

Moorhaven Village Management Company Ltd

Grounds Maintenance General Terms & Conditions

1.0	Scope
1.1	Carry out landscaping and ground maintenance works as defined on the attached invitation to tender, maps and works schedule.
1.2	The maintenance works are all as described in the works schedule.
1.3	The contractor is invited to visit the site and satisfy himself that any information supplied by MVMC Ltd is comprehensive, coherent and up-to-date. If it is not, the issue must be raised before submitting a price. No claims based on lack of information will be entertained once the order has been placed. The contractor is to advise the MVMC Ltd of any apparent variance between the information included in this document and that given elsewhere.
1.4	This document is not intended to stand alone and it must be read in conjunction with the works schedule, invitation to tender and appendices listed within the works schedule.
2.0	Health & Safety
2.1	The contractor's ability to provide health, safety and environmental information will be a consideration when assessing tenders.
2.2	The contractor will be required to provide a risk assessment and method statement prior to commencing work. This method statement must clearly demonstrate compliance with current health, safety and environmental legislation, manual handling, lifting, temporary works and COSHH requirements. The documents must be specific to the works involved with this contract.
2.3	The contractor must be able to demonstrate that his operatives have read and understood the method statement and risk assessment through an induction process of which records are to be kept of each employee attending.
3.0	Compliance with regulations
3.1	All workmanship and materials used in the works shall comply with all current rules, regulations etc, including: • Environmental legislation • British Standards and Codes of Practice • Any operating procedures issued by the MVMC Ltd • Any tree preservation orders • Any relevant planning conditions
4.0	Avoidance of nuisance
4.1	All work is to be carried out so as to cause as little nuisance as possible to adjoining owners and members of the public.

4.2	The contractor is to be mindful of neighbouring properties and occupied homes on site and this is to be considered when positioning plant and noisy equipment.
4.3	The work is to be carried out without damage to boundaries and adjoining properties. If any damage should occur it is to be made good at the contractor's expense.
4.4	The contractor is to avoid depositing arisings on the estate roads, footpaths and parking areas.
4.5	Working hours are Monday to Friday (excluding bank holidays) 8.00am to 6.00pm. Working outside these hours to be approved in advance by the MVMC Ltd.
4.6	The contractor is not to leave vehicles and plant in allocated and public parking areas.
4.7	No burning is to take place on MVMC Ltd land.
5.0	Planning Conditions
5.1	MVMC Ltd will make the contractor aware of any relevant planning conditions with which the contractor must comply. Typically they will relate to working hours, trees and maintenance of landscaping. There may be others.
5.2	The contractor is to liaise with MVMC Ltd to ensure that sufficient labour and adequate supplies of labour are available to maintain the regular progress of the works. The contractor is also to provide information relating to his weekly work schedule on the Village Website.
6.0	Supervision
6.1	The contractor is to appoint a competent person to supervise the works at all times for the duration of the contract.
7.0	Site Meetings
7.1	The contractor's supervisor, when requested is to attend scheduled site meetings and any additional meetings called by the MVMC Ltd.
8.0	Mechanical plant and equipment
8.1	Any electrical tools brought onto by site by the contractor must have up-to-date PAT test and certificate.
8.2	Anyone using plant small tools or electrical equipment must be certified, where appropriate and always trained in the proper use of equipment and must use the correct PPE (personal protective equipment).
9.0	Attendance and preparation
9.1	The contractor shall be responsible for any damage, however caused by his labour.