



**TENDER NOTICE FOR THE PROVISION OF GROUNDS
MAINTENANCE SERVICES IN KINGSMED
(PUBLISHED TOGETHER WITH ANNEXES A – H)**

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CLOSING DATE FOR SUBMISSIONS – MONDAY 22/12/2026

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1.0 BACKGROUND AND PURPOSE

Kingsmead Parish Council manages a variety of open, communal land, which includes significant areas of grassed amenity land, hedges, shrubs, associated paths and paved areas. The Parish Council wishes to let a contract to maintain these areas of Kingsmead, including the emptying of litter bins, for the enjoyment and pleasure of its residents.

One of the Parish Council's objectives is to create opportunities for people to engage in leisure opportunities, increasing the quality of life and environmental awareness. This objective will underpin the work of the selected Service Provider through their contractual obligations to ensure the standard of the finished grounds maintenance work meets these expectations.

The Parish Council is seeking to develop a partnership relationship with a competent and professional organisation that can support the delivery of its objectives for excellent grounds maintenance. We will seek to partner with organisations that understand the high standards expected by residents and can recognise how this can be best delivered.

The attached Annexes, A – H, set out the framework of what is required by the Parish Council. These Annexes should be used by the tendering body to build up their priced quotation for the works. This tender documentation will form the basis of a contract, together with Annex H, between the Parish Council and the successful bidder in the implementation and delivery of the contract.

As part of the tendering process the Parish Council is open to responses from contractors with relevant experience and expertise to advise the council on alternative best practices and ways to meet the objectives in the delivery of the contract.

2.0 KEY TENDER DETAILS

2.1 Tender Awarding Body

The tender awarding body will be Kingsmead Parish Council, c/o 4 Valley Lane, Cuddington, Cheshire, CW8 2QD. Email: clerk@kingsmeadpc.org.uk - Telephone: 01606 533858.

2.2 Length Of Contract

The contract will be let for an initial period of three years with the option to extend this for a further period of up to two years. It is envisaged that the contract will commence on 1st April 2026.

2.3 Contract Value

The estimated value of the contract over its three-year timeframe is £200,000 - £220,000.

3.0 KEY PROJECT OUTCOMES

3.1 The key project outcomes will be the maintenance to a good standard of grassed areas, seasonally planted garden areas, hedges and shrubs and paved areas under the control of the Parish Council to the standards described in the attached Annexes appropriate to the changing seasons of the year.

3.2 The aim is to ensure that all the areas subject to this contract will be maintained in a manner which is tidy, free from litter and debris and presented to a good standard which matches the aspirations outlined in section 1.0 of this document.

3.3 The different grounds maintenance elements of this contract will require different approaches by the selected contractor and tenderers are expected to familiarise themselves with the variety of this work and the range of machinery, equipment and staffing that will be required to fulfil the terms of the contract.

3.4 The Parish Council has taken care to specify the detail of the different elements of work in the contract but is open to the submission of any alternative proposals which would result in the presentation of the grounds to an equally high and consistent standard.

3.5 The Parish Council also accepts that occasions will arise when unforeseen events may detrimentally affect the quality and appearance of community open spaces and will need the successful tenderer to be able to respond on an ad hoc basis to such circumstances in liaison with the Parish Council at the rates agreed in the Tender documents.

3.6 Annex A(1-4) are plans of the parish indicating the different areas which will be the subject of this contract. This plan is available in electronic format by contacting the clerk, email: clerk@kingsmeadpc.org.uk

3.7 Annexes B – H describe in more detail the expectations of the Parish Council in relation to the information to be provided as part of the tendering process and the standards of maintenance expected of grassed areas, hedges and shrubs, planted areas and hard-surfaced areas. All measurements provided are for indicative purposes only and contractors should satisfy themselves that the prices submitted will allow the contract to be fully executed.

3.8 Annex H provides the basic contractual terms which the Parish Council proposes to enter into.

4.0 KNOWN ISSUES & PROJECT CONSTRAINTS

4.1 Land ownerships & boundary constraints

4.1.1 The various parcels of land that are subject to this tender are identified on the plans attached at Annex A(1-4) and are in the ownership of Kingsmead Parish Council. These parcels of land are open to public access and contractors will need to be aware of this when undertaking any works specified in the tender documents and ensure that appropriate safeguards are put in place which recognise this open access.

4.1.2 The boundaries of the parcels of land subject to this tender are defined with a variety of finishes. Some of these boundaries are in the ownership of the Parish Council and others are owned by neighbours. Contractors will need to ensure that the work carried out as part of this contract does not compromise the integrity of any of the defined boundary finishes.

4.2 Acceptable Times of Operation

4.2.1 Any works carried out as part of this contract should take place between the hours of 07:30hrs and 18:00hrs on Monday to Friday. Any work required by the Parish Council outside of these hours and days will be subject to specific and additional requests to the contractor and subject to additional ad hoc payment in accordance with the agreed rates.

4.3 Access Constraints

4.3.1 All the sites and locations which are the subject of this Tender are openly accessible and require no special provisions to be put in place to allow the contractor access to carry out the required works.

4.3.2 Access via a locked gate occurs in a limited number of places under the control of the Parish Council; details of the combination codes for these locks will be made available to the successful contractor. These locations are:

- Saint George's field.
- Wildlife corridor on Saint George's Way (adjacent to the field).
- Barrier exiting the Bickley Close car park (alternative access is possible from Monarch Drive).

4.4 Clearing of Cuttings and Debris

4.4.1 Grounds maintenance work essentially generates residue from the cutting and edging of grass, trimming of hedges or the tending of flower beds. The Parish Council expects all cuttings and debris generated by the works associated with this Tender to be collected and disposed of in a lawful manner. It is also expected that the contractor will clean all adjacent footpaths (by sweeping or blowing) after the cutting of adjacent grassed areas

4.5 Contractor Operational and Welfare Facilities

4.5.1 The Parish Council does not own any building assets. The selected contractor will therefore need to ensure that, in the pricing of their offer, provision is made for storage and maintenance of equipment and materials used in the contract and for the welfare of staff deployed on the contract.

4.6 Project Timescales

4.6.1 The Parish Council anticipates that the contract will commence on 1st April 2026 and that the successful contractor will be fully prepared and equipped to commence on this date. It is the Parish Council's intention to award a contract for an initial period of three years with the option at the end of this period to extend the contract for a further one or two years subject to discussions with the successful contractor during year three of the contract.

4.7 Contractor Requirements

4.7.1 The successful contractor will be viewed as a partner of the Parish Council and will be expected to share the commitment of the Parish Council to the delivery of high quality and responsive public services. Contractors must therefore be able to demonstrate customer focus, successful delivery of grounds maintenance services and must be on a sound financial footing. They should be able to demonstrate public liability insurance cover which is compatible with the Parish Council's and current membership of recognised professional bodies.

4.7.2 On award of the contract the successful contractor will be expected to enter into a contract with the Parish Council to discharge and fulfil the terms and conditions of the contract as outlined in Annex H at the prices quoted in the contractor's tender for the initial 12-month period of the contract.

4.7.3 Any claim for an increase in the charges during the initial term or within an extension period will only be considered if the increase does not exceed the percentage change in the Office of National Statistics' Consumer Prices Index (CPI). Approved increases in charges will take effect only on the anniversary of the contract start date. Claims for an increase must be made and approved no later than December prior to it being applied (this allows the Parish Council to include any uplift in its annual budgeting process in January). The contractor should include in its claim the proposed revised rates, the applicable CPI data used to calculate the adjustment and a full explanation of the calculation.

5.0 TENDERING PROCESS

5.1 The purpose of this Invitation to Tender Notice is to invite costed proposals from contractors who have the technical ability, experience, knowledge and capacity to organise and deliver the work described in the tender documents (Annexes A – H). The Parish Council will determine the successful contractor by reference to the evaluation criteria outlined in part 7 and Appendix A below.

5.2 The Parish Council will be using the provisions outlined in Procurement Act 2023 and Procurement Regulations 2024 in the award of this contract. The time limit by which proposals must be received by Kingsmead Parish Council is 30 working days from the publication of this Notice (this Notice was published on 3rd November).

5.3 Contractors tendering for the work will be expected to develop and present their costed proposals and all other requested information for the consideration of the Parish Council. In particular, tenderers should ensure that all information detailed in parts 7 and 9 of this Invitation to Tender (Evaluation of Responses / Declarations and Conflicts of Interest) is provided to the Parish Council as part of their tender submission.

5.4 The Parish Council is amenable to hosting accompanied site visits to assist with the preparation of tenders. Hosted visits will be available w/c 17th and 24th November at the following times:

- Monday to Thursday between 9.30am and 12.30pm.
- Friday between 9.30am and 3pm.

Tenderers wishing to arrange a hosted visit should contact the clerk: clerk@kingsmeadpc.org.uk

6.0 ANTICIPATED TENDERING TIMETABLE

Issue of Invitation to Tender (ITT) Notice and supporting documentation	7 th November 2025
Accompanied Site Visits	w/c 17 th and 24 th November 2025
Closing date for receipt of costed proposals in response to ITT Notice	22 nd December 2025
Evaluation and assessment by Parish Council	23 rd December 2025 – 16 th January 2026
Clarifications / interview as necessary and identification of preferred partner	19 th – 30 th January 2026
Appointment of preferred contractor	February 2026
Commencement of Contract	1 st April 2026

(This timetable may be subject to change depending on responses received)

Further information about this Notice can be obtained by e-mail from Wendy Maddock, Parish Clerk at: clerk@kingsmeadpc.org.uk or Tel. – 01606 533858.

7.0 EVALUATION OF RESPONSES

7.1 The underlying qualifying criteria against which interested parties will be assessed will include:

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	Evaluation criteria	Relative Weighting
1	Price	50%
2	Demonstration of experience & understanding of client brief	50%
3	Methodology of works and provision of relevant equipment and materials to achieve the required service outputs	
4	Demonstration of understanding of risks and proposed mitigations	
5	Service quality management, performance review and reporting proposals	
6	Suitability of depot facilities, staff communication and responsiveness proposals	
7	Documentation provided to demonstrate a properly constituted trading organisation.	Pass / Fail
8	Demonstration of applicant's financial standing including insurance.	Pass / Fail
9	Any potential conflicts of interest recognised & addressed.	Pass / Fail
10	Satisfactory responses & declarations are provided in relation to Annex F	Pass / Fail

7.2 The evaluation of responses to this Invitation to Tender Notice will be carried out by reference to the detail reproduced in Appendix A to this document. The Council reserves the right not to select an applicant who has been assessed as having grave weaknesses in one evaluation area, notwithstanding acceptable or strong responses in all other areas.

7.3 The Parish Council will examine tenders for completeness and may seek clarification where necessary. The Council will also determine whether a tender substantially fulfils the conditions in the tender documents. A tender determined not to substantially fulfil the conditions in the tender documents will be rejected.

8.0 DOCUMENTS CURRENTLY AVAILABLE

8.1 As described in the attached Annexes A – H of the tender documentation.

9.0 DECLARATIONS & CONFLICTS OF INTEREST

9.1 Contractors submitting proposals in response to this Notice should include the following in their submission: -

1. Their full contact details.
2. A declaration of their status as a sole trader, partnership, limited company, LLP etc. (see also 6. below)
3. Where the applicant is reliant on the use of sub-contractors in any respect, details of the quality control approach adopted by the applicant in relation to the selection, appointment and payment of sub-contractors.
4. Whether any partner / director has any unspent criminal convictions relating to the conduct of his/her business or profession.

5. Whether any partner, director or employee is related to any elected councillor or employee of Kingsmead Parish Council.
6. Where the applicant is a member of a group of companies, provide the name and address of the ultimate holding company and a chart showing the group structure and reporting lines.

9.2 Tenderers are asked to confirm that they are authorised to sign submissions and provide the requested information, authorisations and undertakings by completing the information and submitting the forms requested in Annex G.

10.0 UNDERTAKINGS and EXPECTATIONS

10.1 Funding for the delivery of the contract is contained in the annual budgets of the Parish Council which is provided through the levying of a precept on all households in the parish.

10.2 We will expect the final preferred contractor, after appointment, to work in partnership with the Parish Council to implement the detail of the contract.

10.3 We envisage that the final preferred contractor will perform the role of sole main contractor for the delivery of the contract and will not be reliant on sub-contractors to implement the works.

10.4 Tenderers will need to consider the potential implications of TUPE legislation, which the Parish Council believe would apply to the contract.

11.0 QUERIES AND SUBMISSION OF RESPONSES

11.1 Any queries relating to this Notice (including requests for accompanied site visits) should be sent by email to the Parish Council Clerk: clerk@kingsmeadpc.org.uk.

Queries should be clearly labelled “**GM TENDER QUERY**” in bold. No queries will be accepted less than 5 working days before the closing date for responses to this Notice. All parties will be made aware of any queries received and responses provided. Further general information about the procurement / tendering process for this project can be obtained from the clerk: clerk@kingsmeadpc.org.uk.

11.2 Responses to this Notice must be made by 17:00hrs on the closing date of 22nd December 2025 by e-mail only to: tenders2025@kingsmeadpc.org.uk

11.3 Email submissions should be clearly marked “**Grounds Maintenance Tender**” in the heading. You will receive an emailed receipt from the Clerk but submissions will not be circulated to members of the evaluation panel or considered until after the closing date.

12.0 CONFIDENTIALITY

All information contained in this Invitation to Tender, or which is communicated in any further correspondence or during any subsequent negotiations, is presumed to be confidential unless disclosure is statutorily required.

Tenderers should not use the information contained in this tender documentation for any commercial or industrial purpose not connected with this tender.

The Tenderer may communicate, disclose or otherwise make available this information to an employee or a professional adviser who requires the information in connection with the preparation

of the tender or to support any subsequent negotiation, provided they are bound by equivalent conditions of confidentiality.

All information provided by the tenderers will be treated as “Commercial in Confidence” by Kingsmead Parish Council and (except where required in law) will not be disclosed to a third party without the written permission of Tenderers.

Appendix A

TENDER EVALUATION CRITERIA AND METHODOLOGY

INTRODUCTION

In the interests of transparency and fair competition this Appendix sets out how the evaluation of Tenders will be carried out. Tenders will be evaluated both against financial and non-financial criteria, which will be weighted 50%:50% respectively.

A points-based scoring system will be adopted, with 1000 points available across all criteria: 500 points for the financial criterion and 500 points for the non-financial criteria. Evaluation will also take account of responses to the pass / fail criteria.

THE FINANCIAL CRITERION (50%) – MAXIMUM TOTAL POINTS 500

The Financial Criterion is the summation of the priced Schedule of Rates / Bill of Quantities for each of Annex B - E.

The Parish Council will seek clarification, if necessary, on any of the information provided within the Financial Criterion. If after such clarification, the Parish Council is not satisfied that the Contractor can provide the Contract Standard, the council reserves the right to reject the tender.

Each tender will be awarded points based on its relationship with the cost of the lowest tender. The tender with the lowest total cost will be awarded 50 percentage points i.e. 50% of the overall marks available. Each of the remaining tenders will be awarded percentage points on a pro rata basis.

THE NON-FINANCIAL CRITERIA (50%) – MAXIMUM TOTAL POINTS 500

There are 6 non-financial criteria contributing to the Non-financial evaluation (50% of the overall evaluation, maximum total points 500). In order to ensure that the relative importance of each of the non-financial criteria is correctly reflected in the overall evaluation, the non-financial criteria have been weighted as shown by the relative maximum scores achievable in respect of each criterion in Table 1 below.

Table 1: Non-financial Criteria and weightings

No	Criterion	Relative weighting - %	Maximum Points available
NfC1	Demonstration of experience & understanding of client brief	15	150
NfC2	Methodology of works and provision of relevant equipment and materials to achieve the required service outputs	15	150
NfC3	Demonstration of understanding of risks and proposed mitigations	10	100
NfC4	Service quality management, performance review and reporting proposals	5	50
NfC5	Suitability of depot facilities, staff communication and responsiveness proposals	5	50
	Total	50	500

SCORING METHODOLOGY

Each of the Non-financial Criteria will be evaluated using the scoring method detailed below. A score will be awarded for each Non-financial Criterion as a whole. The scoring system will be based on the general principles and descriptions shown in Table 2 below.

Tenderers should note that if a tender fails to achieve a score of 5 points or above in respect of any of the Non-financial Criteria, the Client will give careful consideration to the nature and content of the Tenderer's response and the reasons for any shortfall and, at the discretion of the client, may allow the Tender to proceed further or may reject the Tender.

Table 2: Score range

Score	Assessed standard – consideration given to:
10 (Exceptionally High Standard)	No Risk • response supported by comprehensive evidence, which provides the Assessment Panel complete confidence that the Bidder's response will support the delivery of a successful solution. • positive impact on timetable. • no compromise expected to be required or detriment to the Client with no concerns
8 (High Standard)	Low Risk • response supported by a high standard of evidence in most areas, which provides the Assessment Panel with a high degree of confidence that the Bidder's response will support the delivery of a solution which is acceptable to the Client. • no impact on timetable likely. • or negligible compromise required or detriment to the Client with few concerns
5 (Good Standard)	Medium Risk • response supported by a good standard of evidence in a large number of areas, which provides the Assessment Panel with a satisfactory degree of confidence that the Bidder's response will support the delivery of a solution which is acceptable to the Client. • timetable requiring adjustment, but key dates can still be achieved. • limited compromise required or proposal posing detriment to the Client with minor concerns
2 (Weak Standard)	High Risk • several areas are not supported by a good standard of evidence, which provides the Assessment Panel with a low degree of confidence that the Bidder's response will support the delivery of a solution which is acceptable to the Client. • timetable in jeopardy. • compromise required posing detriment to the Client with concerns
0 (Unacceptable Standard)	Unacceptable Risk • no response or no evidence provided to support important elements of the Bidder's proposals, which provides the Assessment Panel with no confidence that the Bidder's response will deliver the Contract. • unacceptable amendments / risk. • non-compliant Bid

Pass / Fail Criteria

These are self-explanatory and will receive either a positive or negative score.

Final Total Scores

The evaluation team will aggregate the final total weighted scores for the Financial Criterion and the Non-financial Criteria to arrive at the most advantageous tender. Tenderers should ensure that they have submitted the full range of documentation requested in order to allow fair and consistent evaluation.