



Specification for a Lengthsman Scheme for Biddulph Town Council

Written by	Mrs Sarah Haydon, Chief Officer
Created	February 2021
Contract Start Date	1 June 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	<p>Lengthsman duties may include:</p> <p><u>Drainage</u></p> <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 trim 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.

	<ul style="list-style-type: none"> • 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	A review of tasks completed in 2019-20 identified that there are specific tasks completed at particular times each year. This analysis and feedback from Councillors is included within Appendix A . However, the Scheme will also need to be responsive, and may include one-off tasks at the discretion of the Chief Officer.
1.6	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.

2. EQUIPMENT, TRAINING AND PUBLIC LIABILITY INSURANCE

2.1	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.
2.2	The contractor shall maintain insurance policy cover for public liability in the sum of £5 million; and produce, when requested, the policy and/or 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, and the success of the first year of the Scheme, 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> <ol 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.
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	<ul style="list-style-type: none"> xi. Previous experience completing work of this nature. xii. An understanding of the town and relevant local knowledge.
4.2	A shortlisting process will be completed, and applicants may be invited to a brief informal appointment, if required.
4.3	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 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	<p>Please return your completed tender documentation by XXX to:</p> <p>Mrs Sarah Haydon Biddulph Town Council Town Hall High Street Biddulph Staffordshire ST8 6AR Email: office@biddulph-tc.gov.uk Tel: 01782 498480</p>