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Tender

Grounds Maintenance - Studley (Various areas)

Studley Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-061769

Procurement identifier (OCID): ocds-h6vhtk-05a6ef

Published 2 October 2025, 2:30pm

Scope

Reference

KJ 2025

Description

Location: Studley Cemetery, Castle Road B80 7AB.

What three words: weeks.foods.dices

Duration of contract - 3 years from 1st April 2026.

Requirements -

a) Cut grass (ride on mower allowed in open areas). Smaller hand mower to be used adjacent to grave stones.

Number of cuts per year = 20

b) Strim around graves and trees. Blow grass off headstones after strimming.

Number of cuts per year = 6

c) Edge and tidy pathways and strim perimeter.

Number of cuts per year = 4

d) Weed and tidy beds around gazebo.

Number of cuts per year = 6

e) Cutting/strimming grass on the outside of the Cemetery Car Park.

Number of cuts per year = 2

If you intend to submit a bid Grounds Maintenance at Studley Cemetery or other areas, listed below you are required to attend a site familiarisation visit with a member of staff at 8.30am on either the following dates:

Monday 6th October 2025

Monday 20th October 2025

Please arrive at Parish Council office at 8.30am on either date.

Tender submission deadline is 10am on the 14th November 2025.

The council's finance committee will meet end of November to agree contract awards.

In addition to Studley Cemetery area the Studley Parish Council are inviting Grounds Maintenance tenders for other areas in the parish, as follows:

- Studley Village Hall, High Street, Studley -

Contract duration 3 years

- Crooks Lane Recreation Ground -

Contract duration 12 months

- Brickyard Lane Recreation Ground -

Contract duration 12 months

- Two allotment sites; Station Road and Redditch Road (Redditch Road allotments are

known as Dunstall site).

Contract duration - 3 years

- Studley War Memorial, Alcester Road, Studley

Contract duration - 3 years

- Railway Green, opposite the Railway Inn on Station Road, Studley.

Contract duration - 3 years

Please email office@studleyparishcouncil.gov.uk or call our office on 01527 853204 for specifications and pricing documents.

Tenders will be presented to the finance committee with a scoring matrix as follows -

Value per year - Weight (importance) - 30

Public Liability Insurance Value - Weight (importance) 20

Local Business - Weight (importance) 20

Training and Qualifications - Weight (importance) 20

Risk Assessment - Weight (importance) 15

Health and Safety Policy - Weight (importance) 10

Method Statement - Weight (importance) 10

Trade References Provided - Weight (importance) 10

Number of years trading - Weight (importance) - 5

Waste Carrier Licence - Weight (importance) - 5

Each category has a rating of between 1-3 (3 is the highest/best score). For example, if the value of the tender received is the lowest/ most competitive you will be awarded a rating of 3. We then multiply the rating by the weighted score, which is 30. This equals the overall score for that category = 90. Contracts will be awarded based on the total score and all supporting documentation.

General:

The scope of work will comprise of grounds maintenance, at various locations within the parish of Studley, as identified in the section

titled "Site Location Plans, Scope and Specification of Works".

The term of the contract for each area is included on page 6.

Prices are to be fixed for the whole term of the contract as stated above.

All individual sections of the Description of Works are to be priced. Failure to price all sections may invalidate your tender.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described for the whole term, including all profit, costs and expenses, and all general risks, liabilities and obligations.

Prices should not include VAT.

The council is not bound to accept the lowest or any tender.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Parish Clerk by 10am 14th November 2025.

If you intend to submit a contract bid you must be available on either 6th October 2025 or 20th October 2025 from 8.30am to visit each area with a member of Studley Parish Council staff.

No alteration to the text of any document is to be made by the contractor tendering. If any alteration, amendment, note or addition is made, the same will not be recognised and the reading of the printed schedule will be adhered to.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

Tenders and all related documentation should be delivered to the council office by 10am on 14th November 2025.

Tenders received late will not be considered.

Tender envelopes submitted must not bear any marking to indicate the identity of the sender.

General Conditions

Work and equipment must be of the highest standard and shall conform to all relevant British Standards, Specifications, Codes of Practice and as set out in the Tender document.

Studley Parish Council require that all operatives are professional, courteous and respectful at all times. The council expects a high standard of conduct and demeanour from all personnel representing your company.

Prior to carrying out any work, the Contractor will ensure that the affected area is free of significant obstructions such as stones, paper, tins, bottles and other debris.

The Contractor will also inspect each site for areas of ground sinkage/potholes and other areas of potential hazard and will inform the Council immediately of any specific hazards. Near miss/Hazard reporting forms are available from the Parish Office, within the Village Hall.

The Contractor will at all times during the period of the Contract, ensure that all machines engaged in works are sharp and properly set, in order to produce a true and evenly finished job. Any damage or areas of work not carried out to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.

The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained in order to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations.

The Contractor will provide all staff with relevant safety equipment, (such as boots, reflective vests, goggles, ear defenders, gloves etc.), and will ensure that staff use appropriate items commensurate with the type of work being carried out.

During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.

All grass cutting, strimming, hedge cutting, etc. will be executed cleanly and evenly and without damaging the existing surface and overall appearance.

The Contractor will ensure as far as possible that grass clippings are cleared from all paved areas, playground equipment, safety surfaces, memorial stones, paths and public footpaths, etc., by sweeping or using a blower as appropriate.

Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.

Since it is not possible to predict accurately the precise number of mowings which may be

required on any site in any one year due to the prevailing weather conditions through the growing season, the Schedule of Works includes a given number of mowings, but the Contractor will be paid on a pro-rata basis for more or less than this number. Any increase in the number of cuts required to be approved by the Clerk prior to commencing the work.

Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries. Works not carried out to the satisfaction of the Council will be revisited by the Contractor at the Contractor's own expense.

In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters.

Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.

Work will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting, but must be replaced before the Contractor leaves the site.

Cutting around obstructions including seats, trees, fence lines, gates, posts, memorial stones, kerbs and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate.

If used, strimmers must not cause damage to any trees, shrubs etc or permanent or removable fittings.

All persons using cutting machinery must be competent in their operating methods, satisfactorily trained, and comply with the appropriate Health and Safety legislation. The Council reserves the right to ask the Contractor to provide adequate proof that his operators are properly trained, and competent to carry out the described work.

None of the sites have access to running water - so if required the contractor will need to provide their own.

A regular inspection will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the Specification of Works.

Over and above this contract there may be times or occasion when bespoke one-off tasks are required by the Parish Council. For this purpose we also require a set hourly rate to be quoted for these works.

The Council reserves the right to call a Contract Review Meeting with the Contractor at a

mutually agreed date and time.

Total value (estimated)

- £35,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2030
- 4 years

Description of possible extension:

Potential extension period - 1 year.

Options

The right to additional purchases while the contract is valid.

Over and above this contract there may be times or occasion when bespoke one-off tasks are required by the Parish Council. For this purpose we also require a set hourly rate to be quoted for these works.

Main procurement category

Services

CPV classifications

- 77314000 - Grounds maintenance services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

This procurement is reserved for

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Conditions of participation

Must attend a site familiarisation visit on either 6th October 2025 or 20th October 2025.

Arrive at the Parish Council office for 8.30am on either date.

Documents required with tender submission -

Form of Tender

Pricing document

Method Statement

Proof of Insurance

Risk Assessment

Supplier Questionnaire with associated documents.

Tender submission date - 10am on the 14th November 2025.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

7 November 2025, 10:00am

Tender submission deadline

14 November 2025, 10:00am

Submission address and any special instructions

Tenders must be submitted to the Clerk at Studley Parish Council.

Tenders are accepted via email -

clerk@studleyparishcouncil.gov.uk

or post at the following address:

Studley Parish Council

High Street

Studley

Warwickshire

B80 7HJ

Tenders may be submitted electronically

No

Award criteria

Tender Evaluation Criteria

We will be using a Scoring Matrix for the following information submitted with each tender-

Value per year Weight (importance) -30

Public Liability Insurance value Weight (importance) -20

Local Business Weight (importance) - 20

Training and Qualifications Weight (importance) - 20

Risk Assessment Weight (importance) - 15

Health and Safety Policy Weight (importance) -10

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Number of years trading Weight (importance) - 5

Waste Carrier Licence Weight (importance) - 5

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A scoring Matrix is used to consider all bids in a fair and consistent manner. Contract awards will be agreed by the Finance Committee in November 2025. All contractors will be notified of any decisions to award the contract(s).

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://studleyparishcouncil.gov.uk/2025/10/02/invitation-to-tender-ground-maintenance/>

<https://studleyparishcouncil.gov.uk/2025/10/02/invitation-to-tender-ground-maintenance/>

Technical specifications to be met

<https://studleyparishcouncil.gov.uk/2025/10/02/invitation-to-tender-ground-maintenance/>

Contracting authority

Studley Parish Council

- Public Procurement Organisation Number: PXBW-1394-YDDN

Studley Village Hall

Studley

B807SG

United Kingdom

Contact name: Liza Rose

Telephone: +441527853204

Email: clerk@studleyparishcouncil.gov.uk

Website: <https://studleyparishcouncil.gov.uk/>

Region: UKG13 - Warwickshire

Organisation type: Public authority - sub-central government