

ARDLEIGH PARISH COUNCIL

Invitation to Tender for Contracts



Tenders are invited for the following Ardleigh Parish Council (APC) Contracts to start on 1 April 2025. Details of all available areas of work are given below.

Bids will be considered from suitably qualified and experienced contractors, organisations or individuals for any or all of the items in a particular section.

Quotations are requested on the basis of price per item per cut/attendance, with recommendations as to number of cuts/attendance expected to be required per year, where appropriate. Please also provide cost of additional or one-off work, which may be requested, with hourly rate. The agreed number of cuts will normally be stated in the contract issued. Some flexibility is needed to do extra work and to swap, reduce or increase visits if growing conditions dictate.

Ardleigh Parish Council has a duty to promote biodiversity and has a policy promotion of biodiversity. This commitment includes minimising use of herbicides. Contractors are invited to include cost of alternatives to glyphosate in their bids.

As part of their tender, bidders are requested to provide information about their commitment to working in a manner which enhances biodiversity, their efforts to reduce their carbon footprint, and/or other socially responsible or community-focused elements of their operation.

Deadline for tenders is midday 12 noon 21 February 2025. Tenders should be submitted by email to tenders@ardleigh-pc.gov.uk clearly headed 'Contract tender'. Please note that this mailbox will not be checked until bids close. Queries relating to the process or specifications can be addressed to admin@ardleigh-pc.gov.uk or by phone to the Clerks on 01206 414989.

The following conditions will apply to all contracts.

- Contracts are for a period of three years from 1 April 2025 until 31 March 2028 unless otherwise agreed
- Evidence of public liability insurance, at an appropriate level, is required.
- Ardleigh Parish Council (APC) will assume for any tender submitted that the bidder has inspected the relevant areas to fully acquaint themselves with the areas, the work etc. Any failure to have inspected will be at the contractor's own risk and APC will not accept any application for additional costs due to the contractor's failure to fully inspect.
- The contractor will be expected to provide all necessary equipment, including specialist equipment where required to allow them to competently carry out the contract specification.
- The contractor will be required to dispose of any waste in a lawful manner and hold the necessary waste disposal registration (unless stated otherwise).
- Evidence of up-to-date training/ qualification of personnel involved in carrying out the contract may be requested including training to work on/ adjacent to the Highway if relevant.
- In accordance with [APC biodiversity duty and policy](#) we wish to take steps to improve conservation and minimize use of weedkillers unless explicitly agreed. Note that wildflower and other biodiversity areas may be reviewed and some elements of specifications may be subject to further discussion.
- Successful bidders may be asked to provide a schedule of work with dates. Notification of planned work should be given least 48 hours in advance. An initial site meeting will be held, after contract is agreed, to confirm schedules and requirements plus periodic site meetings to review on request.
- Invoices, in an agreed format, submitted to APC will be paid within one week of the following Council meeting. Council meeting take place normally the 2nd Monday of the month. Closing date for invoices is 7 days prior to the meeting.
- Either party can terminate this contract by providing a minimum of 60 days written notice to terminate.
- The contractor is required to report any observed damage or any accidental damage caused by contractor to the Parish Council admin@ardleigh-pc.gov.uk within 24 hours.

Section 1 Floral Displays- planting

Specification overview: Note that business sponsorship contributes to the costs of displays and changes may be made to the contract requirements, subject to funding.

- 1a. To supply and maintain the floral tubs and baskets around the village of Ardleigh as detailed;
- 1b. To either supply and plant ready for summer colour, 14-16 barrels of varying sizes and to empty and refill the barrels for winter colour
- Or 1.c To supply and plant perennial, drought tolerant plants for interest throughout the year.
- 1d. To maintain the barrels throughout the year.
- 1e. To replace the barrels where necessary (this can be additionally charged if and when replacement is required)

Section 2 Floral Displays- watering

Specification overview: Note that business sponsorship contributes to the costs of displays and changes may be made to the contract requirements, subject to funding. Whilst watering tubs to visually check each item and report and health and safety concerns to the Parish Clerk as soon as possible. Quotations are requested on the basis of price per visit- with recommendations as to number of visits/ waters required.

- 2a. To water 14-16 barrels regularly throughout the summer season and until end of September.

Section 3 Cemetery & Churchyard and adjacent

Specification overview: Grassed areas to receive sufficient cuts throughout the year to maintain grass height to comfortable walking depth of turf, except where designated as wild flower areas. Bidders to advise how frequently they consider each item will need to be carried out. Hedge and related trimmings to be removed from site. Any work in Churchyard and Cemetery should be undertaken sensitively with due regard for mourners and avoiding any burials, weddings or other services. Note that part of the Cemetery is designated as an 'conservation' area to encourage biodiversity and should be managed accordingly. See [Ardleigh Cemetery](#)

- 3a. Ardleigh Churchyard grass cutting.
- 3b. Ardleigh Churchyard strim and weed the base of trees
- 3c. Ardleigh Churchyard gravestones to be carefully strimmed avoiding damage to memorial items.
- 3d. Trim Cemetery boundary hedges as necessary and with biodiversity in mind. eg hollybush may require no cut in 2025, and in 2026 cut half, 2027 cut half.
- 3e. Ardleigh Cemetery grass cutting.
- 3f. Paths in cemetery/churchyard to be weed controlled as required and agreed.
- 3g. Clear leaf fall on paths -seasonal leaf fall to be cleared from site.
- 3h. Cutting of Grassed area outside church lych-gate
- 3i. Grass cutting opposite church near bench, including adjacent Jubilee gardens and surrounding hedges.
- 3j. Hedges to Jubilee Gardens where abut pavement including along Station Road and hedge to boundary of public car park including pedestrian access and adjacent public footpath/pavement to be trimmed as necessary to prevent overhang on pavements.

Section 4 Highway Verges and other grassed areas

Specification overview: Quotations are requested on the basis of price per cut- with recommendations as to number of cuts required. Priority is highways safety, but this should be balanced with need to support biodiversity.

- 4a. To cut the highway verges within the parish of Ardleigh. 16.91km of classified roads and 63.59km of unclassified roads in conjunction with Essex County Highways. To meet with council officers at beginning of contract period to confirm number of cuts expected for specific roads.
- 4b. In addition, the dangerous junction at Wick Lane/Dead Lane is to be cut every 6 weeks during the growing season.
- 4c. To undertake additional work on request which is on or adjacent to Highways eg to clear vegetation around road signs or encroaching on pavements.
- 4d Other grassed areas/ verges to include

- i. Verges at Old Ipswich Road junction close to Crown pub, at Plains Farm Close Junction with Ipswich Road, Outside the Limes and Littlecourt
- ii. Cutting grassed area around notice board and bus shelter adjacent to junction of A137/Station Road, behind pavement, including maintenance of shrubs etc on adjacent seating area.
- iii. Cutting grassed area opposite now Piccotts Place (Dedham Road) and verges / pavements opposite Tuckwells
- iv. Cutting grassed areas, two triangles at junction Dead Lane/ Dedham Road.

4e. Colchester Road Play Area grass cutting including weed control and removal as necessary.

Section 5 Millennium Green

Specification overview: Quotations are requested on the basis of price per cut- with recommendations as to number of cuts required. All grass cuttings and waste must be removed and NOT left on the green.

- 5a. Grass cutting of the main grass and play areas.
- 5b. To control the weeds (especially brambles) along all fence edges, hedge line, paths and the two shrub gardens.
- 5c. Maintain the area surrounding the pond.
- 5e. Cutting of the wild flower meadows in liaison with the Millennium Green Trustees.
- 5f. Pruning and trimming of the shrubberies, as required, especially where abut footpaths.
- 5g. Grass cutting at the Mary Warner road entrance to the green.

Section 6 Recreation Ground

Specification overview The Recreation Ground for grass cutting and cut of hedging. Quotations are requested on the basis of price per cut. All cuttings are to be taken away and NOT disposed of on the recreation ground.

- 6a. The open grassed area, (EXCLUDING THE CRICKET SQUARE), will need regular cutting throughout the growing season.
- 6b. Outer boundary strimming, to include the removal of brambles, weeds etc spreading from the hedge to the bottom.
- 6c. The upper car park edges to be cut as required
- 6d. Grassed areas surrounding the village hall, to the rear and front bank adjacent to the footway, to be cut as required.
- 6e. Annual removal of weeds in and around the perimeter of the Galleon play area.

Section 7 Village Hall

Specification overview Village Hall surrounds for grass cutting and cut of hedging. Quotations are requested on the basis of price per cut. All cuttings are to be taken away and NOT disposed of on site.

- 7a. The car park edges to be cut as required.
- 7b. Grassed areas surrounding the village hall, to the rear and front bank adjacent to the footway, to be cut as required.
- 7c. Village Hall garden grassed area will need a regular cut to a suitable length for children during April to July with additional cuts as required and agreed in the remaining months of the year.
- 7d. Village Hall Garden pruning, strimming and weed control as required and all cuttings to be removed.

Section 8 Street Lighting

Specification overview Generally the Parish Council is responsible only for lights on footways.

- 8a. To carry out a visual structural inspection, supply and fit replacement lamps, clean lantern bowl and column base compartment, clear vegetation around lights, if needed. To provide a report to the Council following the inspection.
- 8b. To attend site for emergencies as required. To provide costs for emergency call outs.
- 8c. To supply costs for replacement equipment- using LED lights where possible.
- 8d To quote for replacement of all remaining non-LED to LED.

Details and location of the lights as follows;

- 9001 Aveline Road, outside no 6, opposite the start of Gernon Road

- 9002 Gernon Road, outside No 13 (centre of the straight)
- 9003 Gernon Road, outside NO 22 (corner of the hammerhead)
- 9004 Blacksmiths Lane, bottom end
- 9005 Walkway, Blacksmiths Lane into Gernon Road
- 9006 Blacksmiths Lane, half way down by Conifers
- 9007 Mary Warner Road, in the lock up garage area
- 9008 On footpath into Chapel Croft, near No 3 behind Little Court

Section 9 Tree Survey and maintenance

Specification overview In addition to the annual survey please note that competitive quotes will need to be provided for any tree surgery work identified. There is no guarantee that the contracted company will get the additional work.

9a. To carry out an annual tree condition survey with management recommendations of all communal trees above 150mm diameter when measured at 1.3m from ground level. This will include a ground-only visual inspection from within the communal grounds. All established trees will be surveyed, necessary details recorded and plotted on a map, any management recommendations will be put on a priority schedule.

To provide an annual report to the Parish Council in Spring of each year (March – June).

9b. To carry out a ‘walk over’ inspection of each site after severe weather events and report on any gross defects to the trees

Locations of the trees are as follows:

In conservation area-

- **Recreation Ground, Station Road: approx. 50 trees** (incl. Silver Birch, Prunus, Acer, Cherry, American Oak, Holly, Laurel, Ash, Oak, Sweet Chestnut, Rowan, Cedar Ash, Cherry Plum & Sycamore)
- **Around the Village Hall, Station Road: approx. 10 trees** (incl. Ash, , Acacia, Scots Pine, Conifer, Yew, Rowan, Laurel)
- **Millennium Green, Station Road: approx. 50 trees** (incl. Acacia, Oak, Hawthorn, Cherry, Silver Birch, Ash, Beech, Hornbeam, Goat Willow, Apple & Malus)
- **Cemetery, Harwich Road: approx. 60 trees** (incl. Yew, Conifer, American Oak, Holly, Malus, Scots Pine, Oak & Rowan. Portuguese Laurel, Scots Pine, Hawthorn, Sycamore, Cedar, Viburnum, Redwood & Lime)
- **Churchyard, The Street: approx. 34 trees** (incl. Horse Chestnut, London Plane, Yew, Prunus, Cedar, Conifer, Holly, Laburnum, Sycamore and Silver Birch)

Ardleigh Parish Council

www.ardleigh.website

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January 2025

