

## **Technical Specification**

For the Provision of Maintenance Services Issued by

**Northern Lincolnshire and Goole NHS Foundation Trust**

Tender Reference Number: LGM37183

Find a Tender Reference: 2024/S 000-003406

Maintenance Contract

**Grounds and Gardens Maintenance**

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## Introduction

This document provides full details of the Client's requirements for the provision of Grounds and Gardens maintenance.

You are required to complete all sections in the accompanying Invitation to Tender response document (ITT) and provide pricing in the accompanying Pricing Schedule.

All services are to be delivered in line with the following Specification.

**Please note any bids received that deviate from any aspect of this Technical Specification will be classed as variant bids, and bidders may be excluded from the procurement process.**

## Contract overview

Northern Lincolnshire and Goole NHS Foundation Trust "Client" is contracting for a Grounds and Gardens maintenance service to the locations listed.

All locations are to be maintained to a good standard for patients, visitors, and staff to reflect the requirements of the Client and the Care Quality Commission (CQC).

The Client reserves the right to add or remove services if required during the contract term. In the event additional areas or services are required these are to be priced in line with the existing contract.

## Lots

This contract will be awarded in a single lot.

## Contract period

The contract will be for three years with the option to extend for a further one-year period, subject to the satisfactory performance of the contractor. The start date is 1<sup>st</sup> April 2024.

## Location and sites

Name and address of sites where the contract will be carried out:

- Diana Princess of Wales Hospital, Scartho Road, Grimsby, North East Lincolnshire, DN33 2BA
- Scunthorpe General Hospital (to include Riverside Accommodation), Cliff Gardens, Scunthorpe, North Lincolnshire, DN15 7BH
- Goole and District Hospital, Woodland Avenue, Goole, East Riding of Yorkshire, DN14 6RX

## Contract Requirements and Level of Cover

The Client requires a comprehensive Grounds and Gardens Maintenance service as detailed below.

The winning bidder must provide at the start of each year a programme of work detailing the tasks to be completed that year, and on what day they will be completed wherever possible. The Client understands it may not be possible to always adhere to this but will expect conformity wherever reasonable.

In line with the Client's initiative to remove paper from systems wherever possible, the programme of works should be in electronic format, ideally a spreadsheet. An example has been provided for you in Appendix A.

The programme of works for the first year must be produced by the winning bidder during the implementation period.

Bidders shall be deemed to have inspected the contract documents and visited the sites themselves if required on all matters affecting their submission. No claim can be entertained which is based on conditions that could reasonably be foreseen.

This Technical specification **must** be adhered to during the contract period. Any amendments, additions or deletions to this work programme must be agreed in writing with the Authorised Officer.

### **General Requirements**

Bidders must adhere to good working practices and always comply with relevant regulations. Where materials and workmanship are not fully specified, they are to be:

- Suitable for purpose of the Works stated in or reasonably to be inferred from the contract documentation.
- In accordance with good horticultural and arboriculture practice.
- Include making good all damage consequent upon the work.

### **Herbicides to hard areas, hedges and shrub borders**

Bidders must keep the above areas weed free by applying suitable herbicide four times per year, or more if necessary. This includes all weeds growing on / between / at the edges of roads, on hard & semi-porous paved areas, including all accessible flat roofs. Weeds to be removed where possible at appropriate timescales following each application.

### **Leaf clearance**

Bidders must undertake leaf clearance on three occasions during Autumn/Winter. This is to include sweeping and picking up by hand (or approved mechanical means) all dead leaves from all hard and planted areas, loose gravel areas, gullies and drains.

Bidders must remove all dead leaves to the Contractor's tip.

The Authorised Officer may on occasion require additional leaf collections and will not give less than three working days' notice for this to the winning bidder. This will be chargeable at the agreed schedule of rates.

Bidders should be aware that particular attention must be given to paths, roads, and car parks for Health & Safety reasons. Mechanical clearance will not be permitted on loose gravel areas. Burning is not permitted on any site.

### **Care of grassed areas**

Maps for each site can be found in Appendices B – E.

Bidders must perform the following one-off service in March. Edge off all grassed areas using an edging tool, leaving clean straight lines or smooth curves (all edging waste is to be removed from site).

During the growing season, litter collection (all rubbish and debris) must take place immediately before the regular mowing commences.

All grass cutting machines must be of the rotary type as a minimum for use in all areas.

If slopes over 30 degrees are to be cut with a side-arm flail or remote control mower a safe system of work will be required from the supplier for approval by the Authorised Officer.

All grassed areas shall be mowed with cutting to commence the first full week in April. Subsequent cuts will be made at a two-week frequency until the end of September. The height of the cut will be 17mm. Grass cuttings can be left in-situ for all areas where the Contractor uses mulching type mowers.

Should the Contractor not have this type of machinery cuttings should only be left in-situ in the areas below as detailed on the individual site plans. Strim edges and clear obstacles every other cut.

### **Hedge and Shrub Maintenance**

Established hedges and shrubs to be trimmed on three occasions per year as specified below, avoiding breeding season for nesting birds.

Plants are to be cut carefully and neatly to regular line and shape, with the width at the top less than at the base, using suitable mechanical cutters unless otherwise specified. Remove current growth rather than old wood.

Hedges to be cut on all sides and top, unless it is a boundary hedge when the face, side and top will be cut.

Hedges surrounding all car park areas are not to exceed 1.2m in height at any time to meet the Client's Security Charter. The winning contractor will be required to use their judgement and cut these hedges to a height that will avoid this happening prior to the next planned cut.

**In the event these hedges exceed 1.2m before the next planned cut the contractor will be expected to provide an ad-hoc trim at no extra charge.**

Shrub pruning must be carried out using sharp secateurs, approved mechanical edge cutters and handsaws. Trim off ragged edges of bark or wood with a sharp knife.

Where required, remove branches without damaging or tearing the stem.

Bidders to remove all suckers by cutting back level with the source stem or root.

Remove all dead foliage cutting back to an outward pointing bud, or as directed by the Authorised Officer.

Reduce the amount of growth on shrubs to encourage flower and fruit and remove any growth encroaching onto paths, roads, signs, sight lines and lights, cutting back to an outward pointing bud.

Vary the amount and nature of thinning, trimming and shaping according to species, variety, season, stage of growth and required visual effect.

Notify the Authorised Officer of any incidences of disease or fungus.

Remove all rubbish arising from site works.

### **Climbing Shrubs**

Remove excess growth by pruning, including any encroaching onto footpaths, roads, signboards or windows.

Attach insecure growth to supporting wires by black PVC coated 1.00mm gauge steel wire.

Remove all rubbish arising from site works.

### **Shrub Borders**

To be sprayed as necessary with weed removal as previously detailed.

During very dry weather, check that the mulch does not become so dry as to be a fire hazard, if necessary, inform the Authorised Officer, and (if instructed) thoroughly dampen the whole depth of the mulch.

### **Tree inspection**

Bidders are to carry out a tree survey on all sites identifying species & location on site plans.

Bidders must confirm that, on an annual basis between August and September, all trees will be inspected from the ground and a written report will be produced with any recommendations included. Exception reports will be given regarding any suspect tree during the contract period to the Authorised Officer.

Trees shall have six-monthly safety inspection to verify the condition, and a written report to be produced highlighting any recommendations in the case of unstable trees.

Low-hanging and hazardous branches are to be made safe, paying particular attention to car park areas and pedestrian walkways where there is a risk of injury to the public, or damage to vehicles.

All waste arising's to be removed from site.

### **Weed Control**

All sites including internal courtyard areas at Diana Princess of Wales Hospital, Grimsby:

- Hard standing areas to be kept free from weeds, by applying relevant herbicide four times or more as necessary.
- Two-inch burn to be sprayed around obstacles and fence lines with relevant herbicide four times or more as necessary.
- Rubbish removed from site.

## **Accreditations**

The winning contractor should have ISO 9001:2008 or equivalent accreditation.

## **Contractor Responsibilities**

While on site the Contractor and its staff must comply with the requirements of the Health and Safety at Work Act 1974 and other relevant legislation, including regulations and codes of practice issued and with the Clients own policies and procedures.

In the event the Contractor proposes to use sub-contractors for any part of the contract then all Client contract requirements must be met by all parties.

The contractor must comply with the Client's Control of Contractors Policy.

All new Contractors attending site for the first time must go through a Maintenance Site Induction.

All Contractors must report to the Estates Office and sign in using SkyVisitor before commencing work during normal working hours. For out of hours call outs, the Contractor should report to the location of the unit where they will be met by an Estates Officer.

All tasks must be signed off, on the day, by the Authorised Officer as a check to confirm the work has been carried out. Bidders must attach a sample copy of the document they would propose to be used for this purpose.

Prior to the commencement of the contract, the Grounds Supervisor / Estate Officer will require detailed Risk Assessments and Method Statements for the specific tasks.

Commercial grade equipment must be used, and all machinery and chemicals used must meet current Health and Safety Regulations and must be approved by the Grounds Supervisor / Estate Officer. All operators must be supplied with and trained in the use of all safety equipment recommended by current Health and Safety Legislation.

Approval of herbicides, pesticides and fertilizers by the Grounds Supervisor / Estate Officer will be guided by the need to minimise any adverse effect upon people and the environment.

All chemicals, petrol and diesel are to be stored in a locked container when not in use.

When undertaking work on site, contractors are expected to take note of all hard surfaces i.e. paths, walkways, roads, steps and decking for any defects and/or potential hazards and risks to staff and service users. Details of any concerns noted will be reported verbally immediately to the Grounds Supervisor / Estate Officer.

It is imperative that all Contractors utilise the SkyVisitor contractor management portal and sign out before leaving site.

Visits to the locations are not permitted without the consent of the authorised officer.

All Contractors' employees who attend site shall be DBS checked by the Contractor.

Arrangements for parking will be made by Estates.

The Contractor shall provide its staff with a form of identification acceptable to the Client. This must always be displayed whilst on site and must include the company name on the back of the High-Viz vest or jacket.

Following the Client's site induction, the Contractor's staff will be provided with identification which must be worn while on site, this is linked to SkyVisitor.

In the event the Contractor enters the hospital buildings then compliance with all current NHS/Hospital Covid guidelines is mandatory.

## **Contractor's Tools and Equipment**

All equipment must be commercial grade and of sufficient quality to effectively maintain the sites.

The Contractor shall provide all necessary transport and equipment, including but not limited to; tools, instruments, test kits, PPE, access equipment, temporary barriers and signage, and first aid equipment necessary to carry out the work safely and as detailed in the Control of Contractors documents.

## **Documents**

Generic risk assessments and method statements for all works is required with your tender submission. Site specific statements are required after contract award and site familiarisation.

The Estates Department must be provided with copies of all COSHH Data Sheets/COSHH for Pesticides / Herbicides, Petrol and Diesel Risk Assessment Sheets.

All waste produce shall be taken to a facility that is permitted by the Environment Agency as a suitable facility to accept such waste.

All carriers of waste shall hold a current and valid Waste Carrier/Broker/Dealer Certificate of Registration from the Environment Agency. The Certificate must be made available to the Estates Department on request.

## **Reviews**

The Client requires an implementation meeting with the winning Contractor to be carried out at the start of the contract. This will include a site visit and induction.

Contract review meetings are required every other month. A representative from the supplier must meet with the Authorised Officer and submit a list of actual tasks undertaken at each location. This will be compared against the Work Programme and the task sign-off sheets, and will determine approval of payment to the supplier.

The contractor is responsible for making the arrangements for these meetings.



## **Invoicing and Payment Terms**

The Client will raise a multi-year order at the start contract and require invoicing monthly in arrears based on works completed.

The winning contractor is required to submit invoices via the Client's e-procurement system, details to be provided upon contract award.

All invoices must be clearly marked with the current purchase order number together with the location and details of the service provided.

## **Reporting**

Hard copy job sheets (where available) should be signed by the Grounds Supervisor / Estate Officer and a copy left with the Client. An electronic copy should be uploaded to the Client's own service management system within one week. Details of this will be provided upon contract award.

## **Appendices**

- Appendix A – Sample Work Programme
- Appendices B – E – Site Plans

## **Terms and Conditions**

Bidders should be aware any contracts arising from this procurement process shall be subject to the NHS Conditions for the Provision of Services with Maintenance Schedule. A copy can be obtained from:

[NHS Terms and Conditions with Maintenance Schedule Aug 2022.pdf](#)