GM 006 – Breakdown of GM Packages for Contracting

Newbury Town Council

**Tender Schedule of GM Routines for NTC land- Package breakdown.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cemetery** | **Grass cutting (major)** | **Waste & cleaning** | **Playgrounds** | **Gardening** | **Sport pitches** | **Flower displays** |
|  |  |  |  |  |  |  |
| Permanent Staff – Shaw based \* | Regular staff | Regular round staff - weekends | RPII Qualified Staff | Regular staff | Regular staff – Friday / Monday | Summer / Winter supply only |
|  |  |  |  |  |  |  |
| Shaw Cemetery grass cutting \* | Grass cutting all amenity grass (Machine mow) | Bin emptying routines, bin cleaning & defects reporting | Weekly inspection of all play equipment on 15 parks | Planting & managing Bedding Planting | Setting up & marking out of sports pitches (football)  | Making, delivering, fixing & watering of hanging baskets |
| Shaw Cemetery Hedges \* | Hedge cutting (machine cut) | Litter picking & removal around open spaces | Log & photograph all defects & report to Supervisor | Weeding of all flower & shrub / rose bedding | Cleaning & maintain Changing Rooms during Season, notify defects | Providing summer & winter bedding plants to NTC agreed colour scheme to all beds |
| Locking and unlocking both cemeteries \* | NTRC Grass cut & Wildflowers | Pond management & cleaning routines inc. 5 x emptying annually | Red faults to be isolated immediately on recognition | Ornamental hedge cutting | Meter readings – Monthly water & 3 monthly Electric reading non-Town Hall meters | Making, delivering & managing 2 flower troughs to Town Hall |
| **Cemetery** | **Grass cutting (major)** | **Waste & cleaning** | **Playgrounds** | **Gardening** | **Sport pitches** | **Flower displays** |
| Care of both chapels (internally) setting up for in use. \* | Allotment grass mowing & pathway management | Tennis Courts sweep Weed & litter removals | Flag persistent faults & ongoing faults to Supervisor  | Shrub and perennial bed care and weeding | Cleaning, checking & notifying defects on post nets & sockets & other spots equipment | Provide watering & maintenance service for Hanging baskets only |
| Digging cremated remains burials – full burials by Funeral Directors \* | Allotment boundary hedging / tree management | Summer Splash Park degrease, litter & weed removals, equipment cleans | Sweep play areas on visit, remove debris, rubbish, weeds etc and bin. | Winter edging of boarders /paths maintenance, bare patch grass sowing  | Open & closing Changing Rooms on match days |  |
| Manging facility, Visitor information, NTC support, general maintenance all areas | Strimming of vacant allotment plots - monthly | Cleaning signs & Notice boards to Parks, Play areas & Allotments | Not Required | Wildflower meadow & redevelopment of beds support (adhoc) | Legionella management of water supply. |  |
| Site H&S management both sites | Annual maintenance / refresh works to playing areas | Check, clean & refill footway salt bins October & Jan annually | Not Required | Winter routine of Bench oiling and replacing damaged areas | Marking out Summer Rounders pitch (City Rec) |  |
| Manage Commonwealth / War Grave plots | Leaf blowing & leaf collection & removal to all areas  | Monthly reporting volumes of waste & recycle rates |  | Tree planting & watering as required annually up to 12 trees |  |  |
|  | Cut & drag then removal of Wild Flower areas  | Clear rubbish/ debris from 3 short stretches watercourse 2x annually |  |  |  |  |

**The following routines will be additional:**

Annual RPII Playground H&S Inspection & report

Major Tree surgery & removal

Building works (installation/ removal of bins, benches & playground equipment)

Road salt purchases

NEWBURYTCGM 2023/26 v 2 Feb 2022