



Specification for a Lengthsman Scheme for Biddulph Town Council

Written by	Mrs Sarah Haydon, Chief Officer
Created	May 2021
Contract Start Date	1 July 2021 (to be confirmed)
Contract Term	12 months initially, with the option to extend following a review of the Scheme (maximum contract term is 3 years).

1. INTRODUCTION

1.1	Biddulph Town Council is seeking to appoint a suitably qualified Lengthsman to undertake a range of duties within the town. These tasks are identified locally as being important to the aesthetics of the town, but do not form part of a planned programme of work.
1.2	This Scheme is managed by the Town Council, but is not designed to remove the statutory duties of the Highways Authority. The Scheme will deal with small and urgent tasks that ensure our town continues to be the well-respected and well-maintained 'Garden Town of Staffordshire'.
1.3	The Lengthsman will work across a variety of locations on the highway network, including A-roads and minor rural routes. The lengthsman must be aware of pedestrian volumes, from large numbers in the Town Centre to nominal numbers in the rural areas. Health and safety precautions will vary accordingly and should be considered as part of this tender process.
1.4	Lengthsman duties may include: <u>Drainage</u> <ul style="list-style-type: none">• Clear leaves and debris from the tops of gully grids and drainage grips• Clear vegetation at the entrance and exit of culverts under the highway

	<p><u>Traffic Signs (non-illuminated)</u></p> <ul style="list-style-type: none"> • Straighten up and clean traffic signs and reflecting bollards • Repaint traditional finger posts and mile posts • Remove tree and hedge growth obscuring traffic signs <p><u>General Maintenance</u></p> <ul style="list-style-type: none"> • Tidy up and strim small grassed areas which are not included in the Staffordshire County Council or Staffordshire Moorlands District Council mowing programme. • Control weeds at the rear of footways and around lamp posts and signs, ensuring effective management of substances. • Cut down grass and weeds at the base of visibility fences at bends and junctions. • Carry out periodic painting of visibility fences. • Carry out sweeping and clearing of debris discharged onto the highways after storms. • Kerbing, surfacing and verge maintenance- subject to agreement. • Staining, painting, minor repairs to street furniture, fences, and pavilions.
1.5	<p>A review of tasks completed in 2020 identified that there are specific tasks completed at particular times each year. This analysis is included below.</p> <p>The Scheme will also need to be responsive, and may include one-off tasks at the discretion of the Chief Officer.</p>
1.6	<p>Biddulph Town Council has a good working relationship with Officers within the Highways Authority, and commits to working collaboratively on this Scheme. This will ensure that the statutory duties of Staffordshire County Council are complemented by the Lengthsman work commissioned as part of this contract. The Town Council may need to seek approval on the progression of certain tasks as, in the majority of cases, the Town Council are not the owners of the land that will be maintained.</p>

2. EQUIPMENT, TRAINING AND PUBLIC LIABILITY INSURANCE

2.1	<p>The contractor shall indemnify Biddulph Town Council against all claims and proceedings in respect of injury to persons and property arising out of the execution of works under the Lengthsman Scheme.</p>
2.2	<p>The contractor shall maintain insurance policy cover for public liability in the sum of £5 million; and produce, when requested, the policy and/or</p>

	evidence of payment of the premium.
2.3	The contractor must comply with all current Health and Safety legislation, and observe the requirements thereof. Please note, New Roads and Street Works Act (NRSWA) accreditation is not necessary for this project.
2.4	The contractor shall be responsible for reinstating, at his or her own expense, any damage caused during and as a result of the execution of the works.
2.5	The contractor shall only purchase material for execution of the works by prior agreement with the Chief Officer, and in that event shall submit an estimate of costs. The contractor may be required to produce all delivery and advice noted for materials for inspection by the Chief Officer.
2.6	The contractor shall provide their own suitably-equipped vehicle and fuel, appropriate personal protective equipment, road signage and hand tools necessary for digging and clearing.
2.7	The contractor will dispose of all waste in an appropriate and legal manner and will present appropriate receipts, in necessary.

3. PAYMENT AND TERMS OF CONTRACTED WORK

3.1	The contract is made between Biddulph Town Council and the contractor. The maximum sum of the contract will be £8000 per annum, and subject to review in subsequent years.
3.2	The contractor will invoice the Council on a monthly basis, and payment will be made following the Town Council meeting each month.
3.3	The contract may be terminated by either party with 28 days' notice, in writing.
3.4	If the Chief Officer considers that the work of the contractor is not satisfactory, a warning letter shall be issued; this will detail the actions needed to remedy the situation.
3.5	Subject to the availability of funding, the Council may extend the contract on a yearly basis; on terms negotiated before the end of the current contract.

4. INFORMATION TO BE PROVIDED BY AN ORGANISATION OR INDIVIDUAL WISHING TO SUBMIT A TENDER

4.1	<p>Details of:</p> <ul style="list-style-type: none"> i. A summary of how the service would be provided (a methodology). The Council will reserve the right to confidentially discuss these statements with the Contractor. ii. What is the status of your organisation? (e.g. sole trader, limited liability partnership, public limited company, private limited company, charity etc.) iii. VAT Registration Number (indicate if not applicable). iv. It is a legal requirement that people are adequately trained and competent to do their job safely. The Health and Safety at Work Act 1974 and the Management of Health and Safety Work regulations 1999 place general duties on employees and the self-employed to provide health and safety information and training. Please enclose a copy of your organisation's Health and Safety Policy, demonstrating compliance with current Health and Safety Legislation and details of how compliance is measured. v. An example of a Risk Assessment that you have completed for a similar project. vi. The contractor must confirm that they will provide all relevant tools, equipment (including warning signs and cones/ spills kits, PPE, first aid kits, etc.) and consumables to allow safe working practice to occur. vii. Qualifications/ courses attended in relation to use of machinery and equipment. viii. Evidence of relevant insurance, as detailed above. Include information about Employer's Liability Insurance and Professional Indemnity Insurance, as appropriate. ix. Organisational structure and how work will be managed on a day-to-day basis. x. Hourly rates and charging details. xi. Previous experience completing work of this nature. xii. An understanding of the town and relevant local knowledge.
4.2	<p>A shortlisting process will be completed, and applicants may be invited to a brief informal appointment, if required.</p>
4.3	<p>Any appointment will be on the basis that satisfactory information has been provided in relation to items set out in 4.1. A fair process of scoring will determine the successful organisation/ individual. This will be</p>

	presented to Town Council for approval. The decision of the Town Council is final.
4.4	The Town Council operates a Procurement Policy and will ensure that the requirements set out in this document are complied with throughout the process.
4.5	Please return your completed tender documentation by Monday 14 June 2021, 5pm to: Mrs Sarah Haydon Biddulph Town Council Town Hall High Street Biddulph Staffordshire ST8 6AR Email: office@biddulph-tc.gov.uk Tel: 01782 498480

2019-20 tasks completed:

MONTH	LOCATION	TASK COMPLETED
April	Haydon Park, Congleton Road, Tower Hill Road & Albert Street x 3	Grass cutting
	Lyndhurst Drive/Mansfield Drive	Strimming & hedge cutting pathways
May	Haydon Park, Congleton Road, Tower Hill Road & Albert Street x 2	Grass cutting
June	Haydon Park, Congleton Road, Tower Hill Road & Albert Street x 2	Grass cutting
	Well Street, Gillow Heath/Congleton Road	Clearing footpath
	Church Lane, Biddulph Moor x 2	Clearing footpath
	Bus Stop, Tunstall Road, Villa Close, Woodhouse Lane	Clearing footpath
	Gillow Heath x 2	Clearing footpath
	Brown Lees by Post Office, Wraggs Lane/Leek Lane	Grass Verges
	Biddulph Moor/Parklands	Grass Verges
July	Haydon Park, Congleton Road, Tower Hill	Grass cutting

	Road & Albert Street	
August	Haydon Park, Congleton Road, Tower Hill Road & Albert Street x 3	Grass cutting
	Wraggs Lane, Parklands	Grass cutting
	Church Lane, Biddulph Moor	Strimming & hedge cutting pathways
	Gillow Heath/Congleton Road, Smokeys Way	Strimming & hedge cutting pathways
	Ormes Road/Mill Hayes Road	Strimming & hedge cutting pathways
	Haydon Park, Congleton Road, Tunstall Road & Fold Lane	Biddulph in Bloom hedge cutting
September	Haydon Park, Congleton Road, Tower Hill Road & Albert Street	Grass cutting
	Church Lane, Biddulph Moor	Unblocking of drain
	Gillowheath, Parklands, path leading to Congleton Road	Clearing footpath
	Rudyard Road, Biddulph Moor	Grass Verges
	Church Lane, Biddulph Moor	Clearing footpath
	Conway Road, St Johns Road, Villa Close	Clearing footpath
October	Haydon Park, Congleton Road & Tower Hill Road	Grass cutting
	Biddulph High Street	Road closure for Market
November	Bridleway, Biddulph Moor	Clearing footpath
	Park Lane	Clearing footpath
	Sandsdown Close, Woodhouse Lane/Uplands	Hedge cutting
December	Biddulph High Street	Erection of Christmas Tree
January	Biddulph High Street	Removal of Christmas Tree
	Woodhouse Burial Ground, Brammers/Station Road	Gritting
	Biddulph Town Burial Ground	Cleaning & sanding gates
	Grange Road	Unblocking of grid