

# **BURGHFIELD PARISH COUNCIL**

## **INVITATION TO TENDER**

### **GROUNDS MAINTENANCE**

**DECEMBER 2025**





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# INVITATION TO TENDER

## SECTION 1 - SUMMARY

### 1.1 Introduction

1. Burghfield Parish Council ("the Council") invites suitably experienced contractors to submit a tender for the provision of grounds maintenance services across sites owned and/or managed by the Council.
2. The contract will be awarded for an initial period of three years, with the option to extend for a further two years (up to a maximum of five years), subject to review, negotiation, and mutual agreement between the parties.
3. The purpose of this Invitation to Tender (ITT) is to appoint a contractor capable of delivering a high-quality, reliable and professional grounds maintenance service that maintains and enhances the appearance, safety and biodiversity of parish open spaces.

### 1.2 Background information

- 1.2.1 Burghfield Parish Council is responsible for a range of public open spaces, recreational grounds, play areas and landscaped areas within the parish boundary.
- 1.2.2 These spaces are used extensively by residents and form an important part of the local environment. The Council therefore requires a contractor who can demonstrate experience in maintaining public realm open and green spaces to a consistently high standard.
- 1.2.3 The Council is committed to environmentally responsible practices and expects the contractor to support sustainable grounds maintenance, biodiversity enhancement and good environmental management.
- 1.2.4 The areas to be maintained are as set out below and are identified on the location plan provided at Appendix A.
  - Common Recreation Ground, Recreation Road, Burghfield
  - The Hatch Recreation Ground, Sulhamstead Road, Burghfield
  - Wells Recreation Ground, Bunces Lane, Burghfield
  - Skate Park, Holly Bush Lane, Burghfield
  - Auclum Green, Reading Road, Burghfield
  - Common allotments site, Reading Road, Burghfield
  - Hatch allotments site, Sulhamstead Road, Burghfield
  - Burghfield Village Hall, Recreation Road, Burghfield

### 1.3 Scope of the contract

- 1.3.1 The contract will generally include, but is not limited to:
  - Grass cutting and verge maintenance;
  - Minor hedge cutting and shrub maintenance;

- Weed control (hard and soft landscaping);
- Maintenance of recreational areas;
- Maintenance of play areas (excluding specialist play equipment inspections);
- Leaf clearance;
- Litter picking in conjunction with grounds maintenance activities;
- Seasonal tasks such as autumn/winter works;
- Ad-hoc minor horticultural works as required;
- Reporting of defects, vandalism or health and safety concerns;
- Support for biodiversity and ecological improvements, where specified;
- Itemised monthly reports of work undertaken

1.3.2 Full details of the required services are set out in Section 3 of this ITT.

#### **1.4 Anticipated value**

1.4.1 The anticipated annual value of the contract is indicative only and will depend on the final scope and frequency of services. The Council reserves the right to award a contract of shorter or longer duration subject to performance and budget availability.

## SECTION 2 – TENDER PROCESS

### 2.1 General requirements

- 2.1.1 Quotations must be submitted in accordance with the following instructions and conditions. Any bidders that do not comply with these instructions or conditions may have their quote rejected.

### 2.2 Timetable

- 2.2.1 The procurement process is intended to follow the timetable below:

Notice of Tender published	5 January to 30 <sup>th</sup> January 2026
Invitation to tender issued to interested parties	2 February 2026
Deadline for submission of clarifications	11 February 2026
Clarification responses issued by	16 February 2026
<b>Deadline for return of Tenders</b>	<b>12 noon Monday 23 February 2026</b>
Evaluation of tenders	w/c 9 March 2026
Interviews (if required)	w/c 16 March 2026
Notification of successful Tender	w/c 23 March 2026
Contract commencement date	6 April 2026

- 2.2.2 Dates will be confirmed by the Council. The Council reserves the right to amend the timetable or not to award a contract.
- 2.2.3 Shortlisted tenderers may be invited to attend an interview or clarification meeting, either in person or remotely.

### 2.3 Submission of quotation

- 2.3.1 Tenders must be submitted electronically by the stated deadline to the email address specified by the Council: **clerk@burghfieldparishcouncil.gov.uk**
- 2.3.2 Any queries relating to your tender should be sent to clerk@burghfieldparishcouncil.gov.uk by the date specified above.
- 2.3.3 All questions and responses which are considered by the Council to be of a substantive nature will be distributed to all potential bidders prior to the quotation return date.
- 2.3.4 The Council does not bind itself to accept the lowest or any quotation.
- 2.3.5 Your tender must remain open for acceptance for a minimum of 60 days.
- 2.3.6 The successful bidder must not undertake any work without written notification that they have been awarded the contract.

## **2.4 Tender Evaluation Criteria**

### **2.4.1 Suitability Assessment**

- 2.4.1.1 Tenderers must fully and satisfactorily complete all suitability, compliance, and declaration sections of the tender documentation.
- 2.4.1.2 Only tenders that meet the Council's minimum suitability and compliance requirements will be taken forward for further evaluation. Tenders that do not meet these requirements will be rejected and will not be assessed further.
- 2.4.1.3 Tenders that pass the suitability stage will be evaluated on the basis of the Most Advantageous Tender (MAT), having regard to price and quality, using the following indicative weightings:
- Quality of service delivery and methodology – 40%
  - Price – 40%
  - Qualifications and accreditations – 10%
  - Social value and environmental benefit – 10%
- 2.4.1.4 Quality responses will be assessed using a scoring matrix ranging from 0 (unacceptable) to 5 (excellent), based on the Tenderer's understanding of the requirements, the appropriateness of the proposed approach, and the supporting evidence provided.
- 2.4.1.5 Price submissions will be evaluated on a comparative basis, with the lowest compliant price receiving the maximum score. All other compliant prices will be scored proportionately.
- 2.4.1.6 The Council will assess the Tenderer's relevant qualifications and accreditations. This shall include evidence of:
- Safe Contractor (or equivalent) accreditation;
  - compliance with relevant British Standards applicable to grounds maintenance
  - membership of, or accreditation by, the British Association of Landscape Industries (BALI) or an equivalent professional body.
- 2.4.1.7 Tenderers shall provide current and valid evidence in support of any qualifications or accreditations claimed.
- 2.4.1.8 In assessing Social Value and Environmental Benefit, the Council will consider how the Tenderer's proposals support the local community and environment in a manner relevant to the Contract. This may include the use of local labour or suppliers, environmentally responsible working practices, measures to support biodiversity, and the reduction of waste and environmental impact. Proposals should be proportionate, achievable, and directly related to the Contract.

### **2.4.2 Freedom of information**

- 2.4.2.1 Information submitted in response to this ITT may be subject to disclosure under the Freedom of Information Act 2000.
- 2.4.2.2 Tenderers should identify any information considered confidential or commercially sensitive and provide justification. This does not guarantee non-disclosure.

## **SECTION 3 – SPECIFICATION**

### **3.1 General requirements**

- 3.1.1 The contractor shall provide all labour, plant, equipment, materials and supervision necessary to deliver the grounds maintenance services.
- 3.1.2 All works must be carried out in a professional manner and in accordance with best horticultural and grounds maintenance practice.
- 3.1.3 All personnel undertaking the works shall be appropriately qualified, trained, and competent to carry out the required duties.

### **3.2 Grass cutting**

- Routine grass cutting of amenity grass areas during the growing season;
- Maintenance of verges and edges;
- Appropriate cutting heights to promote healthy grass;
- Collection or appropriate dispersal of arisings, as specified.

### **3.3 Weed control**

- Control of weeds in hard landscaped areas, paths and edges;
- Weed control in soft landscaped areas;
- Use of environmentally responsible methods where practicable.

### **3.5 Play areas and recreational spaces**

- Grass and surface maintenance around play areas;
- Visual checks and reporting of defects or hazards;
- Maintenance of safety surfacing areas (excluding specialist inspections).

### **3.6 Environmental and sustainability requirements**

- Support biodiversity and wildlife where practicable;
- Avoid unnecessary disturbance during nesting seasons;
- Minimise chemical use;
- Use locally sourced materials where appropriate.

### **3.8 Contractor requirements**

The contractor shall:

- Provide a method statement and an agreed annual maintenance programme;
- Nominate a contract supervisor as the main point of contact;
- Attend site meetings as required;
- Report issues, defects and vandalism promptly;
- Hold appropriate insurances;
- Provide a minimum of five years' relevant experience in grounds maintenance.



## **SECTION 4 – SERVICE DELIVERY & CONTRACT MANAGEMENT**

### **4.1 Service delivery methodology**

4.1.1 Tenderers shall set out clearly how the grounds maintenance service will be delivered on an ongoing basis throughout the contract term.

4.1.2 This shall include details of:

- Annual and seasonal programming of works;
- Allocation of labour and supervision;
- Arrangements for sickness, holiday and emergency cover;
- Quality control procedures;
- How consistency of service will be maintained across all sites.

### **4.2 Contract management structure**

4.2.1 The contractor shall appoint a named Contract Manager who will be the primary point of contact with the Council.

4.2.2 A named Supervisor shall be responsible for day-to-day delivery and supervision.

4.2.3 Any changes to key personnel must be notified to the Council in advance.

### **4.3 Communication and reporting**

4.3.1 The contractor shall maintain effective communication with the Council and respond promptly to enquiries.

4.3.2 As a minimum, the contractor shall provide:

- An agreed programme of works at the start of each contract year;
- An agreed monthly programme of works, supported by a detailed breakdown itemising the activities undertaken.
- Notification of any issues affecting service delivery;
- Reports of vandalism, damage or health and safety concerns.

### **4.4 Performance monitoring**

4.4.1 The Council reserves the right to monitor performance at any time.

4.4.2 Where works are not delivered to the required standard, the contractor may be required to re-attend and rectify the issue at no additional cost.

4.4.3 Failure to meet the required standards may result in remedial action under the contract conditions.

### **4.5 Review meetings**

4.5.1 Contract review meetings shall be held at intervals agreed with the Council, typically on a monthly or quarterly basis.

- 4.5.2 An annual performance review will be undertaken and may be used to inform decisions on contract extension.

#### **4.6 Variations and additional works**

- 4.6.1 From time to time the Council may request additional or ad hoc works outside the core specification.
- 4.6.2 Such works shall only be undertaken following written instruction and shall be charged in accordance with the agreed schedule of rates.
- 4.6.3 The Contractor shall submit, as part of their tender, a schedule of rates for ad hoc and additional works, which shall remain fixed for the duration of the Contract unless otherwise agreed in writing by the Council.

## **SECTION 5 – HEALTH & SAFETY**

- 5.1 The contractor is responsible for ensuring full compliance with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.
- 5.2 Risk assessments and method statements must be prepared for all activities and made available to the Council on request.

### **5.3 Site safety and public interface**

- 5.3.1 Many sites remain open to the public. The contractor must ensure safe working practices, signage and segregation where necessary.

### **5.4 Accidents and incidents**

- 5.4.1 All reportable incidents must be recorded and reported in accordance with RIDDOR requirements.
- 5.5 The contractor shall provide suitable PPE and welfare facilities for all operatives.

## **SECTION 6 – GENERAL CONDITIONS**

- 6.1 No weekend or bank holiday working without prior approval.
- 6.2 The contractor must prevent damage to trees, structures, paths and other assets.
  - 6.2.2 Any damage caused must be made good at the contractor's expense.
- 6.3 Payment terms will be agreed at contract commencement.
  - 6.3.2 The Council reserves the right to withhold payment where services are not delivered to the required standard.
- 6.4 The contractor will be responsible for coordinating all health and safety and its workers welfare. They should inform the Council as soon as practicable of any accident or incidents reportable under the RIDDOR 2013 requirements.
- 6.5 The contractor must carry out regular safety inspections, and copies of safety inspection reports must be made available to the Council on request.
- 6.6 The Contractor shall carry out works only where instructed by the Parish Clerk, and no works shall be undertaken without such instruction.

## **SECTION 7 – RESOURCING OF THE CONTRACT**

- 7.7.1 The contractor shall provide appropriate and sufficient resources to carry out the contract in accordance with the specification.
- 7.7.2 In the event of a shortfall in resources affecting service delivery, the contractor shall notify the council as soon as reasonably practicable and provide a recovery plan within 48 hours, or within such timescale as the council may reasonably require.
- 7.7.3 Where the contractor is unable to provide sufficient resources or an acceptable recovery plan, the council reserves the right to arrange additional resources to maintain service standards.

### **7.8 Use of Sub-Contractors**

- 7.8.1 The contractor shall state whether they propose to use any sub-contractors in the delivery of the Contract.
- 7.8.2 Where sub-contractors are proposed, the contractor shall confirm:
- the approximate percentage of the contract to be undertaken by sub-contractors;
  - the elements of the contract to which sub-contractors will be assigned.
- 7.8.3 The contractor shall describe how sub-contractors will be selected and how the quality of their work will be managed and monitored.
- 7.8.4 The contractor shall remain responsible for the standard of work carried out by any sub-contractors and for ensuring that all contract requirements are met.

## APPENDIX 1 – SITE LOCATIONS

1. The site locations may be accessed and reviewed via the following map link, which provides the precise geographical positions relevant to this tender.

<https://www.google.com/maps/d/edit?mid=1MHD7nSK41pVwTwS6dNRaohI8Ghnyhw&usp=sharing>

## APPENDIX 2 – MODEL MAINTENANCE FREQUENCY SCHEDULE

The schedule below is indicative and is provided to guide tenderers in pricing and service planning. The Council reserves the right to vary frequencies by site, season, or weather conditions.

All works shall be carried out in accordance with best horticultural and grounds maintenance practice.

Activity	Description of Works	Frequency / Season
Amenity grass cutting (recreation grounds and open spaces)	Cutting of amenity grass areas to appropriate height, including edging and trimming. Arisings to be collected or suitably dispersed as agreed.	April–October: Every 10-14 days (site dependent) November–March: As required
Verge cutting and visibility splays	Cutting of verges and visibility splays to maintain safety and sightlines, including strimming around obstacles.	April–October: Every 10-14 days (site dependent) November–March: As required
Play areas – grassed areas	Grass cutting and edging within and immediately around play areas.	April–October: Every 10-14 days (site dependent)
Play areas	Clearance of debris, leaves and weeds from play areas. Visual inspection and reporting of any hazards.	Monthly
Weed control – hard surfaces	Control of weeds on paths, paved areas, and hard standings using environmentally responsible methods where practicable.	Growing season: Monthly
Weed control – soft landscaped areas	Control of weeds within shrub beds, borders, and planted areas.	Growing season: As required
Hedge and shrub maintenance (minor)	Light trimming and maintenance of hedges and shrubs to maintain shape, access, and visibility.	1–2 visits per year or as required
Leaf clearance	Clearance of leaves from paths, entrances, play areas, and high-use locations to maintain safety and access.	October–December: As required

Litter picking	Litter picking in conjunction with scheduled maintenance and reporting of fly-tipping or hazardous waste.	All sites: At each scheduled visit
Seasonal tasks	Autumn and winter preparation works and minor reactive seasonal tasks.	As required
Inspection and reporting	Visual inspections during visits and reporting of defects, vandalism, or health and safety concerns.	At each visit
Biodiversity and environmental measures	Working practices to support biodiversity, including minimising chemical use and avoiding disturbance during nesting seasons.	Ongoing

## APPENDIX 3 – PRICING SCHEDULE

Tenderers must complete all sections of this Pricing Schedule in full. All prices shall be exclusive of VAT and shall remain fixed for the duration of the Contract unless otherwise agreed in writing by the Council. Failure to complete this Pricing Schedule may result in the tender being rejected.

### A. Core Grounds Maintenance Contract Price

Tenderers are required to submit a single annual contract price covering the full scope of works described in Section 3 of the Invitation to Tender, across all sites.

Description	Annual Price (£)
Provision of full grounds maintenance services in accordance with the Specification	

Total Annual Contract Price (exclusive of VAT): £\_\_\_\_\_

### B. Schedule of Rates for Ad Hoc and Additional Works

Activity	Unit	Rate (£)
Grounds maintenance operative	Per hour	
Supervisor / chargehand	Per hour	
Amenity grass cutting	Per m <sup>2</sup>	
Verge cutting	Per m <sup>2</sup>	
Hedge cutting	Per linear metre	
Shrub maintenance	Per hour	
Weed control – hard surfaces	Per m <sup>2</sup>	
Litter clearance	Per hour	
Green waste removal	Per load	

### C. Price Confirmation

I confirm that the prices submitted are complete, accurate, and valid for a minimum of 60 days.

Signed: \_\_\_\_\_



## APPENDIX 4 – TENDER QUESTIONNAIRE

This questionnaire must be completed in full and submitted as part of the tender response. Responses must relate specifically to the requirements of this Contract and be proportionate to its scope and value.

### Section A – Organisation Details

Full legal name of organisation	
Trading name (if different)	
Registered address	
Company registration number (if applicable)	
VAT registration number (if applicable)	
Main contact name and position	
Contact telephone number	
Contact email address	

### Section B – Legal and Financial Standing

Legal status (e.g. sole trader, partnership, limited company)	
Length of time trading under current name	
Are you subject to any insolvency proceedings? (Yes / No)	
Annual turnover for the last two completed financial years	

### Section C – Experience and Service Delivery

Provide details of at least three similar grounds maintenance contracts undertaken within the last five years.	
Describe experience of maintaining public recreation grounds and open spaces.	

Describe your approach to delivering this Contract, including programming and supervision ( <b>maximum 500 words</b> ).	
Describe quality control procedures and how issues will be managed ( <b>maximum 300 words</b> ).	

#### **Section D – Staffing, Plant and Resources**

Describe staffing structure and supervision arrangements.	
Confirm plant and equipment to be used.	
Confirm how resource shortfalls would be addressed.	

#### **Section E – Health, Safety and Environment**

Do you have a written Health and Safety Policy? (Yes / No – attach copy)	
Describe risk assessment and method statement procedures.	
Details of any reportable incidents in the last three years (or state None).	
Describe environmental management and sustainability approach.	

#### **Section F – Qualifications and Accreditations**

Confirm Safe Contractor or equivalent accreditation.	
Confirm compliance with relevant British Standards.	
Confirm BALI or equivalent professional membership.	

#### **Section G – Social Value and Environmental Benefit**

Describe how delivery of this Contract will provide social value and environmental benefit (maximum 300 words).	
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## Section H – Sub-Contractors

Confirm whether sub-contractors will be used and how they will be managed.	
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## Section I – Insurance

Employers' Liability Insurance (£10 million) (Certificate attached)	
Public Liability Insurance (£10 million) (Certificate attached)	

## Section J – Declaration

<p>I confirm that the information provided is true and complete and that I accept the Contract conditions.</p> <p>Signed:</p>	
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