**LLANDOUGH COMMUNITY COUNCIL**

**MAINTENANCE OF GROUNDS CONTRACT 2026-2029**

**TENDER DOCUMENT**

1. **INTRODUCTION.**
   1. To ensure that the grounds administered by the Community Council are safe and look attractive to users of its facilities, the Council has decided to engage a CONTRACTOR to undertake the grounds work identified in this tender document.
   2. The chosen CONTRACTOR will be expected to take a pride in the effective maintenance of the facilities so as to satisfy the intent as well as the letter of the contract.
2. **MANAGEMENT**
   1. All works shall be performed to the satisfaction of the Community Council.
   2. The Clerk to the Council may vary the work programme to take account of ground and growing conditions. This will be discussed and agreed with the CONTRACTOR.
   3. The Council may order additional works without detriment to the programmed works if circumstances dictate, at a cost to be agreed by the Council and the CONTRACTOR, using the rates specified in the Payment and Terms for contracted work.
   4. Any problems with the performance of the contract shall be notified to the Clerk to the Council.
   5. The Clerk will ask the CONTRACTOR to remedy deficiencies within a reasonable time.
   6. Photographic evidence of the condition of sites may be requested by the Clerk to the Council after each and every maintenance visit.
3. **PROGRAMME OF WORKS**
   1. The tasks covered by the contract are to be carried out on each of the following Council sites:
4. Corbett Road allotments.
5. Village Garden, Spencer Drive.
6. Brook Green Pocket Park, off Llandough Hill
7. Village Green, Leckwith Road.
8. Green space at the bottom of Penlan Rise.
9. Two small grassed areas at Downfield Close and Pinewood Close.
10. Scrub land at the junction of Penlan Road and Llandough Hill.
11. Grassed area and overhanging hedges located around the exterior of the Llandough War Memorial Hall.
    1. The specific tasks to be undertaken are as follows:

Corbett Road allotments

Fortnightly grass cutting to a length of approximately 5 cms, picking up the cuttings and removing them from the allotments.

Village Garden, Village Green, Grass Verge at the bottom of Penlan Rise, Brook Green Pocket Park, Small Grassed area at Downfield Close and Small grassed area at Pinewood Close

1. Weekly grass cutting to a length of approximately 5cms, picking up cuttings and blowing stray cuttings off hard surfaces.
2. Maintaining all hedges in good condition with trimming and removal of brambles and weeds as necessary.
3. Weed-killing pathways and rockery/garden areas to ensure that they are maintained weed-free.
4. Removing broken tree branches as necessary.
5. Removing self-sown tree seedlings including brambles, nettles, ivy etc.
6. Pruning and feeding of decorative shrubs and trees to keep then tidy and healthy.
7. All hard surfaces to be kept clear of dead leaves and other debris and of moss or similar growth.
8. Removal of litter from each of the facilities including litter deposited in litter bins.
9. Any overhanging branches or brambles posing a risk to pedestrians to be removed.
10. Litter and arisings to be picked up and disposed of appropriately.
11. Reporting to the Clerk of any vandalism, dumped rubbish, safety issues or defects noticed.
12. In relation to Brook Green, to weed-spray the planted areas on a once per month basis and in October each year, to clear all weeds from the bank area adjacent to the brook.

Scrub Land at the junction of Penlan Road and Llandough Hill

Monthly maintenance of the land to include strimming of grass and weed growth.

Llandough War Memorial Hall

Fortnightly grass cutting to a length of approximately 5cms, picking up cuttings and blowing stray cuttings off hard surfaces. Cutting back of overgrowth from neighbouring properties as necessary.

1. **MACHINERY AND PUBLIC LIABILITY INSURANCE**
   1. Contractor to provide own machinery and fuel for the programme of work.
   2. Contractor to have to keep up to date own public liability insurance of £5,000,000. (Certificate to be provided)
   3. When necessary, the CONTRACTOR to produce a Spraying Certificate to the Clerk. It should be noted that weed spraying should conform with Health and Safety Executive guidance.
   4. The CONTRACTOR to provide the Council with evidence of LANTRA training in the use of strimmers and brushcutters and to provide copies of risk assessments and method statements prepared.
2. **DURATION OF THE CONTRACT**
   1. The contract will commence from 19 March 2026 and will expire on 31 October, 2029.
3. **PRICING ARRANGEMENT**
   1. Tenderers are invited to price for this work using the appended pro-forma and tenders must be received by the Clerk in a sealed envelope by no later than 12 January, 2026 (12 Noon) sent to Paul Egan, Clerk to the Council, 63 Woodham Park, Barry, CF62 8FJ (Tel 01446 409294, E-Mail clerk@llandough-cc.co.uk). The price of works for 2026 should be given and for the following years of the contract the price stated for 2026 will be uplifted automatically in accordance with the consumer price index of inflation.

**LLANDOUGH COMMUNITY COUNCIL**

**TENDER BID FOR MAINTENANCE OF GROUNDS 2026-2029**

**NAME OF COMPANY ………………………………………………………………..**

**ADDRESS ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..**

**TELEPHONE No…………………………………..**

**E-Mail …………………………………………………..**

**The cost for performing the schedule of tasks contained in this specification will be as follows:**

|  |  |
| --- | --- |
| **Month** | **Amount (£)** |
| **March (part month)** |  |
| **April to May** |  |
| **June to September** |  |
| **October** |  |

**Signed…………………………………………. Date……………………………………., 2026**

**Two references to be appended to this tender bid, a copy of your certificate of public liability insurance, a weed spraying certificate and evidence of LANTRA training in the use of strimmers and brushcutters together with risk assessments and method statements.**