

HEDDON-ON-THE WALL PARISH COUNCIL

INVITATION TO TENDER 2026 – 2029

GROUNDS MAINTENANCE

Heddon on the Wall Parish Council's Grounds Maintenance contract, scheduled to begin on 1st April 2026 for a period of 3 years, is now open for tender. We are inviting suitably qualified and experienced contractors to tender to provide grounds maintenance services in accordance with the following Schedule of Work:

SCHEDULE OF WORK

The purpose of this specification is to define the standard to be achieved and the method to be used to perform the service. The overall purpose is to provide a clean, tidy and well-maintained village that reflects customer need and good horticultural and environmental practice.

Appendix 1 – Detailed scope of works

A. Welfare Field (MUGA Only). Approx. Area 800SqM

4 x visits per annum to include –

- 1 x Moss / Algae Control (Hi Ace) application tarmac areas edge of MUGA (Oct)
- 3 x Leaf and debris clearance of MUGA (Oct, Nov & Dec)
- Litter collection & removal.

Welfare Field wider site:

1 x Prune back hedges each year
1x Prune back trees overhanging paths each year

B. Taberna Close Approx. Area 200SqM:

18 x visits per annum to include –

- 18 x Grass cuts (Mar to Oct) Cut and Drop using pedestrian mulching mowers.
- Strimming out around walls, furniture and trees etc.
- 1 x Grass Edging using half-moon or mechanical edger (Oct).
- 1 x Pruning back of Conifer Hedge (Nov).
- Litter collection & removal.

C. Memorial Park Approx. Area 1800SqM:

22 Visits per annum to include –

- 18 x Grass cuts (Mar to Oct) Cut and Drop using pedestrian mulching mowers.
- Strimming out around walls, furniture and trees etc.
- 1 x Grass edging using half-moon or mechanical edger (Oct).
- 2 x Shrub / hedge Pruning (Species Dependant).
- 1 x light turning of shrub beds.
- 1 x Lawn Treatment Spring Fertilizer.

- 1 x Aeration / Scarify to lawn areas.
- 3 x Leaf & Windblown debris collection and removal.
- 1 x Pre Memorial Sunday Visit / Site Tidy.
- Weed Control / Weeding of Shrub Beds & Hard Standing (Hand, Strimming and or chemical).
- Litter collection & removal.

D. Benches x 3

1. Military Road - Village Entrance West

2. Heddon Banks - Close House View

3. Station Road - Tyne View

Keep seating clear of vegetation, weeds & brambles.

What3Words Locations: Bench 1 - Fonts.utter.routines.

Bench 2 - Bossy.array.aged.

Bench 3 - Riches.chart.hook

E: Welfare Field Access

To ensure access is un-restricted to Welfare Field on North and South access paths as marked.

• 2 Nr Hard standing / Footpaths are to be free of litter, weeds, vegetation and debris.

• Shrubs to be pruned back from footpath behind fencing annually in line with good horticultural practice and species.

F: Gorse Hill

To ensure that gorse and vegetation is managed

1 x Annual visit in autumn to cut back gorse to prevent encroachment

1 x annual visit to cut back hedging / vegetation overhanging the Antonine Road

1 x annual visit to trim overhanging tree branches / cut back hedging on the site

Additional Requirements:

On each visit report any health and safety concerns identified to Parish Clerk

Provide an annual record of Herbicides used across all sites.

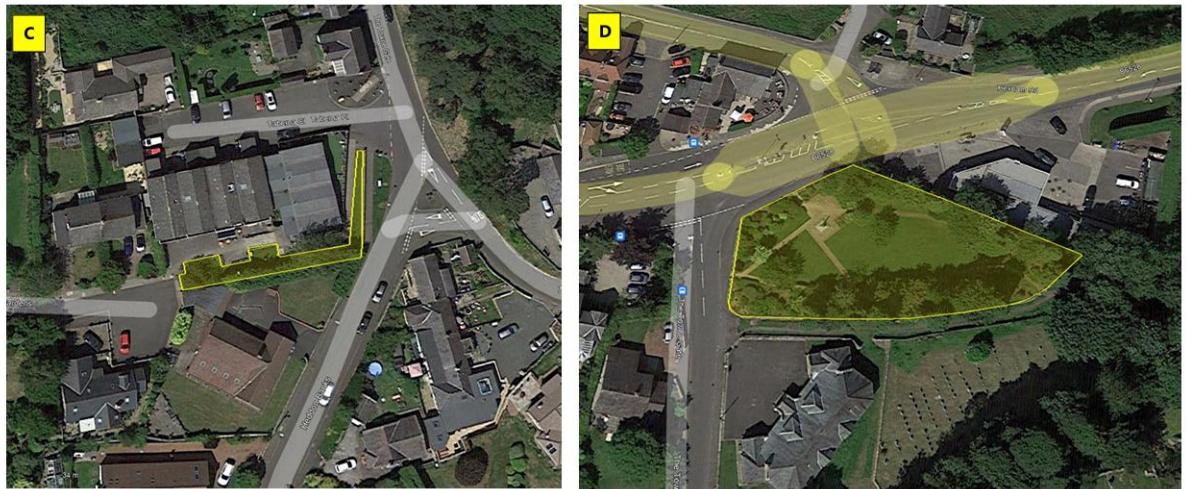
A. Welfare Field (MUGA)



B. Taberna Close

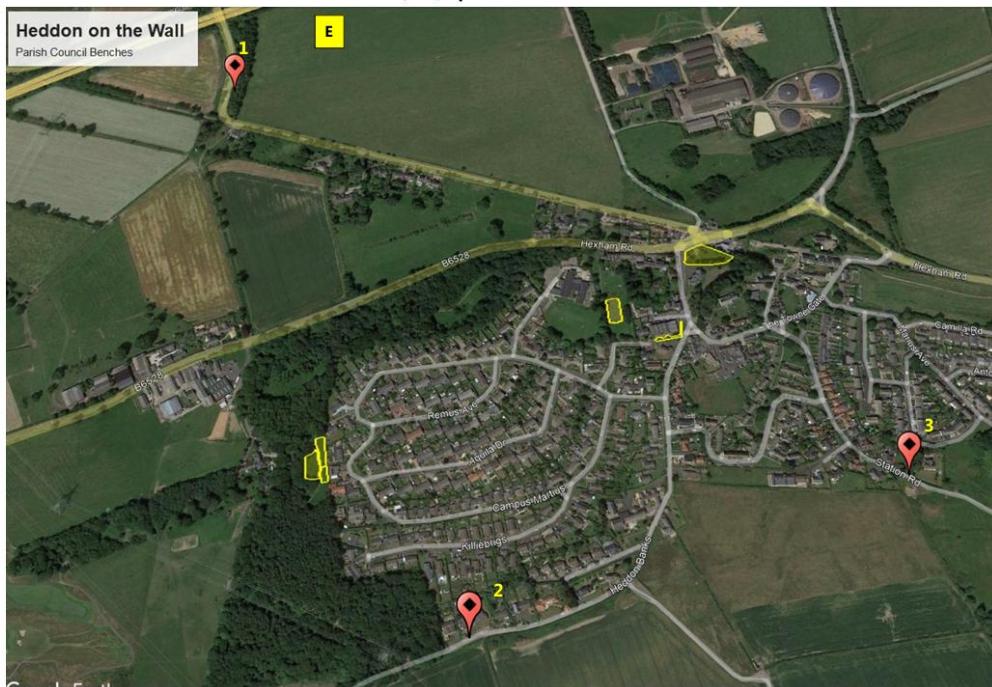
C. Memorial Park

Heddon on the Wall Ground Maintenance (GM) Specification



D. Benches

Heddon on the Wall Ground Maintenance (GM) Specification

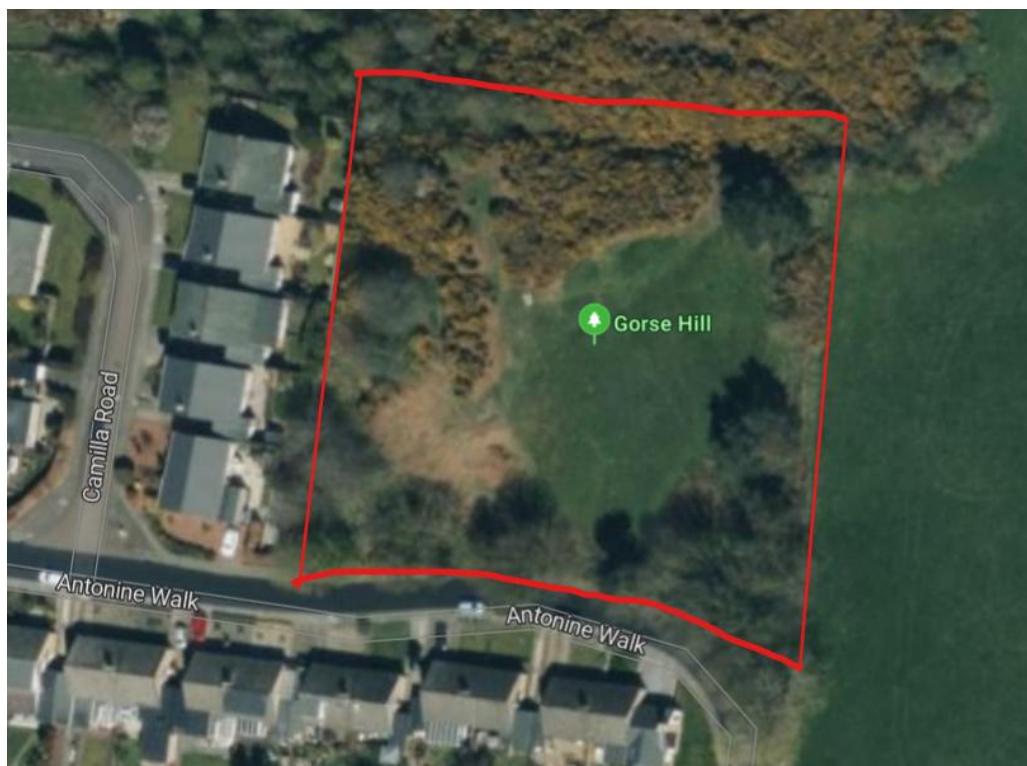


E. Welfare Field Access

Heddon on the Wall Ground Maintenance (GM) Specification



F Gorse Hill



VALUE RANGE

The contract is estimated to be valued from £15,000 including VAT.

PROCUREMENT TIMESCALES

The Invitation to Tender will open at 9am on Wednesday 28th January 2026.

Closing date for receipt of returned tenders is **Wednesday 4th March at 12 noon**. Tenders should be marked 'Private and Confidential' and delivered in a sealed envelope to:

Lucy Barton (clerk)

Heddon Library and Business Centre,

Towne Gate,

Heddon on the Wall,

Newcastle Upon Tyne,

NE15 0EJ

If you would prefer to submit tenders electronically, please ensure these are saved in PDF format and emailed to: heddonpc@gmail.com

A decision will be made at the council meeting of **Wednesday 11th March 2026** and all parties will be contacted with the outcome by Wednesday 18th March. The successful contractor will be expected to commence on 1st April 2026.

The Parish Council does not bind itself to accept the lowest or any tender.

Persons or organisations submitting a tender are advised that the canvassing of Councillors or staff either directly or indirectly shall disqualify them from the tendering process.

You are also advised that information supplied in this document may be disclosable under the Freedom of Information Act 2000.

TENDER FORM (Supplier to complete)**1. Tender price (inclusive of VAT)**

£ including all items as per schedule.

COSTS	YEAR 1	YEAR 2	YEAR 3	TOTAL
Welfare Field (MUGA)	£	£	£	£
Taberna Close	£	£	£	£
Memorial Park	£	£	£	£
Benches	£	£	£	£
Welfare Field Access	£	£	£	£
Gorse Hill	£	£	£	£
TOTAL	£	£	£	£

2. Method statement

Description of equipment used, name of operatives carrying out the work, short description of how you intend to fulfil the terms of the contract (use a separate sheet if required):

Please complete in block capitals

NAME OF CONTACT:

COMPANY NAME (if applicable):

ADDRESS:

TEL: E-MAIL:

We confirm that the person whose signature is appended to this Tender is a duly authorised signatory of our company and has full legal authority to sign the Tender on behalf of our company.

The successful company will be required to enter into a contract with Heddon Parish Council.

Copies of appropriate insurance policies and risk assessments should be submitted with the tender form and method statement.

References should be made available upon request.

Please retain a copy of this tender for your own records.

Evaluation Framework

Total score: 100%

1. Price and Value for Money (40%)

Assessment of the tendered price in relation to the scope of works.

Criteria include:

- Total annual cost and clarity of pricing
- Breakdown of costs by activity
- Confirmation that all specified works are included
- Demonstration of value for money rather than lowest price alone

Lowest compliant tender scores highest, with others scored proportionately.

2. Quality of Method Statement and Service Delivery (30%)

Assessment of how the contractor proposes to deliver the service.

Criteria include:

- Understanding of the parish council's requirements
- Proposed maintenance methodology for:
 - Grass cutting
 - Hedge and shrub maintenance
 - Weed control
 - Leaf clearance
 - Seasonal works
- Responsiveness to ad hoc or reactive requests
- Arrangements for communication with the parish council

3. Experience and Track Record (10%)

Assessment of relevant experience and reliability.

Criteria include:

- Experience delivering similar contracts for parish or town councils
- Quality and relevance of references
- Demonstrated knowledge of working in public, community, or sensitive environments

4. Health, Safety, and Environmental Management (10%)

Assessment of risk management and environmental responsibility.

Criteria include:

- Health and safety policy and risk assessment approach
- Staff training and competence
- Insurance levels appropriate to the contract
- Approach to environmentally responsible maintenance, including:
 - Use of herbicides
 - Biodiversity awareness
 - Waste disposal and recycling

5. Social Value and Local Benefit (10%)

Assessment of wider benefits to the parish.

Criteria include:

- Use of local labour or suppliers
- Engagement with the local community where appropriate
- Added value services or initiatives at no additional cost

Scoring Method

Each quality criterion scored on a scale such as:

- 0 = No response or unacceptable
- 1 = Poor
- 2 = Adequate
- 3 = Good
- 4 = Very good
- 5 = Excellent

Scores multiplied by the weighting to give a total out of 100.