



Invitation to Tender (“ITT)

**For the provision of:
Landscape Maintenance Services
2026-2029**

Bradwell Parish council

**Closing date for response:
31 August 2025**

1.0 Introduction

- 1.1 Bradwell Parish Council is a Parish Council within the city of Milton Keynes. The office is in Heelands, off Glovers Lane. The Council wishes to find an organisation capable of undertaking landscape maintenance works for the period 2026 to 2029 (financial year beginning 01 April), with options to extend thereafter.

The following documents are also attached: -

Appendix A – Description of Project

Appendix B – Description of Technical Guidance

Appendix C – Scoring Guidance

Appendix D – Response Pack (TENDERERS TO COMPLETE)

- 1.2 The Council is looking for Tenderers who are interested in undertaking landscape maintenance on land that the council own (excepting the Bradwell Planters which is owned by MKCC where there is an agreement for the Parish Council to manage). The works will from time to time require arboriculture works to be undertaken.
- 1.4 The Tenderer is to provide all works included in the tender documents, the council does not intend to appoint other contractors except where works are outside of those identified in the document and the Tenderer is unable to undertake those works.
- 1.5 The contract will be from the period 2026 to 2029 the contract can be extended for the 2030 and 2031 years thereafter.
- 1.6 The form of tender will be attached at Appendix D
- 1.7 Payment will be set out in the Contract based on the Pricing schedule (monthly by online transfer)

2.0 Tenderer Instructions

Tender Timetable

The following is for guidance only and may be subject to change dependant on time for evaluation and other factors.

- 2.1 (a) Invitation to Tender documents issued from 21 July 2025
- (b) Closing date for return of Tenders 17:00hrs on 31 August 2025
- (c) Notification to successful and unsuccessful tenderers by 19 September 2025
- (d) Contract commences 01 April 2026

Familiarisation with Requirements

- 2.2 Tenderers should, before submitting a Tender: -
 - 2.2.1 Read the Invitation to Tender, including description of Works and Contract details and ensure that they can comply with all obligations. In particular, they should note Health and Safety, Equality and Diversity, security, intellectual property, environment and data protection requirements.
 - 2.2.2 Ensure that adequate insurance is in place or can be obtained.
 - 2.2.4 The Tenderer must, before tendering ascertain the nature of the sites, the extent and nature of the types of work required and all local conditions and restrictions likely to affect the execution of the works.

Intention to Tender and Feedback

- 2.3 The Council appreciates any feedback tenderers have on the process as this helps it to better understand its suppliers and to improve processes.

Please email: clerk@bradwell-pc.gov.uk to confirm your intention to tender and to ensure tender clarifications are received.

Clarifications and Updates

- 2.4 The Council is committed to providing a level playing field for all tenderers, therefore any request for clarification specific to this Tender must be directed only through the above email address.
- 2.5 Clarifications will be responded to in writing as quickly as possible. The deadline for receipt of clarifications or queries relating to this Tender is 15 August 2025. This deadline is set to allow all tenderers sufficient time to make an informed decision about tendering.
- 2.6 Telephone calls will not be accepted and any attempts by any member of the tenderer's staff or their representatives to contact any Officer or Member of the Council by telephone to discuss any aspect of this Tender will be considered as canvassing, leading to removal of that tenderer's organisation from any further participation in the procurement process.
- 2.7 Any clarification responses may be circulated to all those invited to tender. The Council may send these clarifications to all parties regardless of the supplier's intention to tender. If you

receive these notifications and have already decided not to progress with the submission of a tender, please ignore any notification.

Contacts

- 2.8 Any general questions regarding the procurement process or submission of tenders should be directed to:

Philip Farquharson

Email clerk@bradwell-pc.gov.uk

Submission of Tender (PLEASE READ IN FULL)

- 2.9 All tender documents are to be submitted in a sealed envelope, packet or parcel, or online to the Clerk's email address; clerk@bradwell-pc.gov.uk . The envelope, packet or parcel shall in no circumstances bear any name, logo or mark indicating the name of the sender.

Tenders must be delivered in the manner described to:

21 Glovers Lane, Heelands, MK13 7LW

The tender must be returned by no later than:

17:00hrs on Thursday 31 August

And must include all completed supporting documentation as follows:

1. Tenderer contact form
 2. Mandatory requirements
 - Health and Safety Policy
 - Insurance Certificate
 - References and contact details
 3. Quality Method Statements
 4. Form of Tender
 5. Pricing Schedule
 6. Collusive bidding certificate
 7. Guarantee undertaking
 8. Freedom of Information Disclosure
- 2.10 Tenders can be sent by post or handed in to the Council offices at the above address. It is the tenderers responsibility to ensure that tenders are submitted on time. 'Proof of Postage' is not 'Proof of Delivery'.
- 2.13 The normal office opening hours are: -
- Monday to Friday 09:30hrs until 15:00hrs

3.0 Evaluation and Acceptance of Tender

- 3.1 Tender submissions will be evaluated in accordance with the evaluation principles and procedures set out below: -

Mandatory Requirements: (see Appendix D)

3.2 Any tenderer who cannot guarantee delivery of the Mandatory Requirements and/or the specification will automatically be disqualified from further evaluation.

3.3 The Requirements are: -

3.3.1 Provide two references from clients for whom you have undertaken contracts and details of the nature and value of the contracts which satisfy the Council that the tenderer has satisfactorily completed similar contract works for other parties.

3.3.2 Insurance details to satisfy the Council that the tenderer has adequate insurance to cover liabilities under the contract

- Public Liability minimum £5,000,000
- Employers Liability minimum £10,000,000

3.3.3 Provision of Health and Safety documentation

3.4 Any quotes which meet the Mandatory Requirements will then be assessed on the basis of the most economically advantageous taking account of: -

60% Price

40% Quality

Price

3.5 Price scoring will be based on the prices provided by the tenderer in the Pricing Schedule.

3.6 The score for the price will be calculated for each tender using the following formula:

$$\frac{\text{Lowest Price Overall}}{\text{Price for Tenderer}} = \text{Score for Tenderer Price}$$

Quality

3.7 Quality scoring is based on an assessment by Council Members of the content of the submitted Method Statement. Quality responses should be provided in the format of one Method Statement as detailed below. Additional information can be included as appendices.

3.8 Quality scoring is based on the quality criteria below. Tenderers are asked to provide a Method Statement which includes each of the quality criteria; each criteria is scored using 0-8 scoring guide included in the quote pack (Appendix B) and weighted out of a total of 24 (quality weightings are shown next to each of the quality criteria below).

3.9 Please provide a Method Statement that clearly covers the following points. It should be numbered to show which criteria the Method Statement relates to: -

- A. Ensuring the commission is adequately resourced, including reference to resources and operational facilities.
- B. Ensuring appropriate staff qualifications, knowledge and experience for the commission.

C. Approach and management of Health and Safety related to the contract.

- 3.10 In Method Statements quotes may refer to similar work previously undertaken elsewhere and to the relevant key staff where this is directly relevant to the proposal for this tender. Please use appendices where needed to ensure Method Statement clearly address the key requirements and that there is a clear link between the additional information provided and the methodology for this specific contract.
- 3.11 The maximum score available for each criterion is set out in the Response Pack. Any submission scoring 0-2 against any of the individual criteria or scoring an overall score of less than half the quality marks available (less than 20 out of 40) will not be considered further.
- 3.12 For each quality criterion the score out of 0-8 will be multiplied by its weighting (e.g., 10%) and then all the scores will be added together to provide a total Tenderers Quality Points.

Total score

- 3.14 The score for the Price will be added to the score for Quality to provide the Total Score for each tenderer. The highest total Score will be the Most Economically Advantageous.

Acceptance of Quote

- 3.15 The Council reserves the right to not accept a quote.
- 3.16 Any acceptance of a Tender will be in writing.
- 3.17 The successful tenderer will receive 2 copies of the contract document. The tenderer will be expected to sign and return the contract document (together with evidence of insurance cover if appropriate). The Council will then sign the documents and return one copy to the tenderer.

4.0 OTHER CONDITIONS OF TENDER

Variant bid

- 4.1 No variant bids will be accepted.
- 4.2 Any bid which includes proposed amendments to the terms and conditions of contract shall be deemed to be variant bid and not be accepted.

Freedom of Information

- 4.3 Information relating to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.
- 4.4 Tenderers should state on the on the form (appendix c part 8) if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the act. Suppliers should state why they consider the information to be confidential or commercially sensitive and for how long.

- 4.5 This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the act.

Rejection of Tender

- 4.6 Any Tender by a tenderer in respect of which the tenderer: -

- (a) fixes and adjusts prices and rates shown in its Tender by or in accordance with any agreement or arrangements with any other person, or by reference to any other Tender or communicates to any person other than the officer mentioned in this Tender the amount of the prices and rates shown in its Tender, except where such disclosure is made in confidence in order to obtain information for the preparation of the Tender documents or for the purposes of financing or insurance.
- (b) enters into an agreement with any other person that such other person shall refrain from submitting a Tender or shall limit or restrict the prices to be shown by any other bidder in its Tender.
- (c) offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing, having, causing or having caused to be done in relation to any other bidder or any other persons proposed Tender any act or omission.
- (d) in connection with the award of the contract commits an offence under the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under Sub-section (2) of Section 117 of the Local Government Act 1972.
- (e) has directly or indirectly canvassed any Member or official of the Council concerning the acceptance of any Tender or who has directly or indirectly obtained or attempted to obtain information from any such Member or official concerning any other Tender or Tender submitted by any other tenderer.
- (f) submits a Tender which is not in accordance with the Form of Tender and Conditions of Tender.
- (g) does not provide all the information required by the Council.

shall be rejected provided always that such non-acceptance or rejection shall be without prejudice to any civil remedies available to the Council or any criminal liability with such conduct by a tenderer may attract.

For the avoidance of doubt, the Council does not bind itself to accept any offer resulting from the Invitation to Tender but reserves the right not to award any contract under this procurement process.

Information, Costs and Expenses

- 4.7 The tenderer is responsible for obtaining all information necessary for the preparation of its submission and all costs, expenses and liabilities incurred by the tenderer in connection with the preparation and submission of the Tender will be borne by the tenderer.

Research and Investigation

- 4.8 The tenderer will be deemed by all purposes connected with the Tender and the contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent and character of the requirements of the contract (in the context of and as it is described in the specification), the extent of the materials and equipment which may be required and any other matter which may affect the Tender.
- 4.9 The tenderer will have no claim whatsoever against the Council in respect of such matters and in particular (but with no limitation) neither the Council shall make any payments to the tenderer save as expressly provided for in the contract and (save to the extent set out in the contract) no compensation or remuneration shall otherwise be payable by the Council to the tenderer in respect of the scope of the contract being different from that envisaged by the tenderer or otherwise. Information given in respect of current orders is given as a guide and the Council makes no warranty and accepts no liability as to the actual value or volume of orders to be replaced with the tenderer.

Confidentiality

- 4.10 All documentation and information issued by the Council relating to the Tender shall be treated by the tenderer as private and confidential for use only in connection with the Tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Council.
- 4.11 The documents which constitute the contract and all copies are and will remain the property of the Council (whether or not the Council shall have charged a fee for the supply of such documents) and must not be copied or reproduced in whole or in part and must be returned to the Council upon demand.

Tenderer's Warranties

- 4.12 In submitting a Tender the tenderer warrants and represents that: -
- (a) It has completed in all respects with the ITT and the conditions of the Tender
 - (b) All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the tenderer or its employees in connection with or arising out of the Tender are true, complete and accurate in all respects.
 - (c) It has made its own investigations and research and has satisfied itself in respect of all matters relating to the Tender, the specification and the Conditions of Contract and that it has not submitted the Tender and will not have entered into the contract in reliance upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council.
 - (d) It has full power and authority to enter into the contract and will if requested produce evidence of such to the Council.
 - (e) It is of sound financial standing and the tenderer and its partners, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the accounts or other financial statements of the tenderer) which may adversely affect such financial standing in the future.

Description of the Maintenance Services and Technical Requirements

Description of the Landscape maintenance services

Introduction

1. Bradwell Parish Council operates in the city of Milton Keynes. The works generally compromise landscape maintenance, weed-killing, hedge cutting, and arboriculture works.
2. All sites are located within the Parish and sites are listed at the end of Appendix B.
3. The contract administrator (the Clerk) or their representative may order works in addition, or exclude works from those included in Appendix B and shown on the drawings.
4. Throughout the contract period the works will be supervised by the contact administrator (the Clerk) or their representative, but not by Council Members.

Specification (summary) for landscape maintenance

Safety Requirements

1. Consideration must be given to all risks associated with the works when planning landscaping maintenance operations. These include not only risks to the operatives but also to members of the public, council staff and other users to the area.
2. Operatives must always wear high visibility garments in accordance BSEN 471 Class 1 and wear Personal Protective Equipment (PPE) appropriate to the work task and as identified in the contractor's risk assessment and method statement. Guidance is available in the PPE Regulations 1992.

Standard of Maintenance

Within the site boundaries defined on the Contract Drawings, the standard of maintenance shall be in accordance with good horticultural practice, in line with species recommendations and the recommendations laid down in BS4428:1989 - "Code of Practice for General Landscape Operations".

Removal of arisings

The Contractor shall allow for the removal of all arising's in connection with landscape maintenance operations, but may be asked to leave them on site by the Clerk, on a discretionary basis (for the purpose of providing wood chippings to allotment holders, for example, or to improve and maintain biodiversity).

Weed Control

1. The contractor will be responsible for effective weed control on shrub/flower/rose beds, hedge bottoms and hard surfaces as specified. They may use whichever residual herbicide they feel is appropriate, they must however conform to current health and safety legislation and industry best practice including the Code of Practice noted below. The operation of weed

control shall include the use of liquid, powder or granular herbicides to control weeds on and in all surfaces.

2. The Contractor and his employees shall hold a Certificate of Competence, as required by current legislation.
3. Work identified as Special Tree Maintenance or Special Woodland Maintenance shall be instructed by the Clerk to the Parish Council on a negotiated rate basis.

Tree Services

1. As part of the Programme of Services the Contractor shall undertake such maintenance as is necessary on trees.
2. Where requested the Contractor shall be able to undertake or commission all tree services. The Contractor may be asked to quote with others for Tree Services or it may be asked to obtain quotes based on three competitive quotes. Where the Contractor has the relevant skills and the need can be addressed by tree climbing or simple felling it shall submit a quote.
3. Stump Management - Unless otherwise directed felled trees shall be cut to ground level so as not to cause a public safety hazard and crosscut to enable the stump to bio-degrade. Where the requirement is for the stump to be ground out or chemically treated the Contractor shall submit a quote. Where a stump is ground out the land shall be reinstated according to its surroundings.
4. Removal of tree trunks and large branches are to be agreed with the contract administrator (the Clerk), who may request their removal or to be left on-site to improve biodiversity.
5. Chippings, where agreed with the contract administrator (the Clerk) from the undertaking of tree services may be left on site but must be raked out evenly over the adjoining land. Habitat piles are also to be encouraged in appropriate circumstances, under direction from the Clerk.

Contractor's Responsibilities

1. The successful contractor to deliver the scope of services is as itemised in this document.
2. Not to delegate any duties or obligations arising under this agreement otherwise than may be expressly permitted under its terms.
3. Indemnify and keep indemnified the Council from and against any and all loss damage or liability (whether criminal or civil) suffered and legal fees and cost incurred by the Council resulting from a breach of this agreement by the Contractor including any act neglect or default of the Contractors employees or agents and any breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party.
4. The Contractor shall produce for inspection an insurance certificate to show that the insurance cover required is being maintained.
5. Comply with the terms of any Notice specifying a breach of the provisions of this agreement and requiring the breach to be remedied so far as it may be but nothing in this clause is intended to require the Council to serve notice of a breach before taking action in respect of it.

Programme for Works

The contract works are scheduled to commence on 01 April 2026, the initial period of the contract is 3 years expiring on 31 March 2029. The contract includes for an option to extend for three periods of 12 months.

Appendix B

Bradwell Parish Council

Bradwell Parish Council Description of Technical Requirements

Plans attached: single red lines mean that hedge is cut on one side only. Double red lines indicate that, at that point, the hedge is cut on both sides.

Blue lines, clear the ground to one metre on both sides of this path.

King George's Field. (plan No. 1)

Frequency:

- **Twice a year: Hedging: Encroachment pruning in spring. More intensive pruning and clearance in the mid to late autumn as shown in red**

Please see the red lines on Plan. On the Loughton Road and Primrose Road side of King George's Field the hedge cutting is on BOTH sides, except at the Old School House where it is on the inside (field side) only. On the west side (along the pathway from Primrose Road towards Colley Hill) cut along the west side up to the corner of the field, as shown in red on the plan. Clear one metre both sides of the path up to where it becomes wooded on both sides. Trim the low hedge in Primrose Road by the play area (marked in blue) to be cut into a rounded shape.

Cut the hedge beside No. 5 Loughton Road including the top of the hedge to the height of the fence of that bungalow (Length 33m.).

Cut back the hedge bordering the redway at the southern edge of the KGF, annually in the winter.

Ad-hoc tree removal every three years, on average 1-3 small trees, so 1 small tree (prunus or alnus).

Hedges near Sports Pavilion, Barn and Orchard (plan No. 2)

Frequency:

- **Twice a year: Hedges, spring and later autumn where as shown in red**

Cut the hedge on the pavilion side of the redway from the cricket scoreboard to the gap in the hedge near lamp No. F1 8 BW. (Length 60 metres).

Cut the internal hedges around the Orchard, and the laurel hedge between nos 66 and 68 Abbey Road.

Cut the short hedge along Abbey Road beside the barn and wall so it does not overhang the road or grow to more than 1 metre in height, (length 14 metres).

The Moat House and adjoining redway (Plan No. 3)

Frequency:

- Once a year: Hedging by Moat House, mid-late autumn only as shown in red
- Twice a year: Redway clearance one in late spring, the other autumn as shown in blue
- Grass cutting at the front of Moat house.

Sports Ground side of the Moat House hedge. Trim the hedge on the outside (sports field side) only of The Moat House garden, as shown on the red line, sufficient to cut away the year's growth in the mid to late autumn annually (length 209 metres).

Redway from Abbey Road towards Bradwell Abbey (culvert bridge.). Clear overgrowing vegetation on the field (south) side of the redway from opposite No. 14 Abbey Road to the railway fence to one metre from the side of the redway (Length 154 metres), and clear the side of that redway beside the Moat House as far as is possible up to the end of the hedge, shown in blue.

St Lawrence Allotments (Plan No. 4)

Frequency:

- twice a year, spring and later autumn as shown in red

St Lawrence Allotments. Cut on both sides and top twice a year, in spring and late autumn, including cut the top so the height of the hedge is no higher than the fence, except do not cut on the inside where an allotment plot meets the hedge directly (length outside 293m. inside slightly less). Do not cut on the third side Abbey Field Conservation Area at all.

Castle Field and Glebe Field (Plan 5)

Internal hedges of Castle Field and Glebe Field.

Frequency:

- twice a year to cut back hedges
- Once a year to flail bushes and nettles back in bit of land between gate and Atterbrook.

Castle field and Glebe Field. Cut the hedges twice a year, spring and later autumn on the field side only. Cut the top of the laurel hedge by Bradwell Memorial to a height of not more than two metres.

Heelands Meeting Place & Parish Office (Plan No. 6)

Heelands Meeting Place

Frequency:

- **3 times a year grass to keep the front grass at the Meeting Place cut, the front flower beds weeded and neat as shown in dark green**
- **3 times a year Hedging: side and rear hedges cut in the growing season as shown in blue**
- **2 times a year tend to the flower beds**

Hedges are shown as a blue line on the attached plan, lawn and gardens are shown in dark green.

The front grass needs to be mown regularly in the growing season. The flower beds and tree must be kept neat and weeded, and watered if necessary and legal at the time. Please note that the planting of any new plants, while welcome, must be authorised in advance by the Parish Clerk and both the plants and labour in planting will be paid for at an extra cost to the contract price.

The side hedges facing the road (both sides) and car park must be cut neatly and to a height of 1.8 metres. The rear hedge by the car park must be cut neatly and only 1m high measured from the earth in which the hedge is grown.

Bradwell Parish Council Office, 21 Glovers Lane.

Frequency:

- **3 times a year attended to the front garden (excluding the grass).**
- **2 times a year side and rear vegetation in the growing season.**
- **Strim the grass at front and back**

Trim the bushes at the front of the office regularly enough to keep them neat and tidy where shown as a blue line, a double blue line means cut both outside and in. Tend the small flower bed in the front garden. Please note that the planting of any new plants in the flower bed, while welcome, must be authorised by the Parish Council in advance and will be paid for at an extra cost to the contract price.

The side and rear vegetation must be trimmed three times a year in spring, summer and autumn so that it does not overhang the pathways. Weeds in the back “garden” must also be cut down on these 3 visits.

Outside Heelands West Allotment Site (Plan No. 7)

Frequency:

- **Grass 4 times a year to keep the pathways along two sides of the site neat and free as shown in green**
- **Hedging 2 times a year as shown in blue**
- **Hedging and flailing every other year hedge at the back of Lundholme residents’ gardens.**

Grass paths shown are shown as green lines and blocks of green, hedges are shown as a blue line.

The purple line indicates the route of entry to the site from Winterburn.

The green shows grass that needs to be regularly cut, depending on the weather every five to six weeks during the growing season, not at all in the winter. *NB there is a ditch (black) and that the adjoining hedge, which will need attention every two years, flailing the stinging nettles and cutting back overhanging branches.*

The grass path behind Nos. 19 – 31 Lundholme is 70m long and is to be mown or strimmed 2 metres wide from the allotment fence so that all grass on the path side of the fence is cut.

The uneven grass path on the Winterburn side is 65 metres long (including “T” shaped end) and is to be mown or strimmed one metre wide from the allotment fence.

The grass verge by the hedge behind Nos. 4 to 8 Winterburn (27 m long) is to be cut at the same time.

The hedge (shown in blue) behind Nos. 4 to 8 Winterburn is to be neatly trimmed twice a year (path side and the top which is to be not more than 2m high). The hedge at the top of the site is to be trimmed twice a year.

Fosters Lane Allotments, end of Fosters Lane, Bradwell (Plan No. 8)

All this work takes place inside this locked allotment site (access will be supplied)

Frequency:

- **6 times a year:** the narrow walkways are either grass or uneven paving slabs which have grass at their sides and between the slabs, or grass only. These paths require frequent mowing or strimming during the growing season as shown in green
- **2 times a year hedging:** The short hedges at the side of the site inside the gate to the small car park require trimming twice a year as shown in blue. Requires an early one-off severe cut back at first instance (autumn of 2026).

Bradwell Common Shop Planters (Plan No. 9)

Frequency:

- **6 times a year**

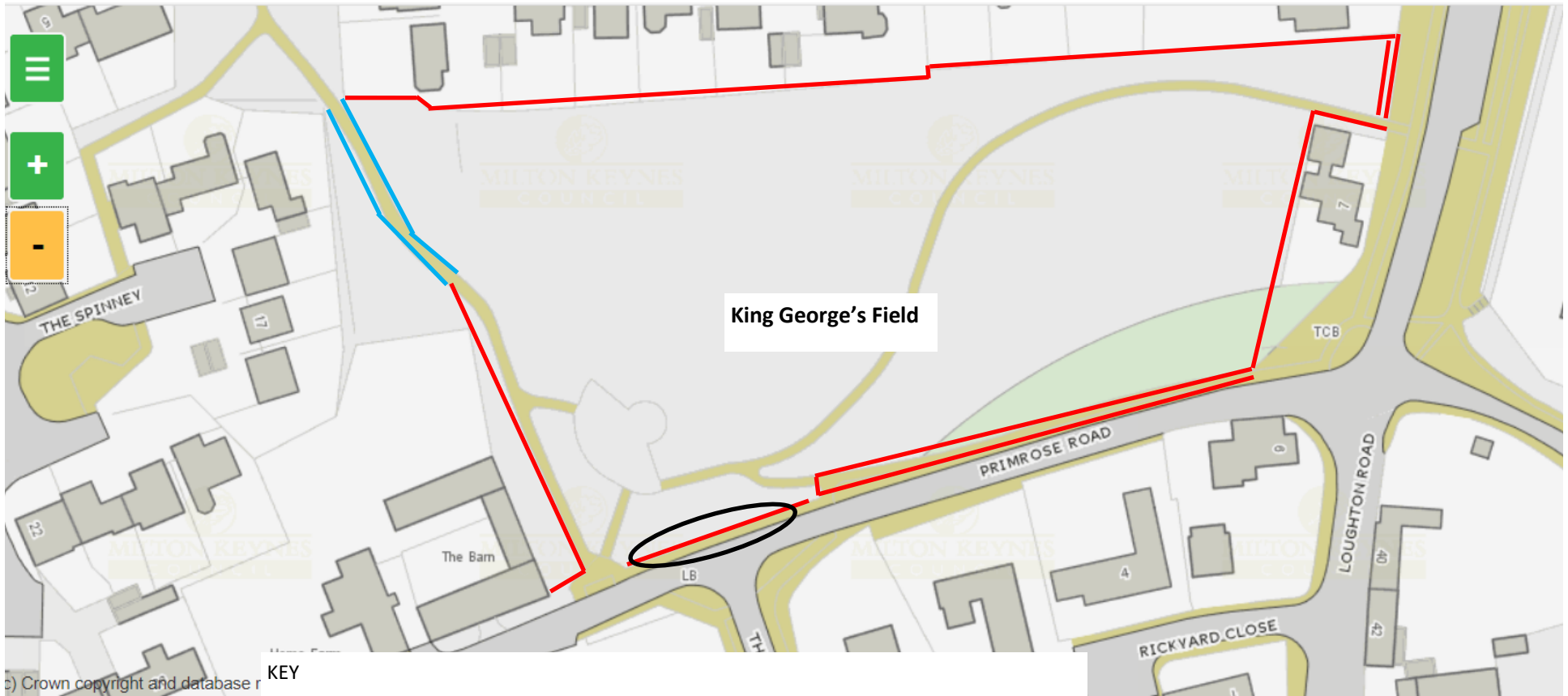
The planters outlined in red are to be kept tidy and weed free on a bi-monthly basis. Please note that the planting of any new plants in the flower bed, while welcome, must be authorised by the Parish Council in advance and will be paid for at an extra cost to the contract price.

Plans attached

- Plan No. 1: King George's Field
- Plan No. 2. Orchard and Abbey Road and redway.
- Plan No. 3. Moat House hedge and adjoining redway
- Plan No. 4: St Lawrence Allotments, hedges
- Plan No. 5: Castle Field and Glebe Field
- Plan No. 6: Heelands Meeting Place and Parish Office
- Plan No. 7: Hedges and flailing by Heeland West Allotments
- Plan No. 8: Fosters Lane Allotments, end of Fosters Lane, Bradwell
- Plan No. 9: Planters at Bradwell Common

King George's Field

Plan 1



KEY

- Cut back bushes on the redway side twice a year
- = Cut both sides twice a year

Hand strim around play equipment and trees as and when needed April to October





Note: This area is an 8ft high bank



Hedges near Sports Pavilion, Barn & Orchard Plan 2



KEY

-  Cut internal hedge, one side only, twice a year
-  Cut both internal and external hedges, twice a year
-  Cut up to lamppost F1-9-BW
-  Scrubland please keep clear.

Moat House and adjoining redway plan 3



KEY

- Cut outside of Moat House hedge once a year
- Clear one metre both sides of Redway twice a year

St Lawrence Allotments, Castle and Glebe Fields Plan 4

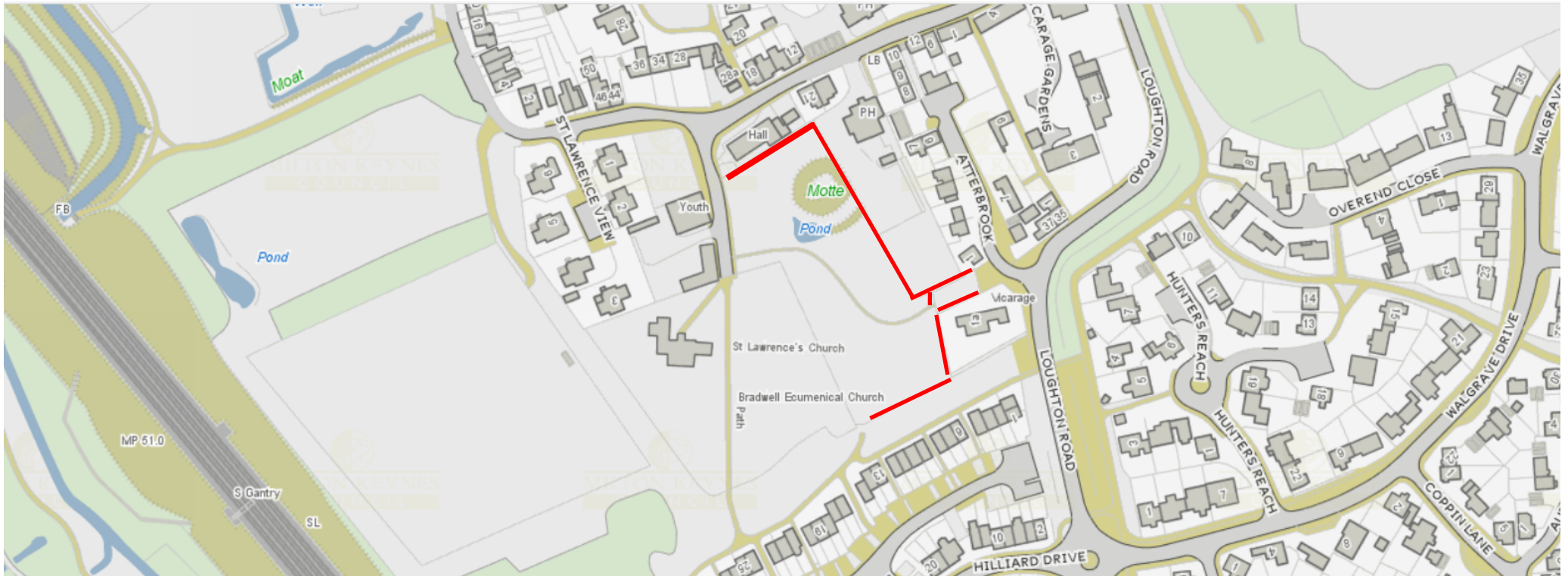


KEY



Cut both internal and external hedges twice a year

plan 5




KEY


- Laurel Hedge by glebe field to be cut back bi-annually
- Land by Atterbrook to be kept free of bushes

Heelands Meeting Place & Parish Office Plan 5b



KEY

Hedge 

Grass 

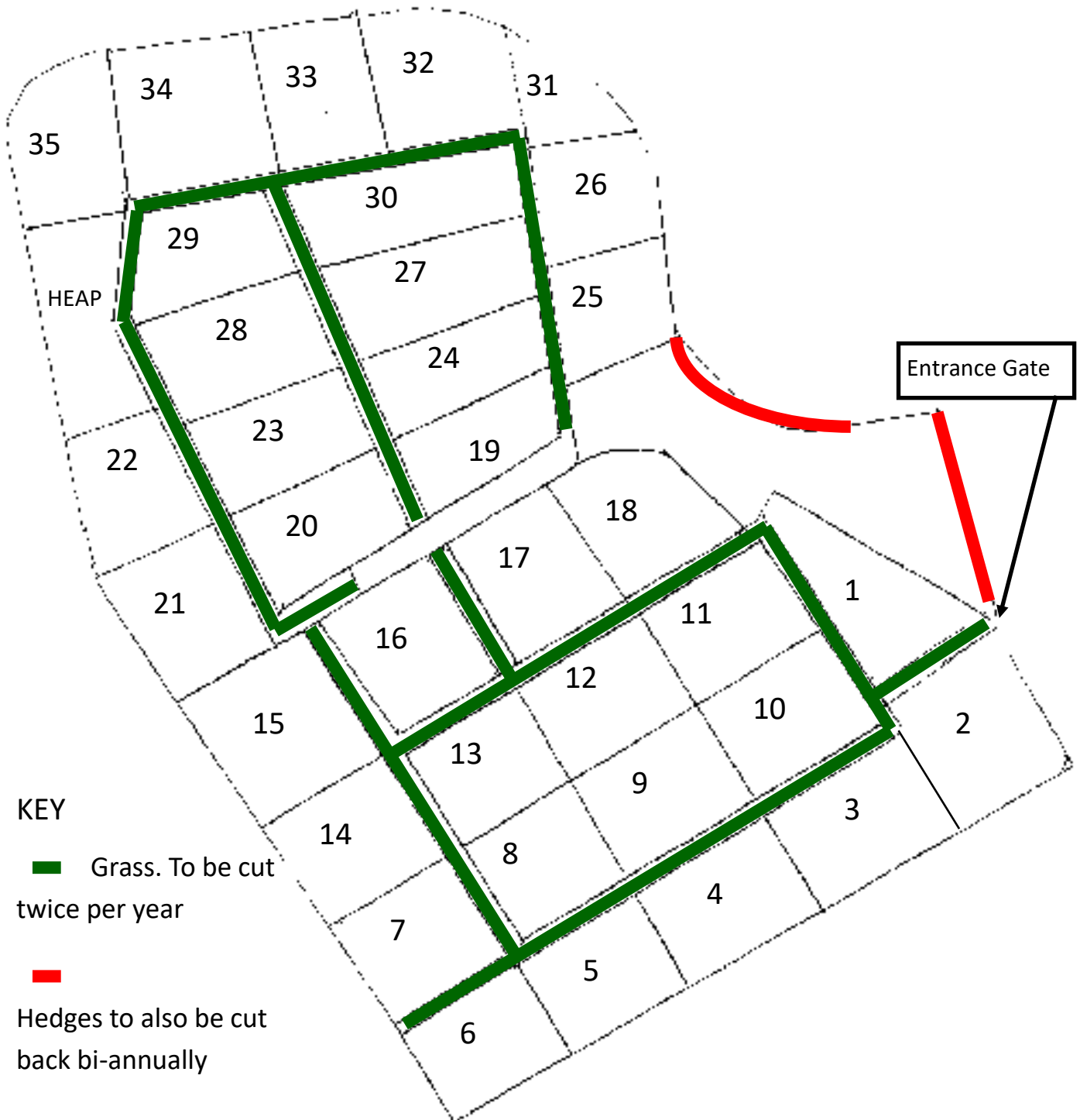
Heelands West Allotments

plan 7



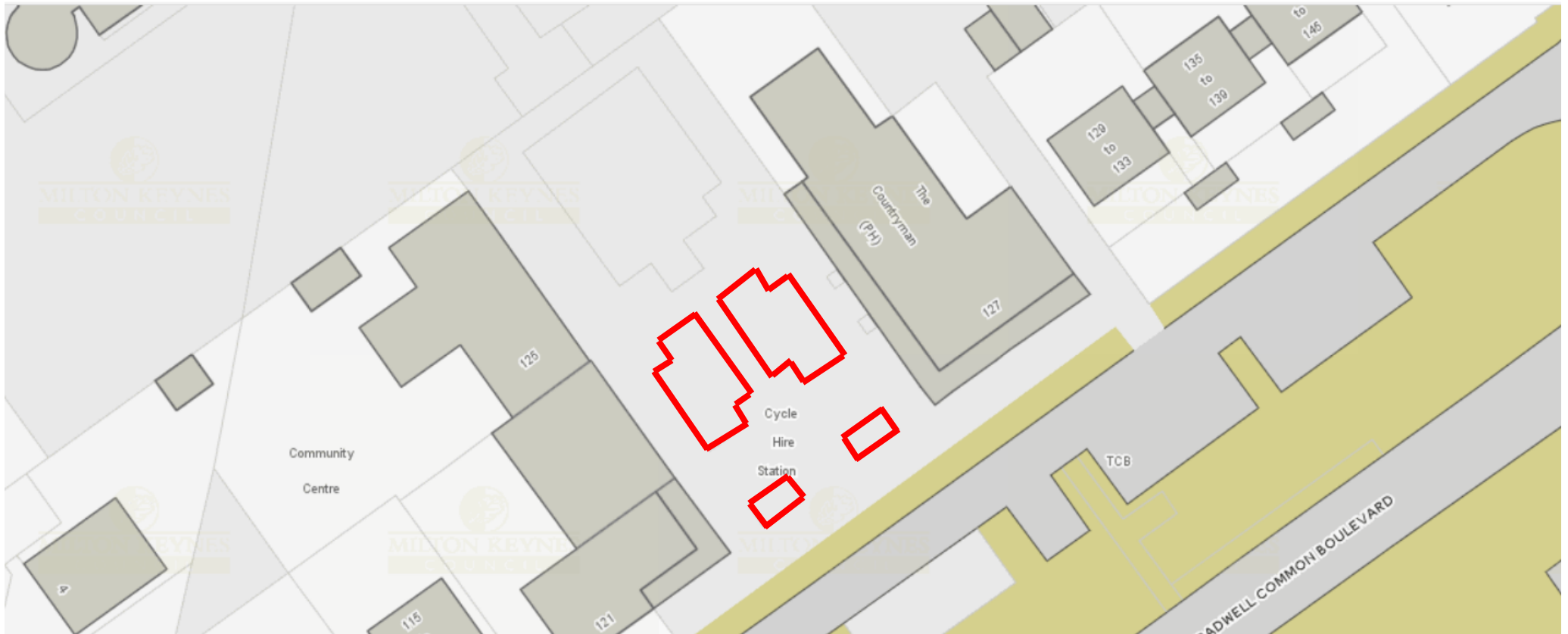
Fosters Lane Allotments

plan 8



Bradwell Common Planters

plan 9



Key —

Planters to be tidied up in the autumn (ie vegetation cut-back), layered with mulch and re-planted with bulbs (daffodils, tulips, snowdrops) in the autumn for the spring

Appendix 'c'

Scoring Guidance

Score	Score Band
Unsatisfactory (0-2)	
Unsatisfactory scores for any quality criteria will result in the tender being rejected	
0	Poor – An unsatisfactory response. Does not address the criteria or is inconsistent with requirements.
1	Very weak response – An unsatisfactory response. Suggestions of requirements being delivered through no clear evidence of delivery plan that would ensure this.
2	Weak response – An unsatisfactory response. Evidence that the supplier has developed a solution that could assist the Council to meet its desired outcome however, the delivery plan does not evidence how this will be delivered.
Below average (3-4)	
3	Lower than expected – Below average response. Clear evidence of delivery plan but the submission fails to meet most requirements. Significant indications that proposal lacks certain requirements to achieve the required standard of service.
4	Satisfactory (lower) – Below average response. Clear evidence of delivery plan but submission fails to meet some of the requirements. Some concerns that proposal make lack certain requirements to achieve the required standard of service.
Satisfactory (5-6)	
5	Satisfactory – An average response. Satisfactory demonstration of all of the requirements is provided overall, but not all requirements have been met consistently.
6	Satisfactory (higher) – An average response. Satisfactory demonstration of all of the requirements is provided but the information is not fully backed up with evidence.
Above average (7-8)	
7	Above expectations – Above average response. Meets all requirements and criteria, relevant information has been provided and backed up with evidence indicating that all the requirements will be met.
8	Well above expectations – Above average response. Meets all requirements and criteria, high level of relevant information provided which demonstrates robust and coherent understanding of the requirements.



Appendix 'd'

Response Pack
For completion by Tenderers

For the provision of:
Landscape Maintenance Services xxxx-xxxx
Bradwell Parish Council

Deadline for response:

17:00hrs on 31st August 2025

From* :

(*Tenderer to complete)

1. **Tenderer Contact Form**

Please provide the contact points for your organisation should the Council need to contact you during the Tender exercise.

Please provide a primary and secondary contact if possible

Organisation name and address:

Tenderer name	
Tenderer postal Address	

Primary Contact:

Name	
Position	
Telephone	
Mobile	
Email	
Address (if different from above)	

Secondary Contact:

Name	
Position	
Telephone	
Mobile	
Email	
Address (if different from above)	

2. **Mandatory Requirements**

Suitable references and contract details must be provided, and tenderers must satisfy these mandatory criteria before their bid will be considered further.

2.1. **Health & Safety:**

2.1.1. Please provide any documentation which makes up your Health and Safety Management System. Please provide copies of any health and safety accreditations that the organisation holds, and qualifications of staff.

2.1.2. Please provide details of any Health and Safety Executive (HSE) / local authority enforcement action taken against your organisation in the past 3 years.

2.1.3. Please detail any accidents reportable under HSE legislation in the last 3 years and any remedial action taken by your organisation.

2.2 **Insurance**

2.2.1. Please detail your organisation's cover, including insurance company, policy number, amount of cover and the date cover ends for the following: Employer's Liability (minimum £10,000,000 required) Public Liability (minimum £5,000,000 required)

2.2.2. Have any claims in excess of £50,000 been made against the organisation within the last 3 years, if so, please give details.

2.3. **References and Contract details of similar works**

2.3.1. Provide two references from clients for whom you have undertaken contracts and details of the nature and value of the contracts which satisfy the Council that the tenderer has satisfactorily completed similar contract works for other parties.

3. **Quality: Method Statements**

For the quality aspect of the evaluation Tenderers must supply Method Statements (one for each of the requirements below) which demonstrate a clear appreciation of the brief and the proposed methodology and application of best practice to deliver the full programme and individual tasks as described in the Specification.

Please note that provision of CVs and case studies on their own will not score highly. Instead Tenderers should demonstrate within the Method Statements how the experience of key staff and previous work will inform the methodology for this specific contract.

Tenderers may expand the rows below to fit their responses. Appendices can be provided where needed but these should clearly reference the criterion number to which it relates.

Quality Criteria		
Describe how you:	Response	%
A. Ensure the contract is adequately resourced, including staff, equipment and facilities.		
A1 Undertaking landscape maintenance works		17.5%
A2 Provision of landscape maintenance works during peak growing summer season		17.5%
B. Provide resources and staff with appropriate qualifications, knowledge and experience for the contract		
B1 Undertaking landscape maintenance		17.5%
B2 Undertaking tree works (this can include directly employed and/or contracted-in resources)		17.5%
C. Approach and Management of Health and Safety related to this contract		
C2 Undertaking the contract works		30%
Total		100%

1. Form of Tender

Form of Tender: Unconditional and Irrevocable offer to the Council

To: Bradwell Parish Council
21 Glovers Lane
Heelands
Milton Keynes
MK13 7LW

Having read and carefully considered the Invitation to Tender, together with all of the documents listed and supplied therewith:

1. We offer to perform the Landscape Maintenance Services as specified in Bradwell Parish and to complete the contract in accordance with the Contract Terms and Conditions and our Tender for the sum stated in our Invitation to Tender Response.

2. We confirm that if our Tender is accepted, we will, upon demand:
 - Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.
 - Sign formal contract documentation if required.
3. We agree that this Tender shall constitute an irrecoverable unconditional offer which may be withdrawn for the period up to 31 August 2025.
4. DELETE IF NOT APPLICABLE: {We are a subsidiary company within the meaning of Section 736 of the Companies Act 1985 and enclose Parent Company Guarantee undertaking in the form set out in Section 7 duly completed by our ultimate holding company}
5. 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.

We understand that the Council is not bound to accept any Tender it receives.

Contact Person Tel No.

Designation

Company Name

Address
.....

Signature Date

5. Pricing Schedule

5.1 Mandatory Pricing Requirements

Tenderers should read and confirm statements 1-4 below prior to submitting prices. Failure to confirm acceptance of these statements will remove the Tenderer from consideration and their bid will not be scored further.

Mandatory Requirements		Delete as appropriate
1	All costs are in pounds sterling and are exclusive of VAT	Confirm/Decline
2	All costs are inclusive of all travelling/subsistence, expenses and disbursements	Confirm/Decline
3	Prices have been provided on the basis of and inclusive of all mandatory requirements	Confirm/Decline
4	The day/hourly rates provided will apply should there be a requirement for additional services at any point during the initial contract term	Confirm/ Decline

5.2. Schedule of Rates

Tenderers are to complete and submit the schedule of rates for:

- Landscape maintenance summary

5.3 Schedule of Rates – Trees

Tenderers are to submit their typical schedule of rates for undertaking tree works if their operatives are qualified to undertake such works.

The schedule of rates shall be as part of the Programme of Services the Contractor shall undertake such maintenance as is necessary on trees so far as it does not necessitate the need to climb or fell major trees.

The schedule of rates shall include hourly rates for tree pruning, trimming, crown lifting, felling trees.

6. Collusive Bidding Certificate

Certificate of Non-Collusion and Non-Canvassing

{Organisation Name *} *insert organisation name here

Contract for the provision of Landscape Maintenance Services xxxx-xxxx

(the “Contract”)

To: Bradwell Parish Council

In recognition of the principal that the essence of selective tenders is that the client shall receive bona fide competitive tenders from all those quoting WE CERTIFY THAT: -

1. The Tender submitted herewith is a bona fide Tender intended to be competitive
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done, and we undertake we will not do any time before the hour specified for the return of the Tender any of the following acts: -
 - (a) Communicating to a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender)
 - (b) Entering into any agreement with any other person that they shall refrain from quoting or any arrangement as to the amount of any Tender to be submitted
 - (c) 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 Tenders any act or thing of the sort described above

In this Certificate: -

1. "Person" includes any person and any body or association corporate or incorporate.
2. "Any agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

DATED thisday of xxxx

Signed (as in Tender)

duly authorised to sign for and on behalf of

7. Guarantee Undertaking

Contract for the provision of Landscape Maintenance Services xxxx-xxxx

GUARANTEE UNDERTAKING

(to be completed if the Tenderer is a subsidiary company)

Tenderer:

Parent Company Name:

Address:

Reg No:

Subsidiary Name:

To: Bradwell Parish Council

1. In consideration of inviting our subsidiary to Tender we hereby enter into this Deed of Undertaking.
2. We, being the ultimate holding company of our subsidiary company of our subsidiary company, hereby irrevocably and unconditionally promise and undertake that in the event of the Form of Quotation submitted by our subsidiary in connection the Tender for the provision of {.....} in accordance with the Form of Tender and conditions attached thereto, and, if requested to do so by the Council, we shall forthwith upon request properly execute and deliver to the Council a Deed of Guarantee and Indemnity to guarantee due performance by our subsidiary and indemnify the Council against loss in the form reasonably required by the Council, but subject to the insertion of such details and the making of revisions as the Council may reasonably require in the light of the terms and the nature and effect of the contract constituted by the said acceptance.

Dated thisday ofxxxx

{SIGNED as a Deed by

)

)

)

[a Director and Secretary]

)

.....

)

Director

)

)

.....

Director/Secretary

or [two Directors

8. Freedom of Information Disclosure Form

Freedom of Information Act 2000: Information Disclosure Form

The Council is committed to the principle of open government and may disclose, upon request, information that it considers to be in the public interest to disclose.

Please state below any information that you specifically do not wish the Council to disclose together with any timescale relating to this non-disclosure, e.g., for the 6 months, lifetime of the contract, etc.

Please note that the Council may still need to disclose such information if necessary, to comply with its obligations under the Act.

I agree that information relating to this offer/contract may be disclosed, save for the information specified below which we consider to be commercially confidential.

Commercially Confidential Information:
--

Signature	Date.....
Position held	
Name of Tenderer	
Address	
.....	