

## **GROUND MAINTENANCE SPECIFICATION - DRAFT MARCH 2011**

### **1.0 BACKGROUND**

- 1.1 Leeds is one of the fastest growing cities in the United Kingdom, and with a population of 790,000 it is the second largest of any Metropolitan District in England.
- 1.2 There is a need for high quality horticultural maintenance throughout the City. The contract will initially be for 5 years, subject to meeting services requirements, with an option for the Council to extend for up to 5 further 12 month periods.
- 1.3 The Client reserves the right to award the contract in whole to a single contractor or consortium.
- 1.4 The contractor will not be allowed to sub contractor any services contained within the contract specification without prior authority of the Client. Please refer to Section 2 – General Conditions of Contract, Transfer and Sub-contracting clause.

### **2.0 GENERAL**

- 2.1 The Contractor is to inspect all sites prior to the commencement of scheduled works in order to determine access and site conditions. Any access or site condition problems that would prevent works to the site should be included in the daily list of assets maintained sent to the Client by 9am the following working day. Some access to sites across the City is restrictive and the Contractor has responsibility to ensure that appropriate machinery is used.
- 2.2 Where access to a site is controlled, the Client will provide a set of keys or passes at the start of the Contract. Cost of replacement following any subsequent loss of keys or padlocks will be entirely met by the Contractor. The Contractor will report the loss of keys and passes to the Client within 2 working days.
- 2.3 Any obstructions, such as building or road works preventing safe access to the site and therefore preventing contract works should be reported to the Client immediately to assist the monitoring process.
- 2.4 Prior to scheduled works the contractor will remove and dispose of rubbish including leaves, rubble, litter and wind blown branches and fruits, plus anything else that the Client considers detrimental to the appearance of the site. Litter picking is particularly important and will be managed through the monitoring process.

- 2.5 The Contractor must take into account that they will be working in public areas, and must work in a professional and safe manner. Consideration must be given to all health and safety issues including speed and the limitations of the site. The contractor must always operate the appropriate equipment and maintain them within the equipment manufacturer's operating instructions complying with European Guidelines.
- 2.6 The Contractor is encouraged to deploy localised grounds maintenance teams, to nurture ownership and pride in the quality of service delivered. Localised working would be preferred by the Client.
- 2.7 The Contractor may be asked from time to time to vary the frequency of the cutting operation for a variety of reasons, which could include severe weather conditions and the staging of community events. The Contractor will be notified as soon as information becomes available. Any such work will be carried out by the Contractor at standard contract rates.
- 2.8 The Contractor must maintain the grass and any other growth around street furniture and any other obstacles cutting to the same height as the surrounding grass. All damage caused during this operation will be made good, at the contractor's cost. No margins are to be left un mown so that encroachment of scrub from adjacent land does not occur.
- 2.9 Any damage to grates, inspection covers, manholes etc., must be reported to the Client the same day. Any covers that are moved must be replaced and any damage not repaired the same day must be protected, signed and made safe, before the Contractor's team leaves site. Where damage is the result of the contractor's operations, then the initial investigatory action and all works required to meet Health and Safety requirements must be completed within 2 working days. Any non urgent remedial action must be completed within 14 calendar days following the incident. All associated costs, due to damage caused by Contractors, will be recharged by the Client. Costs of rectifying any damage must be met by the Contractor.
- 2.10 Where cutting operations are hampered by self seeded or epicormic growth or low hanging branches, this must be reported to the Client.
- 2.11 Growth retardants and herbicides must not be applied to vegetation areas unless instructed by the Client.
- 2.12 Assets must be cut using machines detailed in the method statement and approved by the Client, correctly adjusted and fitted with sharp cutter blades set to cut the grass cleanly and evenly, in order to ensure that a high standard of finish is always achieved during the cutting season.
- 2.13 The filling of the mower with fuel and oil must be carried out off grass areas with due regard to the requirements of Environmental Protection Legislation, avoiding contamination of land & water courses.

- 2.14 Hedges, shrubs and rose beds will be pruned using appropriate equipment at the appropriate time of year according to the genus and variety of plant. The pruning operation will include the removal of dead, dying or diseased branches etc. Attention will be given to the size, form and shape of the growth and the purpose for which it has been planted. Growth will be tightly clipped in order to give an attractive shape to give visual interest to the bed. Each horticultural crew must contain a staff member with appropriate qualifications and/or experience of this type of work, to a minimum of NVQ Level 2 in Amenity Horticulture.
- 2.15 Certain areas of grass, which may be amenity or other categories, may fall into Yorkshire in Bloom and / or Britain in Bloom judging areas. Leeds City Council regards the "In Bloom" competitions throughout the City as being highly prestigious; therefore the quality and timing of cuts are of paramount importance in order to achieve a high standard of finish throughout the season. The contractor will be expected to mobilise at short notice in the provision of services in this regard, and will be notified of judging dates as they become available.
- 2.16 The Contractor will be expected to work closely and have regular consultation with the In Bloom committees. It is expected that each In Bloom route will receive at least 2 cuts prior to the first judging date.
- 2.17 The Contractor will ensure that litter picking and cutting will be completed in the same working day for each asset, in relation to grass cutting the litter picking must be completed prior to cutting the grass.
- 2.18 The Contractor will comply with all relevant environmental protection legislation. Particular attention is drawn to the protection of nesting birds. Any work that can not be done due to these factors must be reported to the Client on the same working day.
- 2.19 Adverse / Exceptional Weather

Cutting frequency will be scheduled in advance but will be governed by the growing season and the weather. If in the event of adverse weather conditions impacting the cutting schedule, then a revised cutting frequency / schedule will be submitted to the Client by the Contractor for the remainder of the horticultural calendar.

During periods when ground conditions are wet so as to prevent grass cutting occurring without causing damage to the surface or levels of the ground, or producing divots, the service provider shall cease the grass cutting operations, notifying the Client representative immediately of its actions. Any damaged verges are to be reported to the Client and then repaired as soon as is practicable.

In the instance of temporary suspension of grass cutting due to adverse weather conditions, the Contractor may be required to complete other scheduled operations within the same plot, such as litter picking.

The Client reserves the right to stop maintenance if prevailing weather conditions deteriorate and are deemed unsuitable. Once weather conditions have improved, cutting will recommence from where it was suspended. Mowing shall not be carried out when frost/snow is on the grass.

## 2.20 Slopes and Bankings

It is the Contractor's responsibility to cut in their entirety using the appropriate equipment and procedure, all slopes and bankings mapped within the contract. The Contractor must be aware and make arrangements to cut all bankings in a manner that complies with relevant Health and Safety regulations to the same appropriate standard. If prevailing weather prevents mowing of bankings this must be notified to the Client and arrangements made to undertake the work as soon as is possible, but within the same cutting period.

## 3.0 **AMENITY GRASS SERVICE STANDARD**

The preferred option for delivery of the ground maintenance service is option 1 as identified below. In order to ensure value for money is obtained, further options have been identified to ensure the affordability of the service is maintained. The contractor will be expected to price all eight options as identified in the Schedule of Rates.

### 3.1 Option 1.

Maintain all amenity grass to a cut height of 25mm. The contractor will be required to undertake 13 cuts in any one growing season.

### 3.2 Option 2.

Maintain all amenity grass to a cut height of 25mm, including the collection and disposal of arisings. The contractor will be required to undertake 13 cuts and in any one growing season.

### 3.3 Option 3.

Maintain all amenity grass to a cut height of 40mm. The contractor will be required to undertake 13 cuts in any one growing season.

### 3.4 Option 4.

Maintain all amenity grass to a cut height of 40mm, including the collection and disposal of arisings. The contractor will be required to undertake 13 cuts in any one growing season.

3.5 Option 5.

Maintain all amenity grass to a cut height of 25mm. The contractor will be required to undertake 10 cuts in any one growing season.

3.6 Option 6.

Maintain all amenity grass to a cut height of 25mm, including the collection and disposal of arisings. The contractor will be required to undertake 10 cuts in any one growing season

3.7 Option 7.

Maintain all amenity grass to a cut height of 40mm. The contractor will be required to undertake 10 cuts in any one growing season.

3.8 Option 8.

Maintain all amenity grass to a cut height of 40mm, including the collection and disposal of arisings. The contractor will be required to undertake 10 cuts in any one growing season

Further detail is contained within the Schedule of Rates.

3.9 The grass in these areas will be maintained to the standard as detailed in the contract specification at all times. All litter and debris will be removed prior to each cut.

3.10 Where bulbs are growing in parts of grass areas subject to regular mowing, only those parts containing bulbs should be left un mown to avoid damage to bulb shoots in the early part of each year. The first cut, of these areas should only take place when the bulbs have commenced die back, and the cutting regime must revert afterwards to the management appropriate to the surrounding regularly mown areas. All arisings, from the bulb cut back, must be collected and removed from the whole plot to the Contractors disposal facility off site, after this first cut.

3.11 Grass cutting will be carried out at regular intervals during the main growing season. The grass will be cut back to the required height on each cutting occasion. The edge of the grassed area will be cut back using appropriate equipment at the same time as mowing and all arisings will be left evenly distributed across the plot. All grass clippings resulting from operations falling on paths and other hard surfaces including driveways, are to be dispersed back on to the grassed area. In particular, grass arisings must not be blown onto the carriageway.

3.12 If normal grass cutting operations are likely to cause scalping to a particular site then contact should be made with the individual client to report all such locations.

3.13 **Grass Arisings** – the Client reserves the right to include/exclude the collection of grass arisings in the specification, which is reflected in the schedule of rates and will be priced as a separate item.

## **4.0 ROUGH GRASS**

### **4.1 ROUGH LINEAR SERVICE STANDARD**

Grass in these areas will typically be in rural areas and alongside lanes and roads. It is to be cut 3 times a year between March and October to a height of 100mm and a width of 1.2 metres. Litter and debris will be removed prior to each cut. Each complete cycle must not take longer than 3 weeks.

### **4.2 ROUGH AMENITY SERVICE STANDARD**

Grass in these areas will typically be in urban locations. It is to be cut three times a year between March and October to a height of 100 mm. Litter and debris will be removed prior to each cut. Each cut must not take longer than 3 weeks.

Further cuts may be required along certain routes throughout the growing season. Approval for this work must be sought from the Client, and such additional work will be carried out by the Contractor at standard contract rates.

## **5.0 PRIMARY NETWORKS SERVICE STANDARD**

5.1 For this Contract Primary Network routes can be defined as any grass adjacent to the Principal 'A' roads within Leeds Metropolitan District Boundary. These roads are generally for fast moving long distance traffic with little frontage or pedestrian traffic, with speed limits in excess of 40mph. It is essential that during such works the Contractor must liaise with the relevant Highways Network Management Officers as some sites may need to be completed outside normal working hours (i.e. between 9.30am and 3.30pm, evenings and weekends).

5.2 Primary networks are divided into two Classes;

- Class 1 – The majority of the primary network grass cutting will be carried out on 6 occasions between March and October.
- Class 2 – The remainder of the primary network grass cutting will be carried out on 3 occasions between March and October.

5.3 Both Class 1 and Class 2 grass is to be cut back to a height of 100 mm.

5.4 Further cuts may be required along certain routes throughout the growing season. Approval for this work must be sought from the Client, and such additional work will be carried out by the Contractor at standard contract rates. Litter and debris will be removed prior to each cut.

- 5.5 Grass in these areas will typically be on the verges or central reservations of dual carriageways and other high speed roads, and it is therefore essential that the Contractor works within the guidelines set out within Chapter 8 of the Traffic Signs Manual, (details of High Speed Roads are included in Appendix 2). Where traffic management is required companies should either employ a National Highway Sector Scheme approved company or where applicable have skilled registered traffic management operatives qualified to meet the requirements of NHSS12D relevant to contract requirements and risk assessments. For work carried out on high speed dual carriageways and motorways the organisation installing temporary traffic management measures should always be registered to NHSS 12A/B and/or 12C.
- 5.6 All personnel employed by / or sub-contracted to the Company carrying out the works specified in this contract which are on or adjacent to the highway network must have the appropriate training and certification required by the National Highway Sector Scheme, in particular NHSS 12A/B, 12D, and 18, all personnel must also abide by other appropriate regulations when cutting works are in progress.

## **6.0 SIGHT LINE GRASS SERVICE STANDARD**

- 6.1 The sight lines will be cut 3 times per year between May and September to a height of 100 mm. The grass areas adjacent to road junctions or other specified areas will be cut back in such a way so it does not provide any obstruction to drivers of motor vehicles up to 240 metres either side of the junction. Width of cut to be a minimum of 2.4 metres, or width of plot. The Contractor will clear back vegetation including grass and self seeding growth along the back line (walls, and fences) as required be cut to ensure that sight lines are clear of obstructions. Litter and debris will be removed on the same working day prior to each cut.
- 6.2 Some sight lines may be required to be cut back further in the interests of Health and Safety. These areas will be identified to the Contractor, and are to be charged at the contract rate.
- 6.3 Further cuts may be required along certain routes throughout the growing season. These areas will be identified and highlighted to the Contractor, and are to be charged at the contract rate.

## **7.0 HEDGES SERVICE STANDARD**

- 7.1 Any vegetation originally planted to provide noise attenuation or to protect against banking or soil erosion, will be deemed under the contract as a hedge and maintained as such. For any clarification on individual sites, the Contractor is expected to contact the Client. Please refer to the General section of this document.
- 7.2 All Hedges will be maintained to ensure that any seasonal growth does not encroach on the highway or impede access. The use of growth retardants will not be permitted, and Contractors must comply with relevant legislation regarding the protection of nesting birds. The Client must be notified of any asset not maintained due to nesting birds.
- 7.3 Hedge height and width will be maintained to the evident previous cut line using appropriate equipment, giving due regard to species and planting purposes. Should the cut line not be clear this should be raised with the Client for clarification. All hedges that are varied into the contract should be cut to 1.5 metres in height unless otherwise specified by the Client.
- 7.4 Rubbish, litter and any other material, including hedge clippings, in and immediately around the hedge, must be removed and disposed of to the Contractors disposal facility off site, upon completion of works.
- 7.5 All operations relating to hedge cutting within the asset must be completed within the same day.
- 7.6 Hedges will be maintained throughout the horticultural calendar.

7.7 Further cuts may be required throughout the growing season, and will be charged at contract rates, unless otherwise specified by the Client.

## **8.0 SHRUBS AND ROSE BEDS SERVICE STANDARD**

8.1 The shrubs and roses must be cut back so that they do not encroach on to adjacent footpaths and roads. The edges to the beds must be trimmed so that they do not become intrusive and untidy. Beds shall be kept free of weeds and litter. Grass borders around shrubs and rose beds are required to be trimmed as part of shrubs and rose bed maintenance.

8.2 Shrubs and roses planted under windows must be pruned to 300mm below the window level to allow in light. Shrubs and roses planted adjacent to other types of obstruction such as air vents, steps, flues and fire doors are to be similarly pruned back.

8.3 Edging off and soil cultivation must be carried out across the entire bed using appropriate horticultural equipment, with due regard given to top soil depth and plant roots. Due consideration must be given to under plantings, for example, bulbs and corms, and any plants loosened during cultivation must be re-firmed into the bed. No ground cover plants are to be damaged during the works. This is to be done as part of each pruning operation. All surfaces to be left weed free on completion of each asset.

8.4 An approved herbicide will be applied according to the manufacturer's recommendations, by qualified staff, to beds on two occasions during the growing season.

8.5 Additional visits may be requested by the Client, who will provide a minimum of 14 days notice. These extra visits will be charged at contract rates.

## **9.0 CONTRACT MANAGEMENT**

### **9.1 Contractor Responsibilities**

The Contractor has responsibility for self monitoring against the Contract specification and performance requirements.

### **9.2 Contract Performance Monitoring and Inspection**

9.2.1 The overall responsibility for providing Client side contract management lies with Leeds City Council. The day to day operational contract management and monitoring will be undertaken by the individual clients (ALMO's, BITMO and Highways). Each individual Client will have access to a resource to undertake contract management and contract monitoring to deliver the contract.

9.2.2 The Client, through its service delivery partners (ALMO's, BITMO and Highways), reserve the right to monitor and inspect any work carried out by the Contractor under this contract and request that the Contractor carries out, rectifies or improves any part of the service that fails to meet the specification.

- 9.2.3 The individual clients will work in partnership with the contractor to deliver ongoing improvements to the grounds maintenance services delivered throughout the life of this contract.
- 9.2.4 The Clients have a number of Registered Tenants Groups, Town and Parish Councils, Residents Panels and individual residents who will be involved in the day to day monitoring of any work carried out in their respective areas.
- 9.2.5 Works to any individual asset or work stream must be completed within the same working day.
- 9.2.6 Complaints will be monitored and included in the Contract Performance Standards & Performance Monitoring Mechanism, attached as Appendix 1.
- 9.2.7 The Contractor must provide a daily list of assets that have been maintained on that day, by 9.00am the following working day. This update should also include any current operational issues and any site issues, which have affected progress.
- 9.2.8 The Client will monitor and notify the contractor of any failures by 4.00pm on the day of inspection.
- 9.2.9 All failures are to be rectified by the Contractor within 2 working days (rectification period) of notification being received.
- 9.2.10 The Council shall be entitled to recover any reasonable costs incurred as a result of the contractors failure to meet timescales identified within the agreed action plan under the Improvement Performance Notice.

### **9.3 Assets with Poor Contractor Performance**

- 9.3.1 Failure to meet the specification within the rectification period will contribute to the Contract Performance Standards and Performance Monitoring Mechanism, (Appendix 1).
- 9.3.2 Any assets that have been failed more than once during previous operations, and all persistent failures, will require the Contractor to submit an Action Plan under the Improvement Performance Notice on how the asset will be returned and maintained to the contract specification and discussed at regular meetings.

### **9.4 Locality Working**

The Client in partnership with Leeds City Council stakeholders will delegate service delivery, operational management and performance of the grounds maintenance contract to a local level. The Contractor is encouraged wherever possible to deploy localised teams to assist delivery within the City Wide service through the promotion of ownership, pride and team work.

## **9.5 Compliments & Complaints**

The Client receives compliments and complaints from the Public and the Elected Membership. On receipt of complaints, these will be pre assessed by the Client to ensure validity prior to forwarding to the Contractor.

The Contractor will be expected to operate its own complaints procedure with analysis being reported to the Clients in the format as outlined in the contract document.

### **9.5.1 Response Protocol**

All correspondence received, must be recorded, and responded to in accordance with the following timescales:

- 3 working days to acknowledge receipt.
- And
- 10 working days to provide a substantive response.

## **9.6 Variations to Asset Types**

9.6.1 Variations to the asset types need to be agreed between the Client and the Contractor within 5 working days and signed acceptance forms completed to ensure audit trail between Client and Contractor.

9.6.2 Client / Contractor meetings may be required to assess site condition for each variation required.

9.6.3 All agreed variations need to be included in the next scheduled operation and invoiced at contracted rates. In the event of a variation to remove an asset, the Contractor is to cease work from the date of notification.

## **9.7 Communication**

The Contractor and/or its representatives shall communicate with the Client's representatives as follows:

Communication on a daily basis between the appropriate personnel.

Appropriate monthly, quarterly and annual meetings between the appropriate personnel.

### **9.7.1 Monthly Meetings**

The Contractor is to submit a monthly report which must include, but not be limited to:

- Action Plan to include all performance failures
- Performance against key performance indicators (KPI's)
- Work carried out compared to the planned programme
- Service failures and action plan to prevent re-occurrence
- Health & Safety incidences including any near misses
- Suggestions for improving the service (inc efficiencies)
- Customer correspondence
- IPN's

In addition to the above meetings the Contractor will be required to periodically attend ALMO and BITMO Board meetings, LCC Area Committees, Scrutiny & Executive Board and local residents meetings and any other meetings deemed necessary by the Client.

### **9.7.2 Quarterly Service Review**

The Contractor shall prepare, for discussion at the meeting, a quarterly written contract progress report covering progress for the ALMO's, BITMO and Highways content, by asset type.

### **9.7.3 Annual Service Review**

Annual service review meeting between Client, Contract Administrator, and the Contractor's senior management, ALMO's, BITMO, Highways and other key stakeholders.

### **9.8 Service Improvement Plan**

The Contractor must prepare and present to the Client a Service Improvement Plan (SIP), including any required action plans, for consideration and approval, this shall be presented 1 month before the Annual Service Review.

### **9.9 Assessment of Performance**

During the period of the contract, the performance of the Contractor will be monitored and assessed as described in Appendix 1. Through this mechanism it is intended to further promote continuous Improvement in performance.

A summary of the monitoring data relating to the Performance Standards should be provided at the end of each Calendar Month and the invoice should reflect the due deductions accrued within that month.

## **10.0 Tenant and Community Involvement**

- 10.1 The Contractor will be required to provide contract progress reports, to the client, in order for the client to respond to requests from local tenant and community groups.
- 10.2 The Contractor will be required to work with diverse communities which have language, disability or vulnerability needs that include race, gender, religion and faith, sexual orientation, age and disabilities.
- 10.3 In addition to the communication and meetings with the Clients, the Contractor may be requested from time to time to attend other community groups such as Area Management Teams (of which there are five across the City) and area community and interest groups.

## **11.0 Equality and Diversity**

- 11.1 The contractor must comply with all current legislation giving particular attention to the Equality Act 2010.
- 11.2 We will expect contractors and their staff, where appropriate, to undertake joint training sessions on equality and diversity and customer care.
- 11.3 We will expect contractors and their staff to undertake briefing sessions on how to use our translation and interpretation services.
- 11.4 We will expect our Contractors to involve their staff and sub contractors (if used) in joint training sessions and encourage employment and training opportunities amongst diverse communities.
- 11.5 We will expect contractors and their staff to monitor their staff using the equality standards.
- 11.6 We will expect Contractors and their staff to address any under-representation of communities within their recruitment practices.
- 11.7 We will expect Contractors and their staff to work within reasonable working times and also to take into account working on Religious Festival days.
- 11.8 We will request from Contractors an Equal Opportunities Policy which will include employment training.
- 11.9 We will expect Contractors to include equality monitoring when implementing surveys.
- 11.10 We expect Contractors to use monitoring, consultation and complaints feedback to identify any service improvements for our diverse communities.

- 11.11 We will expect our contractors to work in partnership with us to implement specific initiatives to reach different diverse communities.
- 11.12 We will expect our contractors to consult and involve our diverse communities when we review our services.
- 11.13 We will expect our Contractors to work in partnership with us to provide Information to our customers using the appropriate formats.

## **12.0 HEALTH & SAFETY**

- 12.1. The contractor shall provide a full valid Health, Safety and Environmental Policy, signed by the most senior person, which will be reviewed at suitable intervals to include changes in legislation, changing corporate circumstances, procedures set up within this policy remain effective, identifies responsibilities within this policy that are dutifully performed to meet all current legislation and guidance. The policy shall be provided on request and at suitable intervals to the client.
- 12.2. The contractor shall supply on request "Suitable and Sufficient" Risk Assessments on all work processes to be delivered as dutifully required and imposed by Regulation 3 of the Management of Health & Safety at Work Regulations 1999.
- 12.3. The above documentation will form the basis for the development of Safe Systems of Work as dutifully required and imposed by The Health & Safety at Work Act 1974 which shall display effective preventative and protective measures to eliminate or reduce hazards and risk in the workplace and these are to made be available to the client on request.
- 12.4. Principal attention is protection of the public at all times, but particular attention shall be drawn to specific areas where vehicular traffic is present or nearby, gradients, slopes or banks which pose additional specific hazards or risk.
- 12.5 Collective information and guidance is and can be sourced from Chapter 8 Traffic Signs Manual and New Roads and Street Works Act 1991.
- 12.6 The contractor shall. During the mobilisation period, develop a suitable and sufficient risk register, this register shall be maintained and monitored by appropriate measuring methods.
- 12.7 Complete compliance shall apply to all duties imposed by current legislation, whether they are acts, regulations, codes of practice, industry standards or best practices.
- 12.8 Failure to observe, implement or comply with legal duties imposed by current legislation shall be deemed in breach of contract.

### **13.0 Information Communication Technology (ICT) and Geographical Information Systems (GIS)**

- 13.1 Data will be provided in a relevant format at the start of the Contract. The Contractor is responsible for the management of spatial data thereafter, including any necessary software or hardware.
- 13.2 Spatial data should be quality checked at six monthly intervals and any discrepancies on the Contractors database / maps must be reported to the Client immediately.
- 13.3 The successful Contractor must have appropriate ICT systems. The following list is included as a minimum guide:
- Dedicated staff to ICT systems
  - Experience with GIS
  - Intermediate to advanced use of Microsoft Office packages
  - Experience with data management
  - An internet connection (broadband of at least 2 mb)
  - Computer (s) – Networked if more than 1 user
  - Printer (s) – A3 Colour
  - DVD reader / writer
  - Ability to process spatial information containing shape files (.shp)
  - Ability to read and process spreadsheets and documents
  - Ability to send and receive emails
- 13.4 The asset register will continually change and variations are produced to reflect any fluctuations in the contract. This will be supplied in electronic format (.pdf) with accompanying spatial information (.shp).
- 13.5 Geographical Information Systems will be part of the core infrastructure for the entire contract. It is a requirement that the successful contractor will have the required skills and GIS resources necessary to deliver the contract.
- 13.6 Minimum System Requirements;
- 2.2 GHz Processor
  - 4 GB RAM
  - 24 bit colour depth
  - 1024 \* 768 screen resolution
  - 2.4 GB Hard Disk
  - 24 bit capable graphic accelerator
- 13.7 The current Leeds City Council software is ArcGIS Desktop. Any GIS system is acceptable, provided that it is able to project and edit spatial data in shape file format, (.shp).