (and in the landscape, for weed control during the growing season, this will be glyphosate) and are to be applied only by operators who hold a National Proficiency Tests Council Certificate of Competence for the appropriate categories of pesticide application.

All of the necessary assessments regarding the need to use pesticides, and safety precautions, including the placement of warning signs at the extent of the work areas, are to be made prior to any application, and all applications are to be kept on record, in compliance with the Regulations and Code of Practice already mentioned, these records being forwarded to the POSOL Representative promptly after each application.

All container types used for the chemical product will be removed from The Site immediately and disposed of correctly. The safe temporary storage and placement of such chemicals, both in transit to and whilst on The Site, shall be the responsibility of the Landscape Contractor at all times.

Provision of Equipment

The Landscape Contractor is to provide the whole of the necessary plant and labour for the prompt and efficient execution of the works, and remove same at the completion of each working period of work. The Landscape Contractor shall assess and provide any Personal Protective Equipment required to his operatives.

Water for Works

The Landscape Contractor shall obtain fresh clean water for the execution of the works, including any necessary temporary plumbing for such purpose at his own cost, from existing approved water points at various locations throughout The Site.

Rubbish Disposal

All rubbish as it accumulates during the course of the works is to be removed from The Site by the Landscape Contractor at no extra cost to POSOL, and at the earliest possible opportunity. This includes all debris, litter of whatever origin, all pruning and clearance arisings. No extra costs will be entertained or incurred by POSOL for the removal of any debris or rubbish arising from the proper undertaking of this contract. Any illegal fly tipped material which the Landscape Contractor finds is to be reported to the POSOL Representative or the POSOL Managing Agent for instructions.

Protection of Existing Features

The Landscape Contractor is to provide any necessary temporary protection to prevent damage from any of his works occurring to existing site features, such as; surfaces, including tarmac and block paving; raised plant beds; private driveways and areas; private moorings and service cables and pipes thereto; existing grass or landscaped areas and trees; any other fixtures and fittings belonging to POSOL, or any other resident or third party. Notwithstanding the Landscape Contractor's compliance with this clause, damage to any such items, howsoever caused, shall be made good at the Landscape Contractor's own cost.

Materials

All necessary materials, plant and equipment and labour, required to undertake the correct maintenance operations at the correct time and season, are deemed to have been allowed for by the Landscape Contractor to complete the works as specified.

Specific Work Requirements

1.0 Grassed Areas

Areas of grass are present in nearly all of the Contract Areas, and range in size from small front garden plots, to several hundred square metres. The appearance of grassed areas is vitally important, and sets the tone for the standard of maintenance generally, and the Landscape Contractor is to ensure that all grass is neatly cut, edged and strimmed at all times.

1.1 Mowing

All grassed areas are to be maintained on a regular basis, and are to be mown so as to ensure that they are always neat and tidy in appearance. Each mowing is to include edge trimming, strimming around objects, and removal of all cuttings, including blowing or sweeping off any adjoining hard surfaces. Grass cuttings must be boxed off and removed from site.

1.1.1 Frequency

The Landscape Contractor is to allow for as many grass cuts in the season as necessary to achieve the stated objective. He is to note that due to the maritime location of The Site, and the prevailing generally mild conditions, that the grass will have an extended growing season when compared to more inland sites. During the normal growing season for The Site, the Landscape Contractor is required to cut the grass, as a guide, a minimum of once every two weeks; frequency will vary with growing conditions, but will always be adequate to ensure that the stated objective is achieved.

1.2 Fertiliser Application

The Landscape Contractor shall apply, by suitable means, two applications of fertiliser to all grassed areas. One, in Spring, using a relatively high Nitrogen content fertiliser, eg., 20:10:10, at 30-50gms/m², and a second, in Autumn, using a low Nitrogen content fertiliser, eg., 5:24:24, at 30-50gms/m².

1.3 Selective Weedkiller

The Landscape Contractor shall apply a suitable selective weedkiller to the grassed areas to control broad-leaved weeds, spreading weeds, and clovers. The Landscape Contractor is to undertake a COSHH Assessment prior to this work, by which he is to ascertain the best product, application rates and other relevant information, which he will then pass to the POSOL Representative. Two applications are required per year, one in the Spring, and one in the Autumn. The Landscape Contractor is to make clear in his COSHH Assessment, how he intends to dispose of the grass cuttings from the first grass cut immediately following each application of selective weedkiller.

1.4 Edges

At each grass cut, the Landscape Contractor is to trim all grass edges, and strim up to and around any objects within grassed areas, taking great care not to damage the bark of any trees or shrubs. Once per year the Landscape Contractor is to recut and repair all edges to grassed areas with a half moon edging tool, to create a vertical face to the soil and to ensure neat flowing lines to the edges of borders and shrub beds. All arisings and surplus material are to be removed.

2.0 Planted Areas

2.1 Shrub Areas: General

Shrub areas comprise areas of massed planting, raised beds and low beds and small borders in the front of private properties. All shrub areas and plants therein are to be kept in a neat and tidy condition, and are to be visited in rotation throughout the growing season, to carry out trimming, weeding, fertilising, thinning and Winter pruning. In addition, the trees planted in these areas are to be maintained, including pruning to control growth, removal of dead, damaged or diseased growth, checking tree ties and supports, fertilising. Control of pest infestation and disease is included within these works.

2.1.1 Replanting

The Contractor shall remove all dead plants, trees, shrubs as they become apparent and will immediately prepare the soil for re-planting, forking the soil on each visit in that area.

Replacement plants, trees and shrubs will be at the prices submitted by the Contractor as part of the Tender documents and against an annual budget agreed by the POSOL Board.

Before re-planting a schedule of location, type, cost and timing involved will be submitted to the POSOL Representative by the Contractor.

2.1.2 Frequency

All beds within the estate are to be visited as necessary to achieve the stated objective, but in any case, at least once every four weeks in the growing season, and as necessary during the dormant season, and at each visit the necessary operations are to be undertaken.

2.1.3 Soil

The soil in all beds is to be kept free of weeds of any sort, by hand weeding and hoeing, and the use of pesticides, as relevant to the level of infestation. The soil of all beds is to be clearly visible, and all debris and leaf material is to be removed along with weeds, during each visit to each bed. Common Ivy infestation is to be removed completely as part of this work. The Landscape Contractor is to state in his Method of Work Statement if he intends to use a residual weed killer for the control of weeds (for example Casoron 'G' Granules), in which case the soil is to remain undisturbed by forking for the season following application. Due to the very exposed nature of The Site, any mulch material is not to be used, unless directed or specifically instructed by the POSOL Representative.

2.1.4 Trimming

Many of the shrub beds within The Site have been planted for eight years or more, and therefore the shrub species planted are now mature, and in certain cases are out-growing their positions. Regular trimming is essential to these beds, and the Landscape Contractor is to carry out trimming at each visit to each bed, and as necessary, specifically to ensure that the following may not be affected by overgrowth at any time:

- Sight-lines for vehicular traffic using any of the estate roads;
- Sight-lines for pedestrians adjacent to or near crossing points of any estate road;
- Sight-lines for resident's own private driveways, affording them safe access onto estate roads;
- Ground-floor windows of properties, and access to natural light;
- Any access-way to remote berthing areas;
- Any safety equipment or service connections installed at remote berthing areas.
- Any roofs or gutters of any property, including garages.

2.1.4 Trimming cont'd

Keep all road signs clear.

The Landscape Contractor is to achieve the trimming works by the use of suitable hand or hand held mechanical tools, and all debris and arisings are to be cleared from The Site as work proceeds.

2.1.5 Trimming Frequency

Trimming is to occur as necessary to comply with 2.1.4 above as appropriate; generally, the Landscape Contractor is to trim to shape all shrub species twice per year, at the correct time of year for the relevant species, so that flowering or growth may not be unduly affected, and ensuring that the particular shrub will look as neat and tidy as possible. This work is to be closely monitored by The POSOL Representative, to ensure that best horticultural practices are followed.

2.1.6 Fertiliser

All shrub areas are to receive an application of a slow release fertiliser once per year, such as Vitax Q4, applied as appropriate to the shrub bed and its situation, at the manufacturers recommended rate. The Landscape Contractor shall specify in his Method of Work Statement which fertiliser he intends to use, and at what rate and at what time of year.

2.1.7 Thinning

Thinning operations shall be carried out during the dormant season, at a time appropriate to each individual shrub species, to encourage natural rejuvenation of plants, by removal of overcrowded branches, dead, damaged, and diseased growth.

2.1.8 Winter Pruning and Rejuvenation

Areas of massed shrub planting require careful pruning during each dormant season to remove excessive undergrowth, and any dead trees and shrubs, as well as diseased or damaged growth on shrubs and trees; in addition, infestation by brambles, ivy, any suckering growth or any self seeded undesirable species of tree or shrub are to be removed. Great care must be taken not to unduly affect the screening effect of the existing planting, and the purpose of this work is to preserve the screen, and to promote healthy new growth therein.

In addition the Contractor must allow for rejuvenation pruning throughout the site, to encourage new and vigorous growth from existing poorly shaped blocks of shrubs. The further purpose of rejuvenation and Winter pruning is to remove any over –Wintering pest such as leaf hoppers which can infest the Site, all accumulated debris beneath shrubs to be removed also.

2.1.9 Pests and Diseases

The Landscape Contractor is to control and/or remove any pest infestation found within the trees and shrubs and beds, both low and raised, of the estate, such as Brown Tail Moth caterpillars, Aphid, Weevil and Ants, by appropriate methods, following the completion of any required Assessments. Diseased trees and shrubs will generally be controlled by thinning and winter pruning. The Landscape Contractor is to control any high levels of mildew and rust infestation by appropriate means.

2.2 Trees

Many trees are planted throughout the estate and are very important to the landscape, providing screening and adding character. There are several species of trees planted, including conifers, and there is a broad range of size and condition. Generally, 'street' trees within the estate must be kept pruned to less than 4m high, including those in raised beds.

2.2.1 General

In conjunction with the aforementioned works to shrub areas, the Landscape Contractor is to include works to all trees and visual checks to any tree ties and relevant supports should be made at least once per month, and if damaged or loose ties or supports are found they should be replaced or adjusted immediately.

2.2.2 Pruning

Pruning should be carried out to deciduous trees during the dormant season to keep the specified height requirements. This is also to encourage new growth, whilst at the same time controlling excessive or nuisance growth, particularly where any properties, including garages, could be affected by overhanging, or rubbing branches on gutters and rooves or other building fabric. As a matter of course, the pruning works should include the removal of dead damaged or diseased material. The Landscape Contractor should state if he intends using a qualified tree surgeon on a subcontract basis for this work, and he should give at least two weeks notice of his intention to undertake this work.

2.2.3 Fertiliser

All trees should receive an application of slow release fertiliser once per year, and the Landscape Contractor is to specify his choice of product, dosage, and time of application.

2.2.4 Street Trees

Trees planted individually in a street location, in individual planters and with tree grilles, will require the maintenance as specified above; the gravel layer below the tree grilles must be kept weed free; in addition, they will require programmed watering, to ensure continuous growth, and the Landscape Contractor shall apply a minimum of 25 litres of water per tree every two weeks throughout the growing season, from April to September inclusive.

3.0 Paved Areas

3.1 General

Paved areas are mainly block paved.

3.2 Weed and Moss Control

The Landscape Contractor is to control the growth of weeds in all areas of paving, to maintain a level of infestation of nil to very low at all times. Generally this will be achieved by the use of pesticide application a minimum of four times per year. Similarly the Landscape Contractor must control moss and lichen build up, for reasons of visual appearance, as well as to ensure that no areas become dangerous or slippery because of such infestation, at any time of year. Full COSHH Assessments must be made prior to any of these works being undertaken.

3.3.1 Sweeping: General

The Landscape Contractor is to sweep all areas of paving as necessary within the Contract Areas so as to keep them free of leaves, litter, debris and detritus build up. This work is to be carried out specifically, and in conjunction with all other maintenance works, in order to sweep up and tidy after any such maintenance work has been carried out. Specifically, the objective is to achieve and maintain a nil to very low incidence of leaves, litter, debris and detritus, and the Landscape Contractor shall achieve this by undertaking an appropriate sweeping frequency.

3.3.2 Sweeping: After Inclement Weather

In order to maintain Contract Paved Areas in the required condition, the Landscape Contractor is required to give priority to this element of works after inclement weather, such as high winds, gales and storms, and he is required to use his full resources to undertake such work, without affecting the programming of any other ongoing maintenance works on The Site, so that areas are returned to the required condition as expeditiously as possible.

4.0 Litter

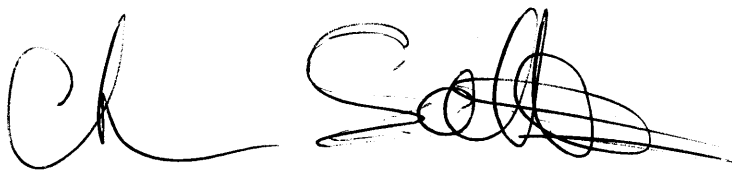
Any litter accumulating anywhere within the Contract Area is to be collected and removed from The Site by the Landscape Contractor. Litter will include any foreign matter not associated with The Site, such as paper, plastics wrappings and any other general waste. It will also include leaves, debris and detritus originating from shrub beds within The Site. The Landscape Contractor will include litter picking in the regular scheduling of work for planted areas, to be carried out at the same time. After inclement weather any litter is to be removed as a priority. Fly tipped material should be reported to POSOL Managing Agents as soon as possible for instruction.

Works to be Sublet and Working Restrictions

The Contractor is to insert here any works which are to be sublet. If there are none, insert 'None'.

The Contractor is to insert here any works for which he has any working restrictions, for example imposed by his insurance under-writers. Contractors must state any specific restrictions on tree works. If there are no restrictions, the Contractor should insert 'None'.

Signed:



For and on behalf of:

HAMBROOKS.

Date:

10 October 2006.