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Tender

## **Burghfield Parish Council Grounds Maintenance Contract**

Burghfield Parish Council

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

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### **Scope**

### **Description**

Burghfield Parish Council is seeking an experienced and competent contractor to deliver grounds maintenance services across public open spaces, recreational grounds, play areas, allotments and landscaped sites within the parish.

The contract includes routine and responsive maintenance such as grass cutting, hedge and shrub maintenance, weed control, maintenance of recreational and play areas (excluding specialist inspections), leaf clearance, litter picking and seasonal works. The contractor will also carry out minor ad hoc horticultural works as instructed and report defects, vandalism and health and safety issues identified during site visits.

Services must be delivered in accordance with best grounds maintenance practice and an agreed programme of works, with service frequencies varying by site and season. The contractor will provide all necessary labour, supervision, plant and equipment and operate safely on publicly accessible sites, complying with all relevant health and safety and environmental requirements.

The contract will be awarded for an initial three-year term, with the option to extend for up

to a further two years, subject to performance. Additional works may be instructed in accordance with an agreed schedule of rates, and the contractor will be required to maintain effective communication and provide regular reporting throughout the contract.

### **Total value (estimated)**

- £30,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 6 April 2026 to 5 April 2029
- Possible extension to 5 April 2031
- 5 years

Description of possible extension:

The contract will be awarded for an initial period of three years, with the option to extend for a further two years (up to a maximum of five years), subject to review, negotiation, and mutual agreement between the parties.

### **Main procurement category**

Services

### **CPV classifications**

- 77314000 - Grounds maintenance services

## **Contract locations**

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

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## **Participation**

### **This procurement is reserved for**

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

### **Conditions of participation**

Participation is open to suitably experienced local contractors able to demonstrate the capability to deliver the required services. Tenderers must meet the minimum suitability, insurance and compliance requirements set out in the tender documentation.

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

30 January 2026, 11:59pm

## **Tender submission deadline**

23 February 2026, 12:00pm

## **Submission address and any special instructions**

Tenders must be submitted electronically via email to:  
[clerk@burghfieldparishcouncil.gov.uk](mailto:clerk@burghfieldparishcouncil.gov.uk) and not via the website.

<https://www.burghfieldparishcouncil.gov.uk> is Burghfield Parish Council's website.

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

The contract will be awarded to the tenderer submitting the Most Advantageous Tender, based on a combination of quality and price.

Tender submissions will first be subject to a suitability and compliance assessment. Only those tenders that fully meet the Council's minimum legal, financial, insurance and compliance requirements will be taken forward for detailed evaluation.

Compliant tenders will then be evaluated using the following criteria and indicative weightings:

Quality of service delivery and methodology (40%)

Assessment of the tenderer's understanding of the contract requirements, proposed approach to service delivery, programming of works, supervision arrangements, quality

control procedures, and ability to maintain consistent standards across all sites.

#### Price (40%)

Evaluation of the total annual contract price for the core grounds maintenance services. Prices will be compared on a like-for-like basis, with the lowest compliant price receiving the highest score and other prices scored proportionately.

#### Qualifications and accreditations (10%)

Consideration of relevant professional qualifications and accreditations, including health and safety accreditation, compliance with applicable British Standards, and membership of recognised professional bodies relevant to grounds maintenance.

#### Social value and environmental benefit (10%)

Assessment of how the tenderer's proposals deliver social value and environmental benefits relevant to the contract, such as environmentally responsible working practices, biodiversity support, use of local labour or suppliers, and measures to reduce environmental impact.

Quality criteria will be scored using a structured scoring matrix, and the final award decision will be based on the combined weighted scores across all criteria.

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

## Associated tender documents

[BPC Grounds Maintenance ITT.pdf](#)

Tender pack for Burghfield Parish Council's grounds maintenance works from 6th April 2026 to 2029

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## Contracting authority

### Burghfield Parish Council

- Public Procurement Organisation Number: PVYZ-7664-PMTG

P.O Box 7381

Reading

RG1 9XP

United Kingdom

Contact name: Cally Morris

Telephone: +441189831748

Email: [clerk@burghfieldparishcouncil.gov.uk](mailto:clerk@burghfieldparishcouncil.gov.uk)

Website: <http://www.burghfieldparishcouncil.gov.uk>

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government

