

# COVINGHAM PARISH COUNCIL

INVITATION TO TENDER

FOR PROVISION OF

## **GROUNDS MAINTENANCE SERVICE**

Lot 1 - Grass Cutting

Lot 2 - Hedge Cutting

Lot 3 - Road Sweeping

Lot 4 - Dog Bin Emptying

Lot 5 – Covingham Square – Flower Bed

Lot 6 –Weed Suppression

**PLEASE RETURN BY:**

**29 August 2025**

SCHEDULE 1

**1. INTRODUCTION**

1.1 Covingham Parish Council (the Council) is seeking to award a three-year contract, April 2026 to March 2029. This contract is being procured under the Council's open tender process.

1.2 The Council is looking for one provider to be appointed to a contract for the supply of: -

Lot 1 – Grass Cutting

Lot 2 – Hedge Cutting

Lot 3 – Road Sweeping

Lot 4 – Dog Bin Emptying

Lot 5 – Covingham Square – Flower Bed

Lot 6 – Weed Suppression

1.3 You are invited to complete the attached Invitation to Tender (ITT) and to submit it together with any requested supporting information, to the Clerk, C/O 7, Eagle Close, Covingham, Swindon, SN3 5DT, by 29<sup>th</sup> August 2025.

1.4 Potential Providers shall accept and acknowledge that by issuing this ITT the Council shall not be bound to accept any tender and reserve the right not to conclude a contract for the Services for which tenders are invited.

**2 PURPOSE AND SCOPE OF THIS ITT**

2.1 These instructions are designed to ensure that all Potential Providers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

2.2 The Potential Provider shall not contact any other employee or member of the Parish Council, who are in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by the Parish Clerk.

**3. CONTRACT TERM**

3.1 The Contract shall be for a period of three (3) years from 1<sup>st</sup> April 2026 to 31st March 2029.

3.2 A review of the Contract, including price, will take place in September / October of each year.

3.3 It is anticipated that the Contract will be fully operational by 1<sup>st</sup> April 2026.

#### **4. INSTRUCTIONS FOR COMPLETION**

4.1 Potential Providers should read these instructions and the Specifications carefully before completing the Tender documentation. Failure to comply with these requirements for completion and submission of the Tender Response may result in the rejection of the Tender. Potential Providers are required therefore, to acquaint themselves fully with the extent and nature of the services and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Potential Provider accepts these Conditions of Tender.

#### **5. TENDER VALIDITY**

5.1 Your tender should remain open for acceptance for a minimum period of 90 days. A tender valid for a shorter period may be rejected.

#### **6. RETURN OF THE QUESTIONNAIRE**

**6.1 The completed questionnaire must be returned to the Clerk, Covingham Parish Council, no later than 29<sup>th</sup> August 2025.**

6.2 The Tender must be submitted in the form specified. Failure to do so may render the response non-compliant and it will be rejected.

#### **7. DISCLAIMERS**

7.1 Whilst the information in this ITT, Due Diligence information and supporting documents have been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

7.2 Neither the Parish Council, the Clerk, or other employees:

(a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT; or

(b) accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

## 8. INDICATIVE TIMETABLE

8.1 Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Parish Council does not intend to depart from the timetable, it reserves the right to do so at any stage.

Stage in the Procurement	Deadline
Deadline for return of ITT to the Authority	29 <sup>th</sup> August 2025
Evaluation of the ITT responses commences	1 <sup>st</sup> September 2025
Clarification meetings if required	2 <sup>nd</sup> September – 12 <sup>th</sup> September 2025
Meeting of Tender Panel to agree Report/recommendation for Parish Council	22 <sup>nd</sup> September to 4 <sup>th</sup> October 2025
Approval of Parish Council to award Contract	6 <sup>th</sup> October 2025
Award Contract	7 <sup>th</sup> October to 24 <sup>th</sup> October 2025
Contract start date	1 <sup>st</sup> April 2026

## 9. ELIGIBILITY, SELECTION AND AWARD CRITERIA

9.1 In addition to price, all Tenders will be evaluated against the selection criteria set out in the table below.

Selection Criteria	Weighting
Health and Safety	15%
Environmental Sustainability	5%
Technical capacity, expertise and experience	60%
References	20%
<b>Total</b>	<b>100%</b>

## 10. CONTRACT AWARD

10.1 Contract award is subject to the formal approval process of the Parish Council which will take place at the full Parish Council meeting on 6<sup>th</sup> October 2025. Until all necessary approvals are obtained no agreement will be entered into.

10.2 The Parish Council shall be under no obligation to accept the lowest or any Tender.

## SCHEDULE 2

### SPECIFICATION

#### Lot 1 – GRASS CUTTING

##### Key Aims

- To provide a good quality sward, within agreed levels, which is fit for the purpose for which it is intended
- To ensure each site is left tidy

##### The specification of work

To cut the areas marked on Plan A as follows:

- |   |                       |  |
|---|-----------------------|--|
| 1 | General Scope of work | The work involves cutting grass on public highways, on public open spaces and amenity areas.   |
| 2 | Plant and Transport   | The Contractor is to provide all tools, plant and cutting machinery, together with fuel etc. The Parish Council will not be liable for any damage to contractor's equipment caused by carrying out these works. The contractor is to provide any equipment including transport which he requires to carry out the work   |
| 3 | Areas to be cut       | The areas to be cut are specified on Plan A (marked in green). These include the 2 main parks, grass verges on all roads, Dorcan Way between The Messenger and Dorcan Stream, Covingham Square and several other smaller areas of grass. There are two steep slopes marked 1 & 2 on Plan A which will need to be strimmed as they are inaccessible to mowing equipment.  |
| 4 | Period of work        | 1 <sup>st</sup> April to 31 <sup>st</sup> October each year of the contract  |
| 5 | Date of Cuts          | <p>All cutting is to be completed within 7 days of the following dates. nb: Refuse collection days to be avoided.</p> <p>16 cuts</p> <p>1<sup>st</sup>, 13<sup>th</sup>, 27<sup>th</sup> April, 11<sup>th</sup>, 25<sup>th</sup> May, 8<sup>th</sup>, 22<sup>nd</sup> June, 6<sup>th</sup>, 20<sup>th</sup> July, 3<sup>rd</sup>, 17<sup>th</sup>, 31<sup>st</sup> August, 14<sup>th</sup>, 28<sup>th</sup> September, 12<sup>th</sup>, 26<sup>th</sup> October</p> <p>These dates may be varied by agreement with the Clerk having regard to growing conditions and any other material considerations. The Parish Council reserves the right to omit any cut or cuts.</p> |
| 6 | Mowing                | <p>The Contractor shall keep all grass areas mown using pedestrian operated or ride on rotary or cylinder mowers or strimmers. Clippings may be left on and evenly distributed over the area. Areas where spring bulbs are planted, should not be mowed until the bulbs have died back sufficiently.</p> <p>The grass on verges and other open spaces shall be maintained at a height of between 15mm and 60mm at all times.</p>   |







## SPECIFICATION

### Lot 2 – HEDGE CUTTING (2 cuts/year)

#### Key Aims

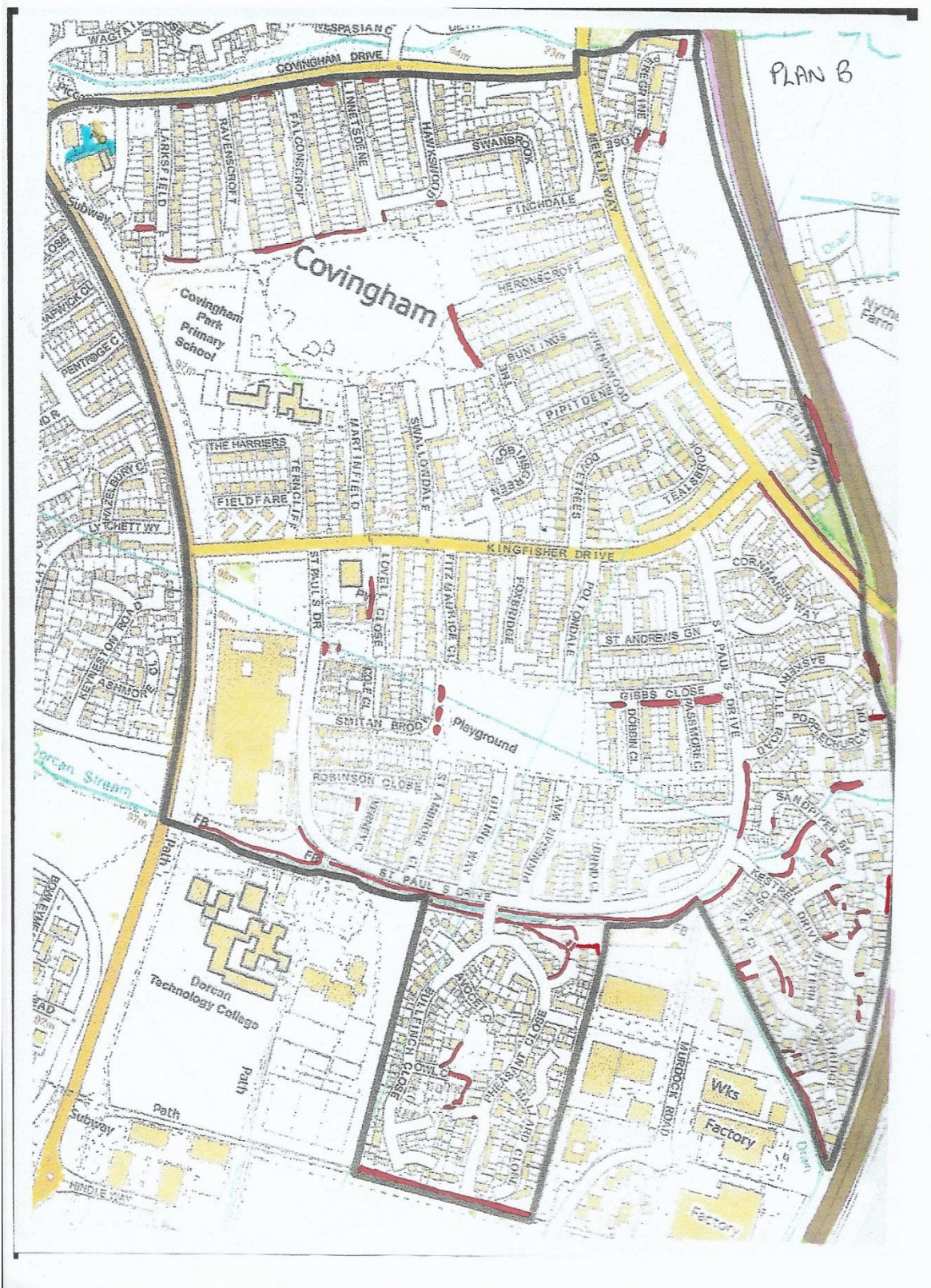
- To provide neatly clipped hedges
- To prevent hedges affecting footpaths
- To ensure that footpaths are wide enough to allow access for wheelchairs and pushchairs.

#### The specification of work

To cut the hedges marked on **Plan B** in red:

- |   |                                 |  |
|---|---------------------------------|--|
| 1 | General Scope of work           | To cut hedges and small trees to an accepted horticultural standard with reference to the nesting season and to hibernating animals. In addition, to trim overgrown vegetation and remove any overhanging brambles. A contractor may use a flail to cut hedges when in larger, open areas  |
| 2 | Plant and Transport             | The Contractor is to provide all tools, plant and cutting machinery, together with fuel etc. The Parish Council will not be liable for any damage to contractor's equipment caused by carrying out these works. The contractor is to provide any equipment including transport which he requires to carry out the work   |
| 3 | Areas to be cut                 | The areas to be cut are marked on Plan B (in red).   |
| 4 | Period of work                  | 1 <sup>st</sup> October to 31 <sup>st</sup> December each year of the contract   |
| 5 | Hedge Cutting                   | <p>The Contractor shall trim and prune the hedges to encourage a stable hedge.</p> <p>The Contractor shall cut back the current growth to the point of the previous cut, and the hedge shall be trimmed, pruned back to the same height, width and general shape as that which existed at the completion of the last trim.</p> <p>All hedges shall be cut both sides (where feasible) and top.</p> <p>The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife and Countryside Act 1985.</p> <p>For the hand cut only, the Contractor shall make all cuts cleanly and remove any ragged edges using a sharp blade.</p> |
| 6 | Cleaning up after hedge cutting | The Contractor shall leave grass edges adjacent to hedges neat, and tidy at the time of cutting.   |





## **SPECIFICATION**

### **Lot 3 – ROAD SWEEPING**

#### **Key Aims**

- To keep all road kerb lines, free from leaves, weeds and general debris.

#### **The specification of work**

- |   |                       |  |
|---|-----------------------|--|
| 1 | General Scope of work | Twice a year, to sweep all road kerb lines in the parish, using a road sweeper machine.  |
| 2 | Period of work        | <ul style="list-style-type: none"><li>• During December each year of the contract</li><li>• 3 – 4 weeks after first weed suppression round</li></ul> |

## Lot 4 – DOG BIN EMPTYING

### Key Aims

- To empty all 16 dog waste bins on a weekly basis and dispose of the waste

### The specification of work

- |   |                       |  |
|---|-----------------------|--|
| 1 | General Scope of work | To empty dog bin, remove and dispose of dog waste, and to place new bin liner in each bin. |
|---|-----------------------|--|

There are 16 dog waste bins, **marked with a blue cross on Plan A**

- |   |                |  |
|---|----------------|--|
| 2 | Period of work | Once per week, 52 weeks per year, for the duration of the contract |
|---|----------------|--|

## Lot 5 – COVINGHAM SQUARE – FLOWER BED (marked in red on Plan C)

### Key Aims

- To maintain the general appearance of the flower bed.

### The specification of work

- |   |                       |  |
|---|-----------------------|--|
| 1 | General Scope of work | To remove weeds and leaves, dig/hoe the ground over and maintain the general appearance of the bed and plants. |
|---|-----------------------|--|

- |   |                |  |
|---|----------------|--|
| 2 | Period of work | Once per month for the duration of the contract. |
|---|----------------|--|

## Lot 6 – WEED SUPPRESSION

### Key Aims

- To kill / suppress weeds on paved areas in Covingham Square (marked in Pink on Plan C)
- To kill / suppress weeds on all other pavement areas /kerb lines within the parish boundary

### The specification of work

- |   |                       |                                 |
|---|-----------------------|---------------------------------|
| 1 | General Scope of work | To spray weeds with weed killer |
|---|-----------------------|---------------------------------|

- |   |                |  |
|---|----------------|--|
| 2 | Period of work | Twice per year for the duration of the contract. |
|---|----------------|--|





## **SCHEDULE 3**

### **TENDER RESPONSE**

#### **For the Provision of Grounds Maintenance Services**

**Tenderers are to complete Schedule 3 – Parts A, B, C and D**

**Please return response sections by post to:**

Clerk to Covingham Parish Council, C/O 7, Eagle Close, Covingham, Swindon, SN3 5DT

**All tenders to be in sealed envelopes and marked in the top left-hand corner**

**“Tenders – to be opened only by tender panel”**

## Part A

### Commercial Information

#### A.1. Company/Organisation identity:

A.1.1 Company name of organisation submitting the tender:

A.1.2 Contact name and position in organisation:

A.1.3 Company address:

A.1.4 Contact Telephone number:

A.1.5 Contact e-mail address:

A.1.6 Company Web Site Address:

#### A.2 Areas of Business

A.2.1 Please indicate below the principle areas of business activity of your organisation



A.2.2 Please indicate which elements if any of the services your organisation anticipates may be sub-contracted:

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### A.3 Insurance

A.3.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

<b>Public Liability Insurance Min £10,000,000</b>	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
<b>Employers Liability Insurance £5,000,000</b>	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

### A.4 Health and Safety

A.4.1 Please supply the name and designation of the person responsible for the implementation of the organisations Health and Safety Policy.

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A.4.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety Policy.

A.4.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put in place and practiced within your organisation.

### **A.5 Environmental Sustainability**

A.5.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

## **Part B**

### **TECHNICAL CAPABILITY**

#### **B.1 Previous Experience**

B.1.1 Please provide information of your organisations technical capability, expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, parish councils or other public bodies.

#### **B.2 Staff Skills and Development**

B.2.1 Please indicate below whether any operatives you employ and expect to engage on this contract have specific skills/qualifications related to the range of requirements set out in this tender document.

Skill / Qualification	Number of Operatives

B.2.2 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained.

### B.3 References – please provide 2 references

B.3.1 Please provide details for two companies/organisations for which you have carried out similar works.

#### Reference 1

<b>Company Name</b>	
<b>Company address</b>	
<b>Contact Name</b>	
<b>Contact Phone number</b>	
<b>Contact e-mail address</b>	
<b>Contract start / end dates</b>	
<b>Contract value</b>	
<b>Brief description of contract</b>	

## Reference 2

Company Name	
Company address	
Contact Name	
Contact Phone number	
Contact e-mail address	
Contract start / end dates	
Contract value	
Brief description of contract	

## Part C

### TECHNICAL PROPOSAL

#### C.1 Service Requirements

C.1.1 Please detail below the format in which your organisation can receive Service Requests

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#### C.2 On-site Arrangements

C.2.1 What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

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### **C.3 Quality of work and Supplier conduct**

C.3.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff.

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### **C.4 Sub-Contracting**

C.4.1 Please detail your organisations methodology for employing sub-contractors and ensuring that sub-contractors if used are fully compliant with the terms and conditions of the Framework Agreement.

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## Part D

### FINANCIAL PROPOSAL

#### Lot 1 – Grass Cutting

	Price per cut	Price per year (15 cuts)
Cutting all areas of grass / verges marked in green on Plan A		
Total (excluding VAT)		
Total including VAT		

#### Lot 2 – Hedge Cutting

	Annual Price
Cost of hedge cutting all hedges marked in red on Plan B (2 cuts)	
Total (excluding VAT)	
Total including VAT	

#### Lot 3 – Road Sweeping

	Annual Price
Twice a year, to sweep all road kerb lines in the parish, using a road sweeper machine.	
Total (excluding VAT)	
Total including VAT	

#### Lot 4 – Dog Bin Emptying

	Price per bin	Price per week (16 bins)	Annual Price
To empty 16 dog bins, once per week, dispose of waste and reline bins.			
Total (excluding VAT)			
Total including VAT			



**Lot 5 – Covingham Square – Flower Bed**

	Price per visit	Price per Year (12 visits)
To maintain the appearance of, and the plants in the flower bed		
Total (excluding VAT)		
Total including VAT		

**Lot 6 – Weed Suppression**

	Price per Year
To spray weeds in Covingham Square, all pavements and kerb lines with weed killer, twice per year	
Total (excluding VAT)	
Total including VAT	

**Document 1**

**Form of Tender**

TO BE COMPLETED BY THE TENDERER

To: Covingham Parish Council

PROVISION OF GROUNDS MAINTENANCE SERVICES FROM 1<sup>st</sup> APRIL 2026

From:

Having examined the Invitation to Tender and all other Schedules, and being fully satisfied in all respects with the requirements of the ITT (including the Conditions of Tender) for the above mentioned services, I/We hereby offer to provide the whole of the services for the term of three (3) years from the Date of Commencement stated above with conformity with the Conditions of Contract and Methods of Work, Specifications and the Pricing Documents for the prices in the Pricing Documents.

I/We understand that you are not bound to accept the lowest or any tender you receive.

I/We understand that no payment will be made for any expenses or losses incurred in the preparation of my/our tender.

I/We agree that this tender remain open for acceptance for 90 days after the closing date for submission.

I/We warrant that I/we have all the requisite corporate authority to sign this Tender.

Signed: .....

For and on behalf of: .....

Address: .....

.....

Date: .....