



## **Invitation to Tender for Grounds Maintenance and Gardening Services**

**Location:** Wembury, Devon

**Client:** Wembury Parish Council

**Tender Reference:** Grounds Maintenance and Gardening Services 2025

**Tender Deadline:** 8<sup>th</sup> September 2025

Wembury Parish Council is inviting tenders from experienced contractors for the provision of **grounds maintenance and gardening services** across the parish. The contract will involve the upkeep of public spaces, including the recreation ground, verges, and any other council-owned assets.

### **Scope of Work:**

The successful contractor will be responsible for the following tasks:

1. **Hedge & Verge Maintenance**
  - Regular pruning, trimming, strimming and maintenance of verges, hedges, and bushes owned by Wembury Parish Council.
2. **Weeding & Plant Care**
  - Maintaining the Wembury Recreational Ground and wildflower verges, ensuring they are in good condition.
3. **Tree Care**
  - Monitoring the health of trees and plants, removing tree guards as necessary, and reporting any issues with tree condition.
4. **General Grounds Maintenance**
  - Clearing road and car park gutters, weeding pavements, and cutting back overgrowth as necessary in the recreation ground and around bus shelters and noticeboards.
  - Ensuring public spaces are tidy by removing leaves, mud, and debris, particularly in car parking areas within Wembury Recreation Ground.
  - Removing any dead bushes or plants unless they are being left for wildlife purposes.
5. **Seasonal Work**
  - Leaf clearance and general maintenance of grounds during the autumn and winter months.
6. **General Reporting**
  - Regular inspections and reporting on any issue seen.
7. **Other Works**
  - Any additional works that may be mutually agreed between the contractor and Wembury Parish Council.

**Contract Duration:**

Start Date: 1st October 2025

Duration: 3 years

Rate: Fixed for the entire term of the contract

Performance Reviews: Conducted annually. The Council reserves the right to terminate with 4 weeks' notice for unsatisfactory performance

Hours: Dependent on contractor's assessment of the requirements of hours needed. Work will be seasonal, so please include estimations of hours needed each month in your tender so that the council can understand how invoices will change over the year.

**Site Familiarisation**

Tenderers are strongly encouraged to visit the areas of work (recreation grounds, verges, and community facilities) to assess the scope and nature of potential tasks before submitting a tender. Bidders will be deemed to have made such inspections. Meetings on site can be arranged to talk through necessary work.

**Compliance and Conduct**

- Contractors must operate in a manner that ensures the safety and respect of the community and its assets.
- Any damage to Parish property resulting from contractor operations must be repaired at the contractor's expense.
- Compliance with all relevant laws, including licensing of tools and vehicles, is mandatory.

**Eligibility Criteria:**

To be considered, contractors must meet the following criteria:

- Proven experience in gardening and grounds maintenance, including tree care and management.
- Ability to carry out all tasks listed in the scope of work to a high standard.
- Insurance coverage, including public liability insurance.
- References from previous clients (preferably local authorities or similar organizations).
- Valid health and safety certifications.
- Ability to provide a reliable and professional service throughout the year.

**Tender Submission Requirements:**

Interested contractors should submit the following documents by **12pm Monday 8<sup>th</sup> September 2025**. Late or improperly marked submissions may not be considered.

1. **Completed Tender Form** available from [wemburyparishcouncil.gov.uk](http://wemburyparishcouncil.gov.uk) or by contacting the finance officer on [rfo@wemburyparishcouncil.gov.uk](mailto:rfo@wemburyparishcouncil.gov.uk)
2. **Company Profile:** Detailing experience, relevant qualifications, and previous work.
3. **Proposed Method Statement:** Detailing how you plan to complete the tasks outlined in the scope of work.
4. **Pricing Breakdown:** A detailed cost breakdown for the services provided, including any seasonal variations in pricing.

5. **References:** At least two references from previous clients.
6. **Proof of Public Liability insurance and vehicle insurance.**
7. **Proof of trade waste licence for green waste.**

**Evaluation Criteria:**

Tenders will be evaluated based on:

- Value for money (cost efficiency).
- Relevant experience and qualifications.
- Methodology for completing the tasks.
- Previous client satisfaction and references.
- Environmental sustainability practices.

**How to Submit:**

Please submit your tender application to **[rfo@wemburyparishcouncil.gov.uk](mailto:rfo@wemburyparishcouncil.gov.uk)** or post it to **12 Pellew Place, Plymouth, PL2 1EQ** by **12pm on the 8<sup>th</sup> September 2025**.

For more information or to request the full tender documentation, please contact us at **[rfo@wemburyparishcouncil.gov.uk](mailto:rfo@wemburyparishcouncil.gov.uk)**.

Wembury Parish Council looks forward to receiving your tender and working with a contractor who can maintain and enhance the quality of our local green spaces.

# **Tender for Grounds Maintenance and Gardening Services to Wembury Parish Council**

## **SECTION 1 – INTRODUCTION**

### **1. Instructions for tendering**

Tenderers shall treat the details of this tender document as private and confidential.

1.1. Tenders are being submitted for the Grounds Maintenance and Gardening Services of Wembury Parish Council for commencement of 1<sup>st</sup> October 2025, for a 3-year period.

1.2. No unauthorised alterations or additions should be made to the tender or to any other component of the tender document. If any such alteration or addition is made or if the schedule of prices is not properly completed, or if these instructions are not fully complied with, the tender may be rejected.

1.3. Tenders must be submitted strictly in accordance with the tender document. Any point of doubt or difficulty should be cleared with the RFO or Clerk as early as possible in the tender period.

1.4. The Council does not bind itself to accepting the lowest tender. Aspects such as environmental, location, equipment and qualifications will also be considered.

1.5. Tenders should be sent by email to [rfo@wemburypariscouncil.gov.uk](mailto:rfo@wemburypariscouncil.gov.uk) post or delivered by hand in a sealed envelope marked:

PRIVATE AND CONFIDENTIAL – Planned works Contract

RFO

Wembury Parish Council

12 Pellew Place

Plymouth

PL2 1EQ

To arrive no later than 12 noon on 8<sup>th</sup> September 2025 via post or email

## **2. Information for Tenderers**

This information is provided for the assistance of Tenderers.

2.1. The contract will be for a three-year period. The contract will commence on the 1<sup>st</sup> October 2025.

The rates detailed in the contract will be fixed for the term of the contract.

2.2. Where the tenderer is a subsidiary of a parent or holding company, the Council will require the parent/holding company to guarantee the contract, if successful.

2.3. Tenderers should seek to clarify any points of doubt or difficulty before submitting a tender. Visits to site with a staff member of the council to discuss requirements are welcome.

2.4. The tenderer will be required to keep the tender submitted valid for acceptance for a period of 90 day from the date of return of the tender document.

2.5. The successful tenderer will be given as much possible notice of the date required to commence operations to be agreed between the tenderer and the council.

2.6. The contract awarded is subject to an annual performance review. If works are deemed unsatisfactory, the Parish Council reserves the right to terminate the contract providing a minimum of 4 weeks' notice.

2.7. The tenderer is advised to visit the recreational ground and verges and thoroughly acquaint themselves with the extent and nature of the proposed works, they will be deemed to have done so before submitting a tender.

2.8. The contractor shall for the duration of the contract be responsible for compliance with all relevant statutory requirements relating to licensing of plant and equipment and waste management.

## **SECTION 2 - SPECIFICATION / ITEMS FOR SUBMISSION**

The works to be carried out under the contract are set out in the accompanying specification.

### **3. Plant**

The tenderer is required to supply any equipment expected to be used for the purposes of the grounds maintenance and gardening services, and tendering for this contract is seen as evidence of this. The Parish Council reserves the right to inspect equipment prior to awarding the contract.

### **4. Working Procedure**

The contractor shall take care to avoid damage to Wembury Parish Council assets and to ensure that all work done is done respectfully and with consideration to members of the public, other organisations and their properties or land. The cost of any repairs will be borne by the contractor.

## **5. Inspection of Work**

The Parish Council will inspect regularly to ensure that the contract is being complied with.

## **6. Normal Working Hours**

The Parish Councils normal working hours in respect of the contract are from 8:30 hrs. to 18:00 hrs., Monday to Saturday.

Work will be seasonal, so please include estimations of hours needed each month in your tender so that the council can understand how invoices will change over the year.

## **7. Health and safety**

7.1. The tenderer will be wholly responsible for the health and safety of any persons working in the remit of this contract for the purposes of this contract.

7.2. The tenderer should have in place health and safety policies and procedures and risk assessments for work to be undertaken as part of this contract. Copies of such risk assessments may be required to be submitted to the council at any time.

7.3. The tenderer is required, as part of this tender submission, to submit copies of current liability insurance documents as well as insurance documents for vehicles to be used. Such documents are to be submitted annually thereafter by the successful tenderer.

## **8. Contractors Operations**

8.1 The tenderer is to confirm, as part of this tender, that they own or can access suitable plant machinery to undertake the work required.

8.2 Contractors must operate in a manner that ensures the safety and respect of the community and its assets.

8.3 Any damage to Parish property resulting from contractor operations must be repaired at the contractor's expense.

8.4 Compliance with all relevant laws, including licensing of tools and vehicles, is mandatory.

## **9. Accreditations**

The tenderer shall, as part of the submission provide details and evidence of any accreditations held and associations that they are a member of which are relevant to this contract.

## **10. References**

The tenderer, as part of this submission, is required to provide the contact information of two references and confirm if the Parish Council have permission to contact those referees. Where the tenderer can provide information of having done this work previously, this information should be provided as part of the tender.

### **SECTION 3 – SCHEDULE OF WORKS**

1. **Hedge & Verge Maintenance**
  - Regular pruning, trimming, strimming and maintenance of verges, hedges, and bushes owned by Wembury Parish Council.
2. **Weeding & Plant Care**
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### **Details of Tender for planned works**

Name of person or company tendering:

Contact details including email and phone number:

Details of tender for contract.

Please include details such as estimated hours needed to fulfil the contract and approximate calendar for hours needed each month and environmental credentials:

Referee contact details:

1.

2.

**Please include any proof of insurance and of qualifications and accreditations.**

I confirm that I have read the tender details regarding this contract and am in agreement with all clauses in the tender information. I hereby submit my tender for your consideration:

Signed:

Date: