



## **Invitation to Tender**

### **Uplyme Parish Council - Grounds Maintenance Services**

Uplyme Parish Council invites tenders from experienced and qualified contractors for the provision of grounds maintenance services. The successful contractor will be responsible for maintaining public spaces within the parish to the highest standards.

#### **Scope of Work:**

- Regular mowing and trimming of grassed areas at Millennium Copse, Stafford Mount, Cemetery and playground
- Hedge and shrub maintenance
- Flower bed planting and maintenance at Stafford Mount
- Litter picking and waste removal
- Seasonal planting and decorative arrangements
- Playground surfacing inspection and maintenance
- Spraying as and when required (priced as an additional option)

#### **Contract Duration:**

The contract will commence on 1<sup>st</sup> April 2025 and will run for a period of 5 years, with an option to extend for an additional 2 years, subject to satisfactory performance.

#### **Submission Requirements:**

Interested contractors must submit the following documents:

- Company profile and experience, including numbers of employees
- Details of similar contracts undertaken
- Proposed maintenance schedule and work plan
- Health and safety policies
- Evidence of insurance coverage, including public liability
- References from previous clients
- Completed pricing schedule

#### **Evaluation Criteria**

Tenders will be evaluated based on the following criteria:

- Quality and comprehensiveness of the proposed work plan
- Relevant experience and qualifications
- Cost-effectiveness of the tender
- Commitment to health and safety
- References from previous clients

**Submission Deadline:**

All tenders must be submitted by 12noon on Thursday 6<sup>th</sup> March 2025 posted to the Parish Council office at Uplyme Village Hall (through the letterbox), or electronically to Mrs Zishan Adamson-Drage, Clerk to the Council at [clerk@uplymeparishcouncil.gov.uk](mailto:clerk@uplymeparishcouncil.gov.uk). Late applications will not be considered.

**Contact Information:**

For any enquiries or further information, please contact Mrs Zishan Adamson-Drage, Clerk to the Council at 07413 947067 or [clerk@uplymeparishcouncil.gov.uk](mailto:clerk@uplymeparishcouncil.gov.uk)