

Henlow Parish Council



GROUNDS MAINTENANCE CONTRACT TENDER DOCUMENT

April 2026 – March 2029

**Henlow Park Pavilion
Groveside
Henlow
Bedfordshire
SG16 6AP
Telephone: 01462 811800
clerk@henlow-pc.gov.uk**

HENLOW PARISH COUNCIL
GROUNDS MAINTENANCE TENDER DOCUMENT
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SECTION 1 : INVITATION TO TENDER

Henlow Parish Council ("the Council") hereby invites tenders for the carrying out of Grounds Maintenance in accordance with this Tender Document.

- 1.** Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted. They will be deemed to have visited the sites and familiarised themselves with all aspects of the service. No additional costs will be accepted for lack of knowledge as a consequence.
- 2.** Any queries regarding the interpretation of any part of the Tender Document should be addressed to the Clerk by no later than **5pm on Friday 6th March 2026**.
- 3.** Prospective Contractors should note that the Council is not bound to accept the lowest tender or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
- 4.** The successful tender together with the Council's written acceptance shall form a binding agreement reflected in the terms of the formal Contract.
- 5.** If you wish to submit a tender, please complete the **Form of Tender (Section 5)** and **Questionnaire (Section 6)** and deliver them in hard copy by either post or hand delivery before **5pm on Friday 20th March 2026** addressed to: -

The Clerk, Henlow Parish Council, Henlow Park Pavilion, Groveside, Henlow, Bedfordshire SG16 6AP in a sealed envelope marked "Private & Confidential - Tender for Grounds Maintenance".

Please note that for hand delivered tenders there is a post box affixed to the wall at the front of the Henlow Park Pavilion.

- 6.** The Tenders will be evaluated by the Council as soon as possible after the closing date and the successful party will be asked to enter into a formal Contract to commence on (or as soon as possible) after 1st April 2026.

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SECTION 2 : STANDARD CONDITIONS OF CONTRACT

Duration of the Contract

The duration of the Contract will be two or three years, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.

Contractor's Obligations

The Contractor:

- a) Will provide all machinery and tools necessary to complete the works. No machinery, tools or fuel of any kind will be provided by Henlow Parish Council or will be allowed to be stored on site.
- b) Will keep in good repair and condition all machinery and ensure that it is always in satisfactory condition to complete works on the Henlow Parish Council's behalf.
- c) Will provide all its personnel with adequate protective clothing.
- d) Will insure itself adequately against all contingencies in relation to damage, fire, theft and personal injury with regard to all the Contractor's machinery used in connection with the contract;
- e) Will accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract;
- f) Will indemnify and keep indemnified Henlow Parish Council against all losses, claims, demands, proceedings, damages, costs, charges and expenses in respect of or in connection with injury to or death of any person (including a person employed by the contractor or any sub-contractor) or damage to property real or personal (including property belonging to or in possession of a person employed by the Contractor or any sub-contractor) happening consequent upon or in connection with the carrying out of work.
- g) Will carry out the workmanship to the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice;
- h) Will effect and maintain insurance policies which provide both Henlow Parish Council and the Contractor with full cover in respect of any liability against which the Contractor is required by the clause to indemnify the Council. In particular, the Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Clerk prior to the commencement of the Contract.
- i) Shall not assign or sub-contract the contract relating to the works or any part of it without the prior written consent of Henlow Parish Council.

- j) Shall make all arrangements for and bear the cost of loading and unloading of plant and equipment and for transport to the first and last site of work and from site to site as necessary during the work.
- k) Shall be responsible for the transport of any employees to and from work and from site to site.
- l) Will provide first aid outlets in easily accessible positions whilst work is being carried out.
- m) Will report to the Clerk any damage to trees, hedgerows, ditches, fences, bridges and anything else the contractor deems necessary to report within 24 hours of visiting the site.
- n) Will provide Henlow Parish Council with suitable references concerning the type and standard of work carried out.
- o) Will provide monthly invoices, in arrears. The total quote for one year will be divided by twelve equal payments.

In addition:

- p) No standing time will be paid for time lost due to inclement weather conditions, or for any other circumstances which may arise to prevent work proceeding.
- q) No payment will be made for any work not carried out to the satisfaction of Henlow Parish Council.
- r) The Contractor will maintain regular contact with the Clerk, together with a quarterly visit to the Clerk's office to discuss general matters.
- s) 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;
- t) If and when weed killing chemicals are to be applied: -
 - (i) the precise details are to be agreed in advance with the Clerk;
 - (ii) the chemicals must be applied by certificated staff;
 - (iii) evidence of the appropriate certificates must be provided to the Clerk.

Termination of Contract

Henlow Parish Council may, without reason, terminate the Contract giving one months' notice, in writing. The Contractor may, without reason, terminate the Contract giving three months' notice, in writing.

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SECTION 3: SPECIFICATION OF WORKS

SITE 1: Henlow Park **Groveside, Henlow, Beds, SG16 6AP**

1. Grass Cutting March to October (inclusive). Weekly cuts to 15mm height (approx. 35 cuts in total). The cricket outfield to be cut weekly on a Friday (Thursday if weather is unfavourable on the Friday).
2. Empty three litter bins and litter pick from play areas and recreation ground a minimum of two times per week. Allow for excess litter that may be deposited at other times (after events), as instructed by the Clerk.
3. Cut and maintain the hedges facing the play areas and recreation ground:
 - Bowls Club hedge (as required - to be planted Autumn 2026)
 - Raynsford Academy hedge
 - Henlow Academy hedgeAlso cut and maintain the hedge and bushes in verge at Groveside adjacent to the Bowls Club. All hedges to be cut a minimum of two times per year, with the first cut at the start of June.
4. Carry out strimming and weedkilling as required to bases of all trees within the play area and recreation ground a minimum of two times per year.
5. Mark out football pitch ready for the start of the season (September).
6. After the start of the football season, the Clerk will confirm at the start of each week if the pitch needs to be remarked for any weekend fixtures. Lines are to be maintained so they do not fade.
7. Rotavate and reseed goalmouths at the end of the football season.
8. Roll the football pitch and cricket outfield twice a year with a heavy roller.
9. Maintain shrubs and bushes and carry out light tree work. Remove suckers from all trees bordering with Park Lane, Coach Road and Raynsford Academy.
10. Cut branches overhanging footpaths in Park Lane, Coach Road and footpath through the park from Park Lane to Pavilion, ensuring 2.5m clearance.
11. Collect and dispose of all autumn leaf fall weekly in November.

SITE 2: The Pit Recreation Ground
Church Road, Henlow, Beds SG16 6AN

1. Grass Cutting March to October (inclusive). Fortnightly cuts to 15mm height (approx. 17 cuts in total)
2. Empty three litter bins and litter pick the whole area of the recreation ground a minimum of two times per week. Allow for excess litter that may be deposited at other times (after events), as instructed by the Clerk.
3. Carry out strimming and weedkilling as required around bases of all trees a minimum of two times per year.
4. Erect football goals, mark out football pitches ready for the start of the season and take down goals at the end of the season.
5. After the start of the football season, the Clerk will confirm at the start of each week if the pitch needs to be remarked for any weekend fixtures. Lines are to be maintained, so they do not fade.
6. Rotavate and reseed goalmouths at the end of the football season.
7. Roll the football pitch twice a year with a heavy roller.
8. Strim all the banks, maintain shrubs and bushes and carry out light tree work as necessary.

SITE 3: Millennium Meadow
Gardener's Lane, Henlow, Beds SG16 6DJ

1. Grass cutting. Five times per year to 75mm height. Further cuts if required will be requested by the Parish Council and agreed at an extra cost of £250 per cut.
2. A one metre boundary strip shall be maintained along the riverbank at a height of between 300mm to 500mm and cut once a month.
3. All ditches should be maintained, with excess foliage always removed. Both sides of the ditches are to be flailed once a year.
4. The beech hedge to the boundaries of the churchyard extension is to be cut to its side facing the Millennium Meadow and top once a year, in the autumn.
5. The hawthorn hedges are to be cut on side and top once a year, in the autumn.
6. The grass under all trees in the orchard is to be carefully flailed and strimmed five times per year, ensuring no trees are damaged.
7. Bases of all trees and all boundary fence lines are to be treated with weedkiller twice per year.
8. Litter pick whole site weekly, throughout the year.

**SITE 4: Caterpillar Landing
Dawson Close, Henlow, Beds SG16 6HS**

NB – Please only quote for works for one year

1. Grass Cutting: Five times per year to 75mm height with a mulching mower

GENERAL SPECIFICATION APPLICABLE TO SITES 1 -4

1. Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris. The Contractor will remove this waste where possible, otherwise informing the Clerk if it is not possible to do this. The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
2. The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council will be made good by the Contractor at their own expense and to the satisfaction of the Council.
3. The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide their staff with all safety equipment, (boots, reflective vests etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
4. 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.
5. All grass will be cut cleanly and evenly and without damaging the existing surface.
6. The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, playground equipment safety surfaces, memorial stones, paths and public footpaths, etc., by sweeping or using a blower.
7. Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
8. Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
9. Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
10. 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.
11. 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.
12. Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting, and replaced before the Contractor leaves the site.

13. (i) Mowing around obstructions including seats, trees, fence lines, posts, memorial stones and kerbs and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location.

(ii) If used, strimmers must not damage any trees, shrubs etc or permanent or removable fittings.

14. All persons operating grass cutting machinery must be satisfactorily trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

15. Access to running water is not available on all sites – contractor to provide their own where required.

16. In areas containing spring bulbs, as advised to the Contractor by the Clerk, grass cutting shall be managed sensitively to avoid damage to bulbs, particularly during flowering and early growth

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SECTION 4 : SITE PLANS

Please contact the Clerk if further plans or clarification as to the extent of the Sites is required.

**SITE 1: Henlow Park,
Groveside, Henlow, Beds SG16 6AP**



**SITE 2: The Pit Recreation Ground
Church Road, Henlow, Beds SG16 6AN**



**SITE 3: Millennium Meadow,
Gardener's Lane, Henlow, Beds SG16 6DJ**



**SITE 4: Caterpillar Landing,
Dawson Close, Henlow, Beds SG16 6HS
(rectangular area of land to the east of Derwent school)**



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SECTION 5 : FORM OF TENDER

SITE 1: Henlow Park, Groveside, Henlow, Beds SG16 6AP

	2026-2027	2027-2028	2028-2029
Total Cost of Contract:			

SITE 2: The Pit Recreation Ground, Church Road, Henlow, Beds SG16 6AN

	2026-2027	2027-2028	2028-2029
Total Cost of Contract:			

SITE 3: Millennium Meadow, Gardener’s Lane, Henlow, Beds SG16 6DJ

	2026-2027	2027-2028	2028-2029
Total Cost of Contract:			

SITE 4: Caterpillar Landing, Dawson Close, Henlow, Beds SG16 6HS

	2026-2027	2027-2028	2028-2029
Total Cost of Contract:		N/A	N/A

I/We agree to complete the work in accordance with the Tender Document.

I/We understand that Henlow Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed: Name:

Position: Date:

Of:

Telephone Contact Number:

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SECTION 6 : PROSPECTIVE CONTRACTOR DETAILS

Name:

Address:

Telephone number.....

Email address:.....

Contact Name and Position

Nature of Business:

If the Business is a Company, is it a Subsidiary of another Company?

If yes, please give details:

Date of Business formation:

Are you VAT registered?

Please state number of grounds maintenance employees:

Please advise how much notice you require to undertake additional cuts:

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Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc: (using a separate sheet if necessary).

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.....
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Signed:

Position:

Date:.....