



# CANVEY ISLAND TOWN COUNCIL

## CANVEY LAKE

### Ground Maintenance/Litter Clearance Services

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# WORK SPECIFICATION



## **1. General**

- 1.1 In this Part the expressions “the Contractor” and “the Town Clerk” shall wherever the context admits mean ..... and the Town Council.
- 1.2 This Specification sets out the requirements of the Town Council with regard to the management and maintenance of Canvey Lake. The Town Council may from time to time issue further detailed documents to supplement or supersede the details contained here.
- 1.3 The Contractor is under a general obligation to maintain the Lake in a clean, tidy and safe condition as set out in detail elsewhere and herein.
- 1.4 All costs will be met by the Contractor and deemed part of the contract price unless separately specified.

## **SERVICE 1**

### **2. Grounds Maintenance/Open Grass Area**

- 2.1 The Contractor shall remove litter, bottles, cans, stones and other debris from site prior to undertaking grass cutting operations.
- 2.2 The Contractor shall use machines which are appropriate in size, shape and method of cutting for the type of work involved. A list of such machinery shall be supplied with the tender. The Contractor shall take care not to cause damage to trees, shrubs and other obstacles as a result of contact with grass cutting machinery or any part thereof on areas, which allow the use of large cutting machinery. Inaccessible parts shall be cut with smaller hand mowing machines no later than 24 hours following the use of large machines and mowing shall be to the same standard as the main area.
- 2.3 Blades and cylinders on all mowers shall be sharp and properly set to cut the sward cleanly and evenly. Mowers must have their height of cut adjusted to prevent scalping.
- 2.4 Cutting shall be carried out right up to the edges of paths etc and as close as possible to walls, fences and other obstacles.
- 2.5 Any cuttings, which fly onto paths or other hard surface areas shall be brushed off and distributed evenly over the grassed area as work progresses.
- 2.6 The Contractor shall flail the reeds around the lake edge annually between October and December to a height of 3ft to ensure that there is a clear definition of the bank edge.

### **Grass Cutting**

- 2.7 The Contractor shall provide all plant, labour and equipment necessary to ensure that the required standard of maintenance is kept.
- 2.8 The Contractor will carry out grass cutting to the grass areas within the location plan and to the grass schedule detailed in 2.14.
- 2.9 The Contractor will at his own expense make good any damage caused to fences, footpaths, furniture, bins, trees and any other obstruction during grass cutting operations. Should it be



determined by the Town Council that the failure of a tree or shrub is due to damage inflicted by negligent grass cutting including strimming the Contractor will be required to replace the tree or shrub at his own expense to the satisfaction of the Town Clerk.

- 2.10 All grass will be cut cleanly and evenly to the same height and without damaging the existing surface. The Contractor will be required to re-cut any area deemed by the Town Clerk to be unsatisfactorily mown at his own expense.
- 2.11 The Contractor will follow and adhere to the programme of works declared and approved by the Council. Any variations to the programme should be approved by the Town Clerk.
- 2.12 All soft vegetative weed growth found to be growing in the grass shall be deemed as part of the grass and must be cut down to the prescribed height of cut. During drought conditions these weeds may grow at a faster rate than the grass and must therefore be regularly cut to maintain the required height of cut. The Contractor will not be paid extra for these works and must make appropriate allowance in his tender.
- 2.13 Grass not accessible – Whilst the majority of grass areas requiring strimming have been included within the site plan there will be many obstacles particularly on highways verges that have not been included but still require strimming in accordance with the specification. The Contractor will therefore allow for these works when assessing this tender.
- 2.14 All grass cutting operations will be carried out to the standards described in this specification and as detailed in the schedules that follow. A suggested mowing frequency is given as a guide to maintaining the required height of cut standards given normal weather/growth conditions. However, where the works are temporarily suspended due to inclement weather the Contractor will provide additional resources where necessary at no cost to the Council in order to meet the height of cut criteria.
  - (a) As a minimum requirement the Contractor shall cut grass once every three weeks from the beginning of March to the end of October inclusive, however the Contractor can instruct additional cuts which may be necessary both during this period and at other times of the year for which no additional payments will be made.
  - (b) The maximum height shall be 50mm and not less than 20mm.
  - (c) Edging shall be carried out no later than one working day following mowing.
  - (d) The Contractor shall cut a path at least 1.0 metre wide around all litter bins, seats and trees or other obstacles situated in such grassed areas.

## **SERVICE 2**

### **3. Maintenance of Trees**

- 3.1 The Contractor shall inspect and carry out corrective operations to all semi-mature, standard and feathered trees to maintain them in a healthy and vigorous condition producing well balanced upright trees or normal growth and appearance characteristic of their type. The Contractor shall undertake maintenance visits to these trees in association with the regular maintenance of the grounds.



- 3.2 The Contractor may only use chain saws when the operative is working at ground level i.e. NOT from within the tree or ladder platform and has the relevant qualifications to do so. All pruning works within the trees or from a ladder or platform shall be carried out using hand saws or other appropriate hand tools.
- 3.3 Branch Removal from Mature Trees:-
- (a) At any time of the year or in emergency situations when instructed by the Town Clerk, the Contractor shall remove dead or damaged branches from mature trees. Works will be of a minor nature and the Contractor will only be required to use hand saws or other hand tools. The Contractor will not be paid extra for these works and must make appropriate allowance in the tender.
- 3.4 Felling Mature Trees:-
- (a) In emergency situations and when instructed by the Town Clerk, the Contractor shall fell to ground level mature trees. Works will be of a comparatively minor nature and the Contractor will only be required to "straight" fell trees.
- (b) All arisings from branch removal and felling of trees shall be removed from site. The Contractor shall leave the site in a clean and tidy condition following the completion of works.
- 3.5 The Contractor shall ensure that all stem side growths are removed from trees up to a height of 1.5 metres including mature trees.
- 3.6 At each maintenance visit all missing, damaged and worn tree ties shall be replaced by the Contractor. Replacement ties and spacers shall be supplied by the Contractor.
- 3.7 At each maintenance visit the Contractor shall inspect any stakes for signs of damage or fungal attachments and such stakes shall be removed and replaced in a suitable position with a new stake of suitable size and type in accordance with the specification below. New stakes shall be supplied by the Contractor.
- 3.8 At each maintenance visit the Contractor shall ensure that any trees or hedges that overhang any public footpath shall be cut back at a clearance of at least 6.5ft from ground level.
- 3.9 In circumstances where a new stake is to be used the old stake shall be completely removed but if this operation is likely to cause damage to the tree, the stake shall be carefully cut off at ground level. The new stake shall be positioned as close as possible to the old stake on the windward side of the tree and driven into the ground to a depth of at least 600mm. The stake must not interfere with the free movement of the branches. The previous stake hole shall not be reused and the old stake hole shall be filled in appropriately and in accordance with safety requirements to ensure there is no trip hazard. All old stakes and other arisings shall be removed from site.
- 3.10 On each occasion the Contractor shall secure or reposition stakes which show movement or indicate instability.
- 3.11 At each maintenance visit the Contractor shall inspect the soil area around the base of each tree. Any lift of the soil caused by frost or other reason shall be gently firmed.



- 3.12 At all times the Contractor shall keep the bases of staked trees in a neat and tidy condition ensuring it is clear from litter and rubbish at all times.
- 3.13 At each maintenance visit all weeds shall be removed by hand, hoe or fork and all litter, rubbish and arisings removed from site. The Contractor must take due care not to disturb or damage tree root systems.
- 3.14 Winter Maintenance of Staked Trees:-

In addition to the operations detailed in this Specification the Contractor shall undertake the following operation on one occasion each year between the first week in November and the middle of March.

- (a) All ties shall be inspected and if necessary loosened and securely reaffixed. A minimum of two ties and spacers shall be used for each tree and they shall be positioned to prevent any abrasion of stems.
- (a) The Contractor shall check to see whether the trees are still in need of staking and if not shall cut the ties, carefully lift the stake from the ground and remove from site. If this operation is likely to cause damage to the tree the stake shall be carefully cut off at ground level. When a tree stake has been completely removed the Contractor shall backfill the hole to the surrounding ground level. The Contractor must not backfill the hole with litter or other deleterious material.

#### **4. Maintenance of Hedges/Shrubs**

- 4.1 The Contractor shall maintain all hedges and shrubs in a clean and healthy condition and ensure that no hedge or shrub causes nuisance, damage or danger to any public area or residential fencing.
- 4.2 Hedges shall be cut either once or twice a year depending upon the hedge. Hedges pruned once a year shall be cut in the autumn.
- 4.3 All arisings from hedge cutting operations shall be removed from site.

### **SERVICE 3**

#### **5. Waste/Litter Clearance**

- 5.1 The definition of standards of cleanliness is defined in the Code of Practice on Litter and Refuse
- 5.2 The Contractor will be required to keep all sites detailed in the contract works free from litter debris in accordance with standards specified in the Environmental Protection Act (EPA 1990) throughout the period of the contract
- 5.3 All litter debris etc shall be disposed of at a suitable licensed waste site with any documentation necessary to certify that all waste is being disposed of at an authorised site.
- 5.4 All wild animal carcasses shall be placed immediately in a suitable polythene sack and disposed of in accordance with the collection and controlled waste regulations 1992 or any amendment



thereto or re-enactment thereof. Domestic animal carcasses are to be disposed of as instructed by the Town Council. All costs for this shall be met by the Contractor and deemed to be included in the contract price.

- 5.5 The Contractor shall be held responsible for meeting all disposal costs regardless of those costs or distance travelled and these costs will be deemed to be included within the tender price.
- 5.6 The Contractor shall comply with section 34 of the Environmental Protection Act 1900 or any re-enactment thereto so far as this applies to the service.
- 5.7 Failure to achieve a satisfactory standard in any activity, which is part of the service shall be deemed to be a default in the performance as defined in the contract.

### **Emptying Bins**

- 5.8 The Council will be responsible for supplying litter bins and dog bins which may be of any design.
- 5.9 The Contractor shall inspect all bins on a weekly cycle emptying all litter, rubbish and fouling sacks from each receptacle and replacing with new ensuring that at no time does any bin either become more than three quarters full or go more than one week without being emptied.
- 5.10 The Contractor shall respond to incidents of fly tipping and other damage occurring at the site including the removal of discarded items from site.
- 5.11 All litter bins and dog bins should be kept clean and maintained to an acceptable standard and disinfectants used on bins as and when necessary. The Contractor must inform the Council of any missing or defective bins immediately.
- 5.12 There are currently around 23 litter bins and 17 dog bins within the area of works for this contract. The Contractor shall provide an emptying programme that ensures that all bins do not fall below an acceptable standard (60% or more full of litter) at any time or no less than 3 visits a week. The Contractor shall increase emptying frequencies at the request of the Town Clerk should they feel that it is necessary. All additional costs for this shall be met by the Contractor and deemed to be included in the contract price.
- 5.13 The number of litter/dog bins within the area of works shall be deducted from or added to by the Clerk during the course of the contract and the Contractor must arrange to incorporate such changes into the works patterns within five days of receiving such notification. The Contractor is required to specify within their tender submission up to how many extra litter and dog bins they will accept without any further charge and then what that charge would be thereafter.
- 5.14 The Contractor shall use appropriate plastic sacks to line all bins as an aid to emptying and cleaning. All costs for this shall be deemed to be included in the contract price.

### **Ditch Clearance/Maintenance**

- 5.15 Care must be taken to prevent cuttings etc from falling into the watercourse and blocking the pumping stations or dykes. The dykes between Denham Road and Link Road are to be cleared of grass, fallen branches, litter and other general rubbish.



## **SERVICE 4**

### **6. Preservation of Furniture / Signage / Paths**

- 6.1 The Contractor will carry out weekly inspections of all landscape furniture including the following items seats, benches, litter bins, boundary fences, bollards, public information signs, play equipment and other fixture and fitting encountered in the open space.
- 6.2 The Contractor will ensure that all items that fall within the category above are structurally safe to use and free from graffiti. In addition the Contractor will ensure that all seats are clean to sit on by washing down with a detergent water solution or solvent when necessary to remove ALL type of dirt.
- 6.3 Where items are found to be defective, the defect must be reported to the Town Clerk as soon as possible and if requested removed or sectioned off from use to the general public. All furniture must immediately be made safe which is deemed to be causing a Health & Safety risk to the public.
- 6.4 If possible the Contractor shall remove damaged items of furniture to a suitable location leaving the site in a safe condition (i.e. no protruding bolts etc).
- 6.5 The Contractor shall repair any rotten, badly rusted or other damaged furniture. If the Contractor considers any item to be beyond repair he shall report the matter to the Town Clerk.
- 6.6 The Town Council will order any required new furniture and the Contractor will arrange for the new item to be replaced at the site.
- 6.7 The Contractor shall rub down and paint the bridges on an annual basis to the colour specification of the council.

## **SERVICE 5**

### **7. Water Clearance**

- 7.1 The Contractor shall inspect the entire Lake every quarter and clear all rubbish and litter from the Lake either by boat or any other suitable means and remove all items from site.
- 7.2 The Contractor shall respond to incidents of fly tipping and other damage occurring at the site including the removal of discarded items from site.
- 7.3 The Contractor must ensure that adequate equipment is available to them to inspect and remove litter from the entire lake inclusive of the centre of the lake.

### **8. Inspections**

- 8.1 The Contractor shall ensure that tall trees, hedges, furniture, footpaths, fences, gates, drains, grass, play equipment and other items within the specified location of Canvey Lake are regularly inspected for overgrowth, damage, litter, vandalism, graffiti and to check whether they are in a generally satisfactory condition.





- 8.2 The Contractor shall ensure that all locations are kept in a clean, tidy and safe condition. The Contractor shall remove any litter, debris and other deleterious matter from the site. Graffiti shall be if possible removed immediately using a cleansing agent.
- 8.3 The Contractor shall immediately carry out remedial works to make safe or prevent or prohibit public access to any damage or defect discovered which could cause damage to any person or property.