

Seaford Town Council

Grounds Maintenance Contract Invitation to Tender

Contract Period: 1 April 2026 – 31 March 2029 (with possible 2-year extension)

**1. Introduction**

Seaford Town Council invites tenders for the provision of grounds maintenance and associated services, as detailed in the attached Contract Specification.

The aim of this contract is to ensure all Council-managed sites are maintained to a consistently high standard, delivering safe, attractive, and sustainable public spaces.

This ITT sets out the requirements for submission, the evaluation process, and key dates.

**2. Tender Pack Contents**

This Invitation to Tender pack consists of the following documents:

* Invitation to Tender
* Contract Specification
* Pricing Schedule(s)
* Application Form
* Site Maps for Lots 1-3
* Terms and Conditions
* Confidentiality Agreement

Tenderers are advised to read all documents carefully before preparing their submission.

**3. Instructions to Tenderers**

* Submission deadline: 7th November 2025.
* Submission method: By email to tenders@seafordtowncouncil.gov.uk or via Contracts Finder.
* Clarification questions: All queries must be submitted in writing by 3rd November, to: projectsandfacilities@seafordtowncouncil.gov.uk. Questions raised and their answers will be shared anonymously but publicly to ensure fairness.
* Validity of tenders: Tenders must remain valid for 90 days from the submission deadline.

**4. Submission Requirements**

* Completed Pricing Schedule(s) for each Lot you wish to tender for.
* Completed and signed Application Form (including references and declarations).
* Signed Confidentiality Agreement.
* Signed Terms and Conditions.
* A copy of your Health & Safety and Equality, Diversity and Inclusion policies.
* All required certificates of insurance.
* Dynamic and/or task-based risk assessment for all activities.
* Copies of COSHH assessments for substances used.

**5. Evaluation of Tenders**

Tenders will be evaluated on both price and quality in line with Section 11 of the Contract Specification.
The evaluation criteria and weightings are set out in that section.

**6. Conditions of Tendering**

* The Council does not bind itself to accept the lowest or any tender.
* All information provided must be accurate; the Council reserves the right to reject tenders containing false or misleading information.
* Tenderers are responsible for ensuring their submission is complete and received before the deadline. Late submissions will not be considered.
* The contract will be awarded subject to compliance with the Public Contracts Regulations 2023 and Seaford Town Council’s policies and procedures.
* The Council reserves the right to undertake credit checks on applicants alongside being provided 3 years of accounts. The Council reserves the right to not award a contract should a credit check or accounts raise concerns about the applicant's ability to fulfil the contract.

**7. Contract Terms**

The successful Contractor will be required to enter into the contract based on the attached Specification and Terms & Conditions.

**8. Contact Details**

All communication regarding this tender should be directed to Seaford Town Council at:

Projectsandfacilities@seafordtowncouncil.gov.uk

01323 894870