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Tender

## **Colne Town Council - Grounds Maintenance Contract**

Colne Town Council

F02: Contract notice

Notice identifier: 2025/S 000-064201

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

Published 10 October 2025, 2:13pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Colne Town Council

Colne Town Hall, Albert Road

COLNE

BB80AQ

#### **Contact**

Gina Langley

#### **Email**

[g.langley@colnetowncouncil.org.uk](mailto:g.langley@colnetowncouncil.org.uk)

#### **Telephone**

+44 1282861888

#### **Country**

United Kingdom

**Region code**

UKD46 - East Lancashire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://colnetowncouncil.org.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://colnetowncouncil.org.uk/tendering/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Colne Town Council - Grounds Maintenance Contract

Reference number

GM1 & GM3

### **II.1.2) Main CPV code**

- 77314000 - Grounds maintenance services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Tenders are invited in respect of two contracts, with a duration of three to five years, detailed below on an individual or combination basis effective from 1st April 2026.

The contracts for Tender:

GM1 Monitoring & Cleaning of Benches (155 Benches), and Inspection, cleaning, repair & maintenance of Bus Shelters in Colne (20 Shelters)

GM3 Inspection of Playgrounds and Multi-Use Games Areas (MUGAs) Equipment and Cleaning and Maintenance of Playgrounds and MUGAs and Miscellaneous Grassed Areas in Colne (6 Playgrounds, 3 Multi Use Games Areas, 1 Kick about area and approximately 157 items of equipment/benches).

Tenders are invited for each item above on an individual or combination basis.

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Monitoring & Cleaning of Benches (155 Benches), and inspection, cleaning, repair & maintenance of Bus Shelters in Colne (20 Shelters)

Lot No

GM1

### **II.2.2) Additional CPV code(s)**

- 50800000 - Miscellaneous repair and maintenance services
- 77312000 - Weed-clearance services
- 90511300 - Litter collection services
- 90910000 - Cleaning services

### **II.2.3) Place of performance**

NUTS codes

- UKD - North West (England)

Main site or place of performance

Within the Colne Town Council boundary and including the Town Centre and the immediate surrounding area, Alkincoates Park, and Colne Town Council play areas for which the principal administration offices are based at:

Colne Town Hall,

Albert Road, Colne,

Lancashire, BB8 0AQ

T: 01282 861888

### **II.2.4) Description of the procurement**

To be submitted within one month of award of tender

To undertake an initial inspection of Bus Shelters as specified in Schedule of Bus Shelters - Appendix 1E and to:

a) plan a detailed programme / route of cleaning to ensure that Bus Shelters are kept clean and clear of all detritus and immediate area of location kept clear of weeds and general rubbish, placed into existing nearby refuse receptacles available for public disposal.

b) Taking into account the condition of existing shelters, to recommend by priority based on current condition, a programme over a 3-year period to repaint/refurbish, subject to a maximum of 1/3rd of all bus shelters per annum for which a separate contract may be awarded.

To maintain a high standard of cleanliness of all 21 Bus Shelters detailed on the Schedule of Bus Shelters Appendix 1A in order to ensure that each shelter is visited on a fortnightly rotational basis, kept clean, including the underside of the roof, the footprint of each shelter tidy and clean, including free of weeds. Inclusive of minor repairs, light testing, replacement bulbs as required and each shelter left in a safe condition, any fly posters removed and electronic evidence of each shelter checked and cleaned to be submitted on a fortnightly basis.

(Only chemicals approved by the MAPP to be administered.)

More information can be found on <https://secure.pesticides.gov.uk/garden/prodsearch.asp>

To undertake an annual inspection of each Bus Shelter in September of each year, to include a full maintenance check, deep clean of all surfaces of the seat (including underside) and sides/stanchions of the seat and all structure surfaces and a jet wash/clean of all internal and external roof panels to ensure clear of all mould, detritus, and mulch.

To provide in each bus shelter notices of where the public can report vandalism, damage, or faults to, and to ensure on each cleansing visit, this sign remains visible for use.

To provide Monday - Friday, daily as and when, by email and or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to repair such incident.

To be submitted within one month of being awarded the tender contract and each April thereafter for the duration of the contract

To undertake an inspection of the existing benches as specified in Bench Location Maps - Appendix 1A and lists of benches in Appendices 1B - 1D

and to provide a report which will include:

- a) Details of individual bench inspections, including the general type of bench, its location, details of its condition and photos of each bench.
- b) Provide a detailed programme of cleaning to ensure that benches are kept clean and clear of all detritus and immediate area of location kept clear of weeds or moss.
- c) Taking into account the condition of each bench:

To recommend a planned programme for painting / revarnishing ensuring that 1/3 of all benches are repainted/varnished each year and that all benches are repainted/varnished at least once within three-years of the tender being awarded.

To recommend a planned programme for repair and maintenance to ensure that all benches are kept to an acceptable standard.

(Please note that, the Town Council will utilise its own in-house team to complete repair / refurbishment works).

To maintain a high standard of cleanliness for all benches detailed on the Appendix 1A Bench Location Plan, Appendix 1B, 1C and 1D in order to ensure that each bench is kept clean, the surrounding area of each bench kept tidy and free of weeds, and that each bench is visually inspected at the time of cleaning and left in a safe condition.

(Only chemicals approved by the MAPP to be administered.)

More information can be found on <https://secure.pesticides.gov.uk/garden/prodsearch.asp>

Each bench should be inspected quarterly and cleaned as required but no less than once every Quarter.

To provide quarterly evidence of the condition of each bench and confirmation that it has been left in a clean and safe condition in electronic format.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further 2 Year period subject to good performance across all areas of contract awarded.

Indication of a desire to extend, must be provided in writing to the Town Council approximately 12 months prior to the contract end date. The contract extension will be awarded at the discretion of the Town Council and subject to a successful contract review, which will be carried out shortly after receipt of the extension request.

## **II.2) Description**

### **II.2.1) Title**

Inspection of Playgrounds and Multi-Use Games Area (MUGA) equipment and cleaning and maintenance of Playgrounds and MUGA's and Miscellaneous Grassed Areas in Colne

Lot No

GM 3

### **II.2.2) Additional CPV code(s)**

- 50800000 - Miscellaneous repair and maintenance services
- 77312000 - Weed-clearance services
- 90511300 - Litter collection services
- 90900000 - Cleaning and sanitation services

### **II.2.3) Place of performance**

NUTS codes

- UKD - North West (England)

Main site or place of performance

Within Colne Town Centre and the surrounding areas including Alkincoates Park, for which the principal administration offices are based at:

Colne Town Hall,

Albert Road, Colne,

Lancashire, BB8 0AQ

T: 01282 861888

#### **II.2.4) Description of the procurement**

To visually inspect on a fortnightly basis all equipment contained within each Play Area and MUGA, as specified in Appendices 3A, 3B, 3C and 3D. Any bolts requiring tightening or joints lubricated should be dealt with on-site with any other faults discovered to be reported immediately and, following each visit, to provide an electronic condition report and safety inspection checklist.

N.B One or two members of the Contractor's staff will be expected to attend a course on visual playground inspections and pass the associated test administered by the course provider. More complicated repairs and maintenance will be carried out by Colne Town Council's specialist playgrounds contractor and inspector.

To ensure that the whole surface area of each Play Area and MUGA and Small Kick-about Area in Alkincoates Park are kept clear of litter, debris and general rubbish and that litter waste receptacles are regularly emptied to enable use by the public between 6 am and 8 pm excluding bank holidays and that all such waste and rubbish is safely disposed of (including disposal of sharps) and that plastic bin liners will be replaced on each occasion of removal and to provide evidence of proper waste disposal.

To keep all grassed areas within Play Area and MUGA sites as defined by boundary fencing, free of litter, bottles, cans, stones and other debris and to ensure before any cutting of grass takes place such areas are cleared in this way.

To cut all grass in Play Area and MUGA areas and remove cuttings - maintaining the height between 30mm and 50mm at all times and in periods of strong growth, noting that one-off grass cuts requested by the Council are to be made without additional cost.

To ensure that a programme of effective weed killing is implemented at all sites, including the areas immediately outside of the boundaries and where such treatment has failed, the contractor shall at their own cost cut down weed growth or diseased plants, replant, and remove all detritus from the site.

(Only chemicals approved by the MAPP to be administered.)

More information can be found on <https://secure.pesticides.gov.uk/garden/prodsearch.asp>

To power wash bounce matting bi-annually for all sites.

To provide signage to each area providing contact details for members of the public to



report their concerns to your company.

To provide Monday - Friday, between 8am and 5pm daily as and when by email and/or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to repair such incident.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further 2 Year period subject to good performance across all areas of contract awarded.

Indication of a desire to extend, must be provided in writing to the Town Council approximately 12 months prior to the contract end date. The contract extension will be awarded at the discretion of the Town Council and subject to a successful contract review, which will be carried out shortly after receipt of the extension request.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 November 2025

Local time

1:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

1 December 2025

Local time

10:00am

Place

Colne Town Hall

Albert Road

Colne

BB8 0AQ

Information about authorised persons and opening procedure

The Tenders received will be open by the Town Clerk and witnessed by two Members of the Finance, Employment & Services (FES) Committee (one being the current Chairman of the FES Committee).

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Tender Closing Time and Date: 1pm, 21st November 2025

Submission of Tender to: Colne Town Council

Colne Town Hall

Albert Road

Colne

Lancashire

BB8 0AQ

Tender Principal Contact CTC: Gina Langley Town Clerk and Responsible Financial Officer.

Contact information:

email [g.langley@colnetowncouncil.org.uk](mailto:g.langley@colnetowncouncil.org.uk)

Tel 01282 332036

Site visit contact :

Leah Berry - Contracts Officer

Email. [l.berry@colnetowncouncil.org.uk](mailto:l.berry@colnetowncouncil.org.uk)

Tel 01282 332037

You are invited to submit tenders for each item above on an individual or combination basis.

Please note that, within each document, there is a compliance section that must be met in order for the tender evaluation to proceed.

The closing time and date for receipt of these tenders are fixed and are non-negotiable. It is your responsibility to ensure that any tenders submitted are received by us in time.

In considering these tenders, contained within the document is our proposed marking matrix, noting that with all of these areas, should a clear winner of the tender(s) not emerge, we will be applying some additional internal weighting, and this is entirely at the discretion of Colne Town Council (CTC) whether applied or not.

We aim to inform the successful tenderer by 8th December , with a view to an implementation meeting in week commencing Monday, 19th January 2026 and Tenderers must be available at this time in order that we can agree practicalities of operation and final contract terms. Applicants should note that CTC standard terms and condition as per Appendix TC1, will apply subject to any agreed amendments between the parties.

You are also asked to note that this/these contract(s) will attract financial penalties if performance does not meet specified outputs, potentially escalating to termination of the contract(s).

CTC will, at its discretion, provide an overview of where applicants may not have been successful but in broad terms only.

All costs involved in your tender preparation are for your own account and in deciding to submit any Tenders for our consideration, you hereby accept that CTC cannot be held liable for any costs so incurred by you in connection with the preparation of this tender.

CTC may accompany a tenderer on a second site visit(s) if this is required. However, the information is contained within the appendices that should enable this Tender submission to be carried out.

Should any clarification be required, you are more than welcome to contact me after Monday 13th October either by email, phone or in person (by appointment); I will do my best to clarify any issues you are not clear on. If in doing so, this reveals a significant issue not covered in the original tender documentation, I would then seek to advise all tenderers of such an issue, to ensure fairness of the process.

As part of this process you should accompany your tender submission with two written

references from your existing customers as to your professional competence, reliability and suitability to carry out these proposed works.

Failure to provide references will automatically disqualify you from the tender process.

Finally, in closing, thank you in advance for taking the time to consider this tender, and I look forward to receiving it.

Please email me to confirm you have received the tender and intend to submit a response.

Yours faithfully

Gina Langley

Town Clerk / RFO and Project Administrator

#### **VI.4) Procedures for review**

##### **VI.4.1) Review body**

Colne Town Council

Colne Town Hall

Colne

BB8 0AQ

Email

[g.langley@colnetowncouncil.org.uk](mailto:g.langley@colnetowncouncil.org.uk)

Telephone

+44 1282861888

Country

United Kingdom

Internet address

<https://www.colnetowncouncil.org.uk/>

