



1. Soft Landscape Management Specification

The Contractor will be responsible for the provision and management of a Landscape Maintenance Service to the areas listed in the Tender Data Pack which shall also support and deliver key parts of MMU's Environmental Sustainability objectives. Manchester Metropolitan University holds corporate membership of the Manchester Wildlife Trust and has published a Biodiversity Action Plan (BAP) to determine ways in which the University shall maintain and improve the biodiversity and sustainability of its urban estate. A copy of the Plan (BAP) is included within the Tender Data Pack (Appendix A) and all planting must adhere to the requirements and guidance detailed within the Plan. Additionally, the Contractor is expected to develop initiatives in conjunction with the University's Environmental Sustainability Team, to increase biodiversity across the University estate (Appendix B – Site Map).

Normal service will be required Monday – Friday with any service needs outside of this period to be notified by the Employer as required. Noisy, disruptive and/or works with potential to disturb normal University activity, including but not limited to leaf blowing, use of machinery, tree surgery etc. are to be scheduled to cause no or least disturbance and are to be agreed in advance with the Employer.

Traditionally the Employer also commissions a significant floral display throughout the year under a programme called the Army of Ants. The contractor is to price for this work also, however the University reserves the right to exclude this work from the contract.

The Employer will provide at no cost to the Contractor, water and electricity used for the purposes of delivering the services specified in this Schedule.

The use of pesticides, chemical weed killers, peat and artificial fertilisers shall be minimised or eliminated, by using natural methods of controlling weeds, insects and fungi, as far as is possible, which is to be detailed within the Contractor's Plan. The Contractor shall substitute all slow renewables such as peat, with organic wastes such as compost, manure, leaf mould, bark chippings and coir. Any timber products used in the provision of this service are to be Forestry Stewardship Council certified.

All staff engaged by the Contractor are to adhere to the University policies, procedures and code of conduct, please refer to appendix G.

1.1 Service Requirement

The Service shall maintain gardens, trees, lawns, beds, planters and displays in a highly presentable and attractive condition dependent upon seasonal and horticultural needs and environmental circumstances in accordance with British Standards, such as BS 4428:1989 Code of practice for general Landscape operations and BS7370:Parts 3 1991 Grounds Maintenance.

The Contractor is to provide any and all equipment considered necessary to satisfactorily and safely undertake the services detailed in this Specification.

By the starting date, the Contractor is to submit with the Contractor's Plan an agreed annual programme of periodic and planned activities and service visits which is to include for the provision



of shrubs, plants etc. taking into consideration seasonal conditions. All activity is to be recorded onto the MMU Estates CAFM system, planon.

The Contractors Plan is to include comprehensive Method Statements and Risk Assessments for all activities, which are to include but not be limited to:

- Ensuring compliance with safety regulations
- Environmental management including compliance with MMU's Bio-Diversity Strategy Plan
- Adherence to the waste hierarchy through disposal of materials and arising's, including arrangements for composting.
- Actions to be taken and records made, in the event of working in areas used by wildlife and nesting birds, which are not to be disturbed.
- Compliance with good industry practice.
- Relevant COSHH data for products used.
- The Provision and Use of Work Equipment Regulations with respect to the proposed equipment schedule.
- Highways and Bylaws, including MMU parking restrictions and policies

Additionally the Contractor will be required to submit monthly performance reports and the information with regards to waste generation, the latter including waste transfer notes (where applicable), quantities of generated green waste and it's further use.

The Contractor Plan must pay due regard for the University's business as usual activities, specifically any task that will generate a disturbance, whether excessively noisy or other, shall be scheduled to ensure disruption is minimised.

1.2 Specification Performance Standards

1.2.1 Grassed Areas (Soft Landscaping)

Locations of grassed areas are identified within contract drawings BF-Soft-01, ASC-Soft-01, PL-Soft-01.

Objective:

All lawn and grassed areas shall be maintained to a healthy condition according to seasonal requirements and growing conditions including cutting to a good aesthetic standard, be free of weeds, moss, excessive thatch, discolouration or bare earth with lawn edges neatly trimmed. The Contractor shall make good any damage caused to existing grassed areas as a result of the Contractors operations. Any reinstatement work shall be to the satisfaction of the Employer and entirely at the Contractors expense. This includes any damage caused by the use of inappropriate machinery or at an inappropriate time of year.

Ref.	Service Requirement
A	All leaf litter, litter, stones and other debris shall be removed prior to mowing and cuts shall produce a neat and even finish with clearly defined edges.



B	Particular care shall be taken around signs, lampposts, newly planted or immature trees and irrigation systems.
C	All areas of bare earth due to dense tree canopies or regular footfall should be re-seeded periodically to return the grassed areas to a good aesthetic condition.
D	Grass cuttings shall be cleared from paths and roadways as soon as cutting and mowing activities are complete. Cuttings are to be removed by the Contractor for composting. The arrangements for composting are to be included within the Contractor's Plan.
E	Spot treat weed growth in all grassed areas. Weed control should be carried out by hand to ensure the weeds and roots are entirely removed. Where hand weeding fails to control weed growth, the Contractor is to gain approval from MMU to apply herbicide treatment to weeds during active growth periods. Fertilisers, pesticides, herbicides and biocides will be certified organic products unless the use of other chemicals is required in exceptional circumstances. THIS SHOULD NOT BE USED IN THE COMMUNITY ORCHARD AREA.
F	Where deemed necessary the Contractor shall undertake occasional mechanical treatments, such as scarifying, spiking or slitting, to the grassed areas to avoid compaction or poor root growth.
G	Watering is to be undertaken as necessary to maintain appearance and condition, maximising water-saving measures wherever possible. Good horticultural practice should be applied to minimise water use, such as watering during cooler times via the use of water efficient irrigation systems, hand watering or via mechanical watering from a bowser.
H	Any grassed area that frequently falls below the accepted aesthetic standard must be highlighted to the Employer so further investigation may be undertaken. The Contractor is to provide reasoned evidence as to the cause and that best endeavours have been made to improve the situation through good horticultural practice and shall be accompanied with a corrective action plan for consideration by the Employer.
I	Care must be taken to ensure grassed areas with sprouting bulbs are not mown, care must be taken to mow around the new and emerging growth and not directly over. Mowing of bulb planted areas to coincide with the commencement of bulb foliage dieback and certainly no sooner than 6 weeks after flowering has finished. Cut height to match surrounding areas.

1.2.2 External Planters and Raised Beds (Soft Landscaping)

Locations of planters and raised beds are identified within contract drawings BF-Soft-01, ASC-Soft-01, PL-Soft-01.

Objective:

All external planters shall be maintained in a healthy condition according to seasonal requirements and growing conditions. They shall be free from weeds, litter, invasive species and discarded cigarettes.

Ref.	Service Requirement
A	All external planters and raised beds are to be maintained in order to ensure the maintenance of attractive looking and vigorous plants to ensure a pleasing and tidy weed free appearance.



B	All external planters and raised beds are to be kept free from weeds, self-set saplings, suckers, leaf litter, animal carcasses, animal waste and litter, including discarded cigarettes.
C	Any plants and shrubs which have died or appear to be dying shall be removed and replaced as soon as possible by a suitable, comparable replacement. Any instances of diseased or failed planting should be included in the Monthly report for discussion with the Employer.
D	Apply top dressing of composted bark mulch or composted green waste over the whole of planting beds every Spring. No peat based products are permitted.
E	All pots, planters and containers are to be maintained as necessary to maintain condition and year-round appearance in accordance with good horticultural practice. Where condition or appearance has deteriorated, pots, planters and containers are to be replaced at the Employers cost.
F	Watering is to be undertaken as necessary to maintain appearance and condition, maximising water-saving measures wherever possible. Good horticultural practice should be applied to minimise water use, such as mulching and watering during cooler times.
G	Remove and dispose of accumulations of Winter leaves weekly to external, off site composting facility.

1.2.3 Internal Beds, Borders and Planters (Soft Landscaping)

Locations of internal and courtyard planters and raised beds are identified within contract drawings ASC-Court-01 and ASC-Court-02 fourth floor.

Objective:

All internal beds, borders and planters shall be maintained in a healthy condition according to seasonal requirements and growing conditions. They shall be free from weeds, litter and invasive species.

Ref.	Service Requirement
A	All internal beds and planter areas are to be maintained in order to ensure attractive looking and vigorous plants so as to ensure a pleasing and tidy weed free appearance.
B	All internal beds and planters areas are to be kept free from weeds, self-set saplings, suckers, leaf litter and litter. This shall be carried out by hand on a daily basis.
C	Any plants and shrubs which have died or appear to be dying shall be removed and replaced as soon as possible by a suitable, comparable replacement. Any instances of diseased or failed planting should be included in the Monthly report for discussion with the Employer. The cost for planting scheme replacement due to a lack of maintenance shall be borne by the Contractor.
D	All pots, plants and containers are to be maintained as necessary to achieve condition and year-round appearance in accordance with good horticultural practice. Where condition or appearance has deteriorated, pots, planters and containers are to be replaced at the Employers cost.
E	Watering is to be undertaken as necessary to maintain appearance and condition, maximising water-saving measures wherever possible. Good horticultural practice should be applied to minimise water use, such as mulching, watering during cooler times and the use of water efficient irrigation systems.
F	Where internal beds and planters are provided with automatic or manual irrigation systems the Contractor is to carry out a weekly check on their functionality. Raising any issues or concerns, such as dysfunction or over watering with the Employers Service Manager in writing as soon as is practicable. Failure to undertake and evidence this aspect will leave the Contractor liable for the cost of the replacement planting.



1.2.4 Hedges, Shrubs & Climbing Plants (Soft Landscaping)

Locations of planted areas are identified within contract drawings BF-Soft-01, ASC-Soft-01, PL-Soft-01.

Objective:

All hedges, shrubs and climbing plants shall be maintained in a healthy condition according to seasonal requirements and growing conditions. They shall be free from weeds, litter, animal waste, discarded cigarettes and invasive species.

Ref.	Service Requirement
A	Hedges, shrubs and climbing plants including living walls shall be maintained throughout the year to maintain shape, regulate growth and remove dead or diseased branches and to maintain good health. Maintenance shall be in accordance with the requirements of the species and good horticultural practice. Diseased or dead plants are to be replaced and suckers removed.
B	Hedge bases must be raked daily and debris, litter and other matter removed to maintain a good year round condition and appearance
C	Hedges used by nesting birds are not to be disturbed and the Contractor's Plan should state how this will be managed. Records of nesting birds are to be maintained and presented to MMU for inclusion within annual biodiversity reports
D	Hedges, shrubs, bushes, creepers and climbing plants should not restrict passage on footpaths or roadways, obscure signs, notice boards, lighting, windows or security equipment
E	Plants are to be watered as necessary to maintain appearance and growth
F	Non-hardy plants are to be protected prior to and during periods of frost and adverse weather
G	Remove and dispose of accumulations of Winter leaves weekly to external, off site composting facility.
H	Watering is to be undertaken as necessary to maintain appearance and condition, maximising water-saving measures wherever possible. Good horticultural practice should be applied to minimise water use, such as mulching and watering during cooler times.

1.2.5 Tree Maintenance (Soft Landscaping)

Locations of trees are identified within contract drawings BF-Tree-01, ASC-Tree-01, PL-Tree-01.

Objective:

All trees shall be maintained in a healthy and safe condition according to seasonal requirements, growing conditions and adverse weather events. Tree pits shall be free from weeds, litter, animal waste, discarded cigarettes and invasive species.

Ref.	Service Requirement
A	Trees are to be maintained in a healthy, safe and attractive condition, in accordance with good arboriculture practice.



B	Trees are not to interfere with CCTV cameras, windows, external lighting or access routes, paths and pavements.
C	Tree pits are to be maintained, leaving a safe, level and weed free surface. All perennial weeds shall be removed and disposed of with care taken not to disturb the roots
D	All tree works are to be carried out by a competent person experienced in arboriculture and in accordance with British Standard 3998 (2010) Tree Work – Recommendations.
E	Monthly or as requested by the Employer following high winds, the Contractor shall undertake a visual safety inspection of the trees to check on overall condition and potential hazards such as falling branches. If this service is requested by the Employer then an initial verbal update on the same day, or date as requested shall be forthcoming.
F	Provision of a reactive tree surgery service to undertake felling, pruning, stump removal and removal of dead or dangerous trees. In relation to dangerous trees, this service must provide an on-site response within 2 hours.

1.2.6 Wetland Area (Soft Landscaping)

Locations of the wetland area identified within contract drawings BF-Wetland-01.

Objective:

Ensure the wetland area is kept free from weeds, litter and that all plants are well established and maintained in order to create a diverse and rich aquatic habitat.

Ref.	Service Requirement
A	The wetland should be checked weekly and maintained in a healthy condition, free from weeds and litter. All plants are to remain well established and maintained in order to create a diverse and rich new aquatic habitat in accordance with the MMU Biodiversity procedures. All litter and weeding activities shall be undertaken by hand, at no point shall leaf blowers or other mechanical techniques be undertaken.
B	Spacing's and density of shrub planting to be monitored to ensure plants can attain their natural form. Species that do not establish well should be hand dug out, removed and replaced with species that are better suited.
C	Algae species shall be removed periodically via mechanical means to limit damage to other species and aquatic life. Any debris that is removed shall be left for a period of 48 hours in the immediate proximity to allow any species, such as invertebrates to return to the wetland.
D	The water level of the wetland shall be monitored, particularly during the warmer months and replenished as required. The water source used for this purpose must be untreated or rain water. The use of the Employers borehole water supply at the Business School may be utilised. Under no circumstances should tap or treated water be used.
Seasonal Maintenance Requirement	
Spring	Remove sediment build up using long handled pond net (fine mesh) Remove sediment build up before the weather warms up



	Prune dying aquatic plants with pond scissors and remove materials Maintenance of water levels if required (overflow or replenish) Control emergent, submerged and floating weeds (use hand, flooding, other plants density) Control algal growth (use barley wrapped in hessian) No use of weed killers or pesticides
Summer	Control algal growth if required (use barley wrapped in hessian) Otherwise leave alone No use of weed killers or pesticides
Autumn	Remove sediment build up, use long handled pond net (fine mesh) Do not allow fallen leaves to settle in the wetland Remove sediment build up before winter sets in Prune and remove marginal plants that have started to die off Maintenance of water levels if required (overflow or replenish) No use of weed killers or pesticides
Winter	Do not allow dead matter to accumulate in the wetland Remove floating debris from the surface Prune and remove dead and dying leaves and stems from marginal plants No use of weed killers or pesticides

1.2.7 Wildflower and Sensory Garden (Soft Landscaping)

Locations of the wetland area identified within contract drawings BF-Wetland-01

Objective:

Ensure the wild flower and sensory garden is kept free from litter, weeds and that all flora are well established and maintained in a healthy condition.

Ref.	Service Requirement
A	Ensure that the wild flower and sensory garden areas are free from litter and weeds. This must be undertaken by hand clearance only.
B	The areas should be monitored for invasive species and to ensure adequate spacing so plants can maintain their natural form. Where necessary undertaking thinning, trimming and removal.
C	Plants are to be watered as necessary to maintain appearance and growth.
D	The use of pesticides or herbicides in these areas is strictly prohibited.
E	Non-hardy plants are to be protected prior to and during periods of frost and adverse weather

1.2.8 Leaves and Weeds* (Soft Landscaping)

Objective:

Ensure all pathways, walkways, shrubbery, grassed areas and hedges remain free from leaf litter and weeds.



Ref.	Service Requirement
A	All green areas are to be kept free of weeds without the use of chemical treatments wherever possible.
B	All paths adjacent to beds, borders etc. are to be maintained regularly to keep them in a tidy condition, free of leaves and weeds and so as not to present a slip or trip hazard, as a result of the Contractors operations. Fallen down, broken or rotting wooden lawn edgings are to be maintained and replaced as necessary
C	Leafs, weeds and other arisings are to be removed throughout the year for composting. Arrangements are to be made for the bulk clearance of leaves during the season of leaf fall but leaf clearance should be undertaken all year round. This is to include all grassed areas, hedges, beds and paved areas.

**All reference to weeds includes all vegetation which has not been specifically planted or encouraged to grow within the confines of or in locations adjacent to areas covered by this Specification.*

1.3 Annual Tree Survey (Soft Landscaping)

A copy of the most recent Tree Survey (Appendix C QTRA Tree survey 2018) is included within the Tender Pack including details of tree preservation orders.

During the Contract Mobilisation period the *Contractor* is to carry out a tree survey, of all academic sites, including the Ryebank Road site, and a further survey is to be undertaken in each year of the Contract. Costs of this Survey are to be shown in the Price Schedule.

Following each survey, a report is to be submitted detailing any proposals for actions considered to be necessary. Trees should be recorded by species detailing dimensions and general structural appearance and condition. Recommendations are to be categorised in order of safety, condition and appearance in accordance with the Quantified Tree Risk Assessment (QTRA) methodology and where not covered by this specification, any proposed works should include costed options.

Each tree will have a unique referenced tag attached to the trunk to allow it to be identified in future tree work operations and surveys.

Training and Welfare

- The Contractor will be registered with the Arboricultural Association Approved Contractor Scheme (ArbAC).
- Those undertaking this work must be qualified to the following City & Guilds: Land Based Services levels:

1.3.1 High Risk Activities

- Level 2 Award in chainsaw maintenance and cross-cutting.
- Level 2 Award in felling and processing trees up to 380mm.
- Level 2 Award in removing branches and breakdown crowns using a chainsaw.
- Level 3 Award in severing uprooted or windblown trees using a chain saw.
- Level 3 Award in assisted fell operations.
- Level 3 Award in emergency tree work operations.
- Level 2 Award in accessing a tree using rope and harness.
- Level 3 Award in aerial cutting of trees with a chainsaw using free-fall techniques.



- i. Level 3 Award in aerial tree rigging.
- j. Level 3 Award in using a chainsaw from a mobile elevated work platform.

1.3.2 Low Risk Activities

- k. Level 2 Award in chainsaw maintenance and cross-cutting.
- l. Level 2 Award in felling and processing trees up to 380mm.
- m. Level 2 Award in supporting colleagues undertaking off ground tree-related operations.
- n. Level 2 Award in using a powered pole pruner.
- o. Level 3 Award in aerial tree pruning.
- p. Level 3 Award in installation and maintenance of structural tree supports

1.4 Japanese Knotweed

If found, the *Contractor* is required to have the means to treat and remove any growth of Japanese knotweed in full accordance with The University's Biodiversity Procedure 1.2 and legislative requirements and safe practice. Any instances should be reported to *the Service Manager* for information.

1.5 Green Waste

The Contractor shall remove all green waste (grass cutting, leaf litter, soil, compost etc.) from the University estate as and when it is generated as part of the above activities, waste must not to be stored or stock piled on the University campus.

The Contractor shall submit an Annual Green Waste report on a date to be agreed with the Employer. This report shall include the following data:

- The type of waste (Green/soil/etc.)
- The treatment method
- Total quantities removed (kg) per type

The report shall also include an Annual Waste Transfer Note, the Waste Carriers licence, copies of the appropriate permit of exemptions for storing and treating waste and the same for any downstream waste facility or sub-contractor used in the processing of the green waste.

If the Contractor generates any other types of waste (litter/biological/sharps) as part of this specification then the University waste streams are to be used ahead of the Contractors, the Employer will freely provide this. If this issue presents itself, then the Contractor is to discuss this with the Employer prior to disposing of any waste. Please refer to Appendix D Operational Control Procedure for waste recycling at MMU (Dec 2019) v1.2 (LIVE).

1.6 Adverse Weather (Soft Landscaping)

Locations that this service applies are identified within contract drawings BF-Grit-01, ASC-Grit-01 and PL-Grit-01

Objective:

To ensure that the identified areas remain safe for pedestrian and vehicular traffic in compliance



with MMU policy and procedures for the opening of MMU Campuses and Buildings in Severe Weather (Appendix F Severe-weather-policy)

1.6.1 Gritting

The Contractor will provide an automatic gritting service that is triggered by the Met Office (or other equivalent means) at zero degrees. The Contractor will provide all staff, machinery, equipment and materials required to deliver the service. The Contractor will take full responsibility for any insurance claims that result in areas they have treated.

Ref.	Service Requirement
A	Ensure that identified areas remain safe for pedestrian and vehicular traffic (inc. car parks) during periods of adverse weather
B	To ensure all gritting activities are completed prior to 07:00 hours
C	Where safe to do so use 'white' grit is to be used at the main entrances to buildings (please refer to ASC-Main-01-Main Entrances, BF-Main-01-Main Entrances, PL-Main-01-Main Entrances, OX-Main01-Oxford St.)

1.6.2 Snow Clearance

The Contractor is to provide a reactive snow clearance service that is sufficiently capable to ensure the University remains operational during periods of snowfall. The Contractor is to monitor the Met Office weather warnings and inform the Client of potential snowfall 24 hours in advance. This warning will also recommend the scale of response. The Employer will then determine whether to activate the service and provide details on area prioritisation. The Contractor will provide all staff, machinery, equipment and materials required to deliver the service.

Ref.	Service Requirement
A	To maintain operational access to all campus buildings during periods of snowfall.
A	Ensure that identified areas remain safe for pedestrian and vehicular traffic (inc. car parks) during periods snowfall
B	To clear snow off roadways and pathways after adverse weather
C	To liaise with the Contract Service Manager on the prioritization of snow clearance during prolonged periods of heavy snowfall

1.7 Army of Ants – Floral Displays (AoA Summer/Winter Costing)

Locations of the planting scheme can be identified within contract drawing Facilities Zone Map.Planting Key

Objective:

To design, install and maintain a floral display to present the campus 'at its best' for key events throughout the year. This display will be planted in four types of planters (already in situ) at various



locations around the campus. (For further information on the planters please refer to Appendix E Army of Ants Planters)

- Hayracks (PWB1000: 20L)
- Tiered planters (3 tiered (239L) and 6 tiered (240L)
- Wooden Planters (approx. 2000mm x 800mm x 720mm)
- Circular Hanging Baskets (590mm)

The Contractor will be asked to supply two different seasonal planting designs, one for summer and one for autumn/winter. This will show the quality to be produced across the seasons and used as a quality standard. This information will be required from the contractor annually in advance of the season start and in time for the procurement and engagement of growers to achieve the required quality standard.

The Contractor is to provide all materials, equipment and labour for the including installation /removal, planting, growing medium, food, linings and upkeep. During the winter months, the hanging baskets will be removed (brackets left in situ) by the Contractor and stored at their facility ready for the following season.

All Contractor personnel engaged in this activity will be required to wear the Army of Ants branded clothing, this is to be supplied free of charge by the Employer.

The use of pesticides, chemical weed killers, peat and artificial fertilisers is not permitted and substituted for natural methods of controlling weeds, insects and fungi, as far as is possible, which is to be detailed within the Contractor's Plan. The Contractor shall substitute all slow renewables such as peat, with organic wastes such as compost, manure, leaf mould, bark chippings and coir. Any timber products used in the provision of this service are to be Forestry Stewardship Council certified.

Ref.	Service Requirement
A	The Contractor is required to provide an individual design for each of the types of planter for both an autumn/winter and summer season.
B	All plants are to be maintained in order to provide year round attractive display.
C	All planters and containers are to be maintained in a good condition and year-round appearance in accordance with good horticultural practice. Where condition or appearance has deteriorated, pots, planters and containers are to be replaced at the Employers cost.
D	All planters are to be kept free from weeds, self-set saplings, suckers, leaf litter, animal carcasses, animal waste and litter, including discarded cigarettes.
E	Watering is to be undertaken as necessary to maintain appearance and condition, maximising water-saving measures wherever possible. Good horticultural practice should be applied to minimise water use, such as mulching, watering during cooler times and the use of water efficient irrigation systems.
F	Plants are to be watered as necessary to maintain appearance and growth