



Weston Turville Parish Council

Village Hall
School Approach
Weston Turville
HP22 9RW
Tel: 01296 612838
Email: clerk@westonturville-pc.gov.uk

INVITATION TO TENDER

Open Spaces Maintenance Contract for three year period

1st April 2026 to 31st March 2029

Introduction

This invitation to tender (ITT) has been prepared by Weston Turville Parish Council (The Council) for the provision of services to maintain its open spaces for a three year period, commencing 1st April 2026 and terminating 31st March 2029.

Tenders are invited from suitably equipped and qualified persons or companies ("the Contractor") for The Contract. References are to be supplied, together with evidence of suitability for carrying out this work. Should those tendering be doing so on the basis of any form of sub-contracting then the Council must be advised and will require suitable verifiable references on the sub-contractor(s) to be employed. The contractor/sub contractor must have appropriate PLI insurance to the value of £10 million and copies must be supplied.

All work to be correctly risk assessed and to conform to health and safety guidance.

N.B. Any lengths / areas are approximate and for guidance and should be verified as necessary by the contractor – the council is not responsible for its accuracy or completeness.

Tender Instructions

1. Questions

Queries relating to this tender must be raised in writing no later than noon on 16th December 2025 and should be addressed to the Clerk by emailing clerk@westonturville-pc.gov.uk

2. Site Visits

The Contractor is assumed to have visited the sites to assess the nature of the work, access, topography etc and carried out relevant services checks. Should site visits be required with the Parish Council then this should take place well in advance of the tender close date, contact clerk@westonturville-pc.gov.uk to arrange.

3. Insurance

The Contractor must have the following minimum insurance cover in place:

£10m Public Liability Insurance
£5m Employer's Liability Insurance
£1m Professional Indemnity Insurance

4. Deadline for receipt of tenders

All tenders must be received in a sealed envelope marked "Open Spaces Tender" by the Clerk to the Council by noon on Tuesday 23rd December 2025. Any Tender received after that date will be rejected.

5. Business References

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

6. The Decision

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender.

Tenders will be opened by the clerk in the presence of at least one councillor after the deadline for submission has passed. The council may at its own absolute discretion extend the deadline.

The Tenders will be considered in Council at the January 2026 Council meeting. Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process. Any questions about the enclosed papers should be directed to the Parish Clerk as soon as possible and, if necessary, prospective contractors can be accompanied to any of the sites to aid

clarification of any points raised. NB This contract may be subject to changes although the basic stipulations will not change

7. Canvassing

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

8. Notification of Outcome

The Clerk will notify all parties of the outcome of this tender process by email before noon on Tuesday 20th January 2026.

9. Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

10. Tender Timescales

Action	Date
Issue of Invitation to Tender	6 th November 2025
Deadline for return of Tender document	12 noon 23 rd December 2025
Evaluation of Tenders by Weston Turville Parish Council	15 th January 2026
Notification of award decision	20 th January 2026

Specification of Works

In general, maintenance of all the areas is carried out with varying frequency, depending upon the seasons, and sometimes on weather conditions (e.g in very dry weather the number of grass cutting sessions may be reduced at the discretion of the Council) and includes:-

- Mowing areas of grass and attendant strimming as required, together with blowing / tidying up areas after strimming and mowing.
- Cutting hedging and clearance of weeds where hedges border footpaths. Hedges to be cut and areas left tidy and cleared of cuttings (cut and clear). Hedges to be cut to / maintained to existing heights. Bird nesting season to be avoided (March – August).
- Weedkilling various areas as specified – all done to conform to current regulations and health and safety guidance.
- Garden maintenance of three areas including shrub bed maintenance, edging, trimming shrubs and pruning

In addition, those tendering for the Contract may be asked to carry out “additional work” from time to time which consists mainly of one-off jobs such as the occasional mending of fences/gates/posts, removal of graffiti, trimming back of overhanging branches/undergrowth where they impinge on footpaths and occasionally felling of small trees. There is no regular pattern to this type of work and each job has to be quoted for separately for approval.

Full details of all works required are given on the attached schedules, which should be read in conjunction with the site maps provided, together with a summary schedule which must be used to price the contract. All prices must be itemised. An aggregate figure for the whole contract will not be acceptable.

Contract pricing and content will be subject to review on 30th September in each year of the life of the Contract to take account of financial pressures and any other items which might be raised by either party to the Contract. Any price increase requested by the Contractor which exceeds RPI (Retail Prices Index) will not be acceptable and the Council’s decision on any increase or otherwise of whatever nature will be final.

Contract Termination

Either party may terminate this contract upon presentation of three months notice given to the other party.

If the Contractor does not fulfil the obligations as per the terms of the contract, the Clerk will be entitled to terminate the contract in part or in full by giving fifteen (15) days notice, having the balance of work completed through other agencies at the contractors cost and risk.

Payment

One invoice per month will be required to cover the previous calendar month’s work, showing the number of visits made under the various headings as listed in the summary schedule, and the price per visit as agreed, together with any “additional work” as previously approved.

The invoice must be received latest by the Friday before the third Thursday of each month, for payment the following week.

The Council reserves the right to withhold payment if any aspect of the work carried out is not of a standard acceptable to the Council, but all efforts will be made to settle any dispute promptly to avoid further disruption.

Jubilee Park and Memorial Playing Field - site map attached

The Jubilee Park and Memorial Playing field comprises of two football pitches, open space, tennis courts, multi use games area (MUGA), skate park, children's play area and a petanque court. The two fields have a compressed gravel path running around them and to the various facilities.

a) Grass cutting

- Fortnightly visits during the period 1st March - 31st October, the whole area on the attached site plan including within skate park and children's playground plus all banking plus strimming around all boundary poles. Strimming also to include edges of tennis court, MUGA, Petanque court and both sides of the boundary fencing around the skate park and children's play area.
- Football pitches – additional cuts as necessary between 1st November and 31st March to allow football to be played. Please state cost per cut.
- Mounds to be cut annually at the end of September.
- Wildflower area – cut paths to benches, under the trees and around outer weekly.

b) Wildflower area

- Annual cut at the end of September of the whole area, including the banks.
- Annually in March - scarify wildflower area annually and reseed. The wildflower seeds to be supplied by the contractor.

c) Hedge cutting

- Boundary hedges to the village hall garden, children's playground, tennis courts, MUGA and skate park to be cut back outside of bird nesting season. Take away arisings for disposal or chip on site.

d) Football pitches

- Annual maintenance – scarify, aerate, weed and reseed.

e) Weed control

- Spraying twice yearly of the petanque court and footpath around the fields. Paths to be sided out to ensure any growth does not encroach onto the path. Environmentally friendly products must be used as the fields are used by humans and animals and open to the public.

f) Sundry works

- As instructed from time to time to be managed under the "Additional work" section of the Contract and subject to prior quotes being provided and approved.

Site plan – Jubilee Park and Memorial Playing Field (not to scale)



Village Hall, Car Park and School Approach - site map attached

Work to be carried out:

- a) Grass cutting
 - Fortnightly visits during the period 1st March - 31st October, the whole area as coloured yellow on the attached site plan plus strimming around all boundary poles.
- b) Hedge cutting
 - Trim any branches overhanging the footpath that impede pedestrians in School Approach. Take away arisings for disposal or chip on site.
- c) Weed control
 - Keep surrounds of the village hall and patio area tidy and weed free.
- d) Sundry works
 - As instructed from time to time to be managed under the “Additional work” section of the Contract and subject to prior quotes being provided and approved. For example this may include filling potholes with viafix pothole repair.



The Paddocks, New Road - site map attached

The Paddocks housing development is located off New Road, near the junction with A41 Aston Clinton Road. The development is accessed via Old Rickyard Piece, HP22 5ZD. Work to be carried out:

- a) Children's Playground
 - Litter pick to be carried out prior to grass cutting
 - Grass to be cut fortnightly during the period 1st March - 31st October, the whole area as on the attached site plan including all banking plus strimming around all boundary poles. All arisings to be disposed of.
- b) Amenity Grass land
 - Collect litter before grass cutting.
 - Fortnightly visits during the period 1st March - 31st October, the whole area as coloured blue on the attached site plan including strimming around all boundary poles. All arisings to be disposed of.
- c) Wildflower Grassland area
 - Grass cutting/trimming to height of between 40-75 mm in mid-August. Further cuts in October
 - and March as necessary to maintain a height of c.50 mm between August and March.
 - Leave c.25% of grassland uncut each year or maintained at no less than 200-300mm every 2-3 years. Cuttings to be removed 1-7 days following cut.
 - Removal of colonising scrub by lopping or digging up by hand as required.
- g) Hedge cutting
 - Boundary hedging to be pruned outside of bird nesting season. Take away arisings for disposal.
- h) Gravel path
 - Spraying twice yearly of the footpath across the amenity land, side out to ensure grass does not encroach onto the path. Environmentally friendly products must be used as area is used by humans and animals and open to the public.
- i) Sundry works
 - As instructed from time to time to be managed under the "Additional work" section of the Contract and subject to prior quotes being provided and approved.

The Paddocks site plan



Pricing Schedule

	Jubilee Park and Memorial Playing Field		Village Hall and School Approach		The Paddocks	
Start date	1 st April 2026		1 st April 2026		1 st April 2026	
	Price per visit	Total cost per annum	Price per visit	Total cost per annum	Price per visit	Total cost per annum
Grass cutting						
Grass cutting – adhoc football pitches						
Strim mounds annually						
Wildflower annual maintenance						
Hedge cutting						
Litter collection						
Weed control						
Path maintenance						
Total						

Tender Response Form

Weston Turville Parish Council

TENDER RESPONSE DOCUMENT For PROVISION OF GROUNDS MAINTENANCE SERVICES

Please submit this Tender Response Document and all supporting material by noon on 23rd December 2025. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Weston Turville Parish Council, Village Hall, School Approach, Weston Turville HP22 5RW or via email clerk@westonturville-pc.gov.uk

Details of Tenderer

Organisation Name
Legal status (sole trader, limited company etc)
Company registration number
Registered Address
Primary business (if different)
VAT registration number
Organisation Name
Date of business formation
Are there any court actions and / or industrial tribunal hearings outstanding against your organisation? YES / NO If yes, please give details on a separate sheet.

To: Weston Turville Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of:
.. (£)

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Weston Turville Parish Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed _____ Date _____

Name _____ Position _____

For and on behalf of _____

Address _____

Email address _____

Telephone number _____

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name: Address: Telephone: Email: Value of contract:	Name: Address: Telephone: Email: Value of contract:
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CERTIFICATE OF BONA FIDE TENDER

PROVISION OF GROUNDS MAINTENANCE SERVICES

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- Communicating to a person other than that the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate premium quotations required for the preparation of the tender.
- Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender bid submitted.
- Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons, anybody, or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed (as in form of tender) _____ Date _____

For and on behalf of _____

Evaluation Criteria

1. Price Evaluation Criteria (40%)

Description	Quality element	Tender price	Weighting (% of Total)	Score
Value for money	Value for money Lowest priced bid receives full 40%. Other bids scored proportionally: $(\text{Lowest Price} \div \text{Bidder's Price}) \times 40$		40%	

2. Quality Evaluation Criteria (60%)

Quality Criteria	Description	Weighting (% of Total)	Points scored
Methodology & Work Plan	Detailed plan showing how each task (grass cutting, hedge cutting, weed control, etc.) will be carried out, including frequency, machinery to be used, and scheduling to minimise disruption to park users. Demonstrates clear understanding of the different areas and their unique maintenance needs (football pitches, wildflower areas, play zones, gravel paths, etc	20%	
Social Value	Local employment: Use of local labour or apprenticeships Environmental practices: Use of sustainable practices (e.g., fuel efficiency or electric vehicles, pesticide reduction, biodiversity support).	20%	
Experience & Track Record	Relevant experience delivering similar contracts (size, complexity, and type) Two relevant references provided	10%	
Health, Safety & Risk Management	Demonstrated safety systems, risk assessments, and compliance with statutory obligations.	10%	
Total Quality Score			

4. Overall Weighted Score

Evaluation Area	Weighting	Calculation	Tender score
Quality	60%	$(\text{Quality Score} \div 5) \times 60$	
Price	40%	$(\text{Lowest Price} \div \text{Bid Price}) \times 40$	
Total Score	100%	Sum of above	

5. Scoring Key (for Quality Criteria)

Score		Definition
0	Unacceptable	Fails to meet the requirement; no evidence provided.
1	Poor	Major deficiencies; inadequate response.
2	Fair	Some aspects addressed but limited detail or relevance.
3	Good	Meets requirements with reasonable supporting evidence.
4	Very Good	Exceeds requirements in several areas.
5	Excellent	Fully meets or exceeds requirements in all respects with strong supporting evidence.