



Broadstairs & St. Peter's Town Council
Pierremont Hall,
Broadstairs CT10 1JX
Tel 01843 868718
town.clerk@broadstairs.gov.uk
www.broadstairs.gov.uk

Invitation to Tender for: Grounds Maintenance Contract/s

Broadstairs & St. Peter's Town Council is inviting contractors, companies or sole traders to tender for a three-year contract for the following tasks:

- a) Maintenance and gardening of the area of Pierremont Park in the ownership of Broadstairs & St. Peter's Town Council Address: Pierremont Hall, Pierremont Avenue, CT10 1JX (see appendix 1).
- b) Grass cutting and maintenance of Culmer's Amenity Land. Address: adj. Vere Road Car Park, CT10 1JF (see appendix 2).

You are invited to bid on both contracts or individually as you prefer.

Contracts to commence on 1st April 2025 and end on 31st March 2028

Tenders

The Town Council is not obliged to accept the lowest or any tender.

Prospective contractors, companies or sole traders are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

Tenders are invited on a sealed bid basis by 12 noon on Wednesday 8th January 2025. Any tenders received after this time will not be considered.

The initial decision will be undertaken at the Community Assets Committee meeting on **Monday 20th January 2025** with the final decision confirmed at Council on **Monday 28th January 2025**.

Tender Return

Sealed tender documents are to be marked 'Private and Confidential- Grounds Maintenance Tender and returned to:

Kirsty Holroyd - Town Clerk
Broadstairs & St. Peter's Town Council,
Charles Cockerell Suite
Pierremont Hall,
Broadstairs,
CT10 1JX

The envelope should bear no distinguishing marks that would identify the tenderer.

If you require further information, please contact the Town Clerk between 9:30am - 12:30pm Monday to Friday. Tel: 01843 868718 or Email: town.clerk@broadstairs.gov.uk

General Requirements and Further Information

- Both sites are open and accessible to view without prior permission.
- All tenders should be submitted on the form provided, downloadable from the Town Council website www.broadstairs.gov.uk
- Evidence will need to be supplied of public liability and employer's liability insurance of £5,000,000 minimum for any one event.
- Supply of Risk Assessment and Method Statement (RAMS) All maintenance/inspection operations and activities should be risk assessed.
- All staff may be required to have a DBS check and must be adequately trained and equipped to NVQ Level 3 amenity horticulture standard as necessary, as well as in the safe use of pedestrian machinery such as strimmers, push mowers, hedge trimmers, hand blowers, power tools and ride on machinery.
- The use of Glyphosate is not permitted along with any other bio chemicals damaging to the environment, such as herbicides or pesticides.
- The contractor is to use a peat free compost and make ethical alternative recommendations when use of the above is deemed necessary.
- 2 customers from whom references can be obtained.
- Flexibility for adhoc work should this be required. This would be paid on an hourly rate or a fixed price for the required task.
- No sub-contractor to be used without prior written consent from Broadstairs & St. Peter's Town Council.
- Payment for services will be made upon the receipt of a satisfactory VAT invoice. Full terms are to be agreed once the contract has been awarded.
- Attached Schedule 1 – Specification
- Attached Appendix 1 – Pierremont Hall Grounds site map
- Attached Appendix 2 – Culmers Amenity Land site map.

Broadstairs & St. Peter's Grounds Maintenance Tender Form:

Name of company, contractor or sole trader:	
Address	
Contact phone number	
Email address	

Do you have public liability & employer's liability insurance – minimum of £5million?

Yes/No Please circle as appropriate

Please submit a copy of your certificate with this tender

Please state which contracts you are tendering for:	
a. Maintenance and gardening of the area of Pierremont Park in the ownership of Broadstairs & St. Peter's Town Council.	Yes/No Please circle as appropriate
b. Grass cutting and maintenance of Culmer's Amenity Land.	Yes/No Please circle as appropriate

Are you able to undertake adhoc work as and when required? For example, to tidy the park ready for Remembrance Sunday or provide additional cutting of the amenity land if required? Yes/No Please circle as appropriate

If yes, would you require payment for this work as an hourly rate or a one-off payment per job? Hourly rate / Payment per job Please circle as appropriate

If 'Hourly rate', please, state what this would be: £

Tenders:

a. Pierremont Park

Based on previous experience this work is likely to take 12-15 hours per week for a sole trader.

Applicants would be expected to manage their own time and programme of works

Item	Cost Year 1	Cost Year 2	Cost Year 3
Cutting of grass of ornamental lawns (to be cut weekly during peak season 1 st April-30 th September) to a height of 2cm.			
To weed and manage planted borders, beds rockery and containers (planting & upkeep) including all hedge cutting and ensuring no overgrowth onto paths and noticeboards along Pierremont Avenue and High Street.			

Item	Cost Year 1	Cost Year 2	Cost Year 3
To manage the planting and upkeep of the two urns on the portico of Pierremont Hall. Planting twice a year in April and October. Applicant must be willing to liaise with Events Manager.			
To manage the planting and upkeep of the three planters at the front of Pierremont Hall (2 raised planters and one circular). Planting twice a year in April and October.			
To provide winter maintenance/clearance of the two 'wooded areas' at the front of Pierremont Hall. (Central area planted with bulbs)			
To keep path around and to rear Music Room clear of leaves and overgrowth. Cut back hedge.			
To manage and remove fallen leaves during the autumn season.			
To remove all garden waste from site (including leaves WHICH MUST NOT BE DISPOSED OF IN WOODED AREAS) and dispose of in accordance with waste disposal guidelines.			
TOTAL:			

b. Culmer's Amenity Land

To provide labour and equipment for the undertaking of grass and planted shrub border maintenance during the 2025, 2026 and 2027 seasons for the period April to October inclusive.

Item	Cost Year 1	Cost Year 2	Cost Year 3
To carry out 12 grass cuts to a height of 5cm at appropriate intervals to ensure a neat and tidy appearance with the option for additional cuts on written request from the Town Clerk. Timing of cuts to mirror growth patterns. Suggested scheduling as follows: 5 cuts apportioned over April, May and June, 4 cuts apportioned over June, July and August, 3 cuts apportioned over September and October.			
To clear back overgrowth along metal fence line from the Culmers allotments.			

Item	Cost Year 1	Cost Year 2	Cost Year 3
Strimming of the periphery (if not included in price per cut.)			
To maintain the planted shrub beds at the border with Alexandra Road/Beach Mews.			
TOTAL:			

Please briefly describe your experience and staff qualifications including:

i) Specialist expertise in horticultural or maintenance topics

ii) Efficiency and effectiveness of operations

ii) Provide examples of undertaking previous, similar contracts

Please confirm that your company will:

- Not use Glyphosate along with any other bio chemicals damaging to the environment, such as herbicides or pesticides;
and
- Your company will use a peat free compost and make ethical alternative recommendations when use of the above is deemed necessary.

Attach additional sheets, if necessary, to provide required information.

Reference 1	
Address	
Contact phone number	
Email address	

Reference 2	
Address	
Contact phone number	
Email address	

Documents to be included:

Completed Tender Form	
Evidence of £5 million public liability & employer's liability insurance	
Two references	
RAMS (Risk Assessment & Method Statement)	

Evaluation Criteria Grounds Maintenance Contracts**1st April 2025 to 31st March 2028**

All responses will be assessed against the Evaluation Criteria set out below:

PASS/FAIL – if the following documents are not included within the application, the application will not go through to the evaluation process.

Minimum of £5 million public liability insurance provided	Yes / No
2 References provided	Yes / No
RAMS provided	Yes / No

PASS/FAIL – if the following cannot be undertaken, the application will not go through to the evaluation process.

The contractor will not use Glyphosate or other bio chemicals	Yes / No
The contractor will use peat free compost or ethical alternative as deemed necessary.	Yes / No

EVALUATION CRITERIA	WEIGHTING
Locality Location of business – is the business within the Broadstairs/Thanet area?	10 points
Tender Is able to bid for both contracts?	10 points
Horticultural/General Maintenance expertise and performance Specialist expertise in horticultural or maintenance topics - 20 points Efficiency and effectiveness of operations - 20 points Can provide examples of undertaking previous, similar contracts - 10 points	50 points
Price A score will be given in relation to the prices offered for the bid	30 points

Schedule 1
SPECIFICATION

1. GENERAL GRASS MAINTENANCE

1.1 Standards

The Contractor shall by means of mowing, cut all grassed areas detailed within the plans,

All grass shall be cut cleanly to the same height on each site or type of area, without damaging the existing surface.

The Contractor shall provide all plant, labour and equipment necessary to maintain the requisite standard, which will be maintained consistently throughout the year, but with particular regard to the peak grass growing season which generally falls within the period, third week in March to the first week in November.

The Contractor shall use approved machines appropriate to the type of work involved. The Council considers a cylinder mower, rotary mower and strimmer appropriate.

The Contractor shall make good at his own expense any damage caused to furniture, fences, paths, roadways, shrubs, trees or any other property, during grass maintenance operations by its machinery or staff.

Since it is not possible, on many sites, to predict accurately the precise number of cuts required to maintain the sites within the Contract a suggested number is given below.

During normal weather conditions the Contractor will be required to keep to the standards within in this Specification.

During very wet conditions all grass cutting operations shall cease until conditions improve sufficiently to allow operations to continue without damaging the surface or creating divots from rollers, cutters or wheels. If inclement weather prevents the Contractor from meeting the required standard, the Supervising Officer shall be advised of the work not done. The Contractor shall resume work as soon as possible.

During periods of drought which may inhibit the amount of growth and subject the grass to high levels of stress, the Contractor may be asked to cease mowing or raise the height of the cut until the turf regains satisfactory turgidity.

Where arisings are thrown or spill onto roads, footpaths or graves, they shall be swept or blown back onto the grassed areas forthwith to prevent unsightly conditions. Should the amount or lushness of the clippings pose a slipping or tripping hazard to pedestrians, the arisings are to be swept or blown back immediately.

Prior to cutting any area, the Contractor shall remove all debris and litter including; paper, tins, bottles and large stones. All such material will be removed to the appropriate waste disposal facility. Any litter or debris cut up by the Contractors shall be picked up and removed to the Contractors tip, before leaving the site.

The Contractor will complete one area of grass cutting before moving on to the next.

Mowing will take place on the full area of grass at the site, up to paving, fencing and any other boundaries.

The Contractor will be required to re-cut any area identified as not being within the prescribed standards, at its own expense.

All grass maintenance operations will be undertaken with due regard to safety and avoidance of injury, both to the public and to the Contractor and his staff. Particular care must be taken when carrying out grass cutting adjacent to recreation areas and children's play areas.

When working on public footpaths and adjacent to highways all operatives will wear high visibility clothing to EN ISO 20471:2013 standard. All protective clothing and equipment relevant to an operation will be correctly worn /used.

Traffic movement (including pedestrians) along roads and footways must be maintained at all times. Where it is appropriate to place warning signs, cones etc, the Contractor will do so in accordance with Chapter 8 of the Traffic Signs Manual (2009). The Contractor will make no charge for this operation.

Any vehicles and trailers used by the Contractor in support of grass cutting operations, are to be parked in a manner that causes the minimum, or if possible, no obstruction to road or footway users or residents. Warning and hazard lights will be used where appropriate. Access to properties along roads and footways are not to be obstructed.

The Contractor shall cut /trim around obstacles within grassed areas to the same height of that mown within the area.

Care must be taken when strimming in all areas to avoid the throwing up of stones, animal excrement etc. Any damage caused will be deemed to be the Contractors responsibility.

1.2 Maintenance required

1.2.1 Pierremont Park

- Cutting of grass of ornamental lawns (to be cut weekly during peak season 1st April-30th September) to a height of 2cm.

1.2.2 Culmer's Amenity Land

- To carry out 12 grass cuts to a height of 5cm at appropriate intervals to ensure a neat and tidy appearance with the option for additional cuts on written request from the Town Clerk. Timing of cuts to mirror growth patterns.
Suggested scheduling as follows:
5 cuts apportioned over April, May and June,
4 cuts apportioned over June, July and August,
3 cuts apportioned over September and October.
- Strimming of the periphery.
- To clear back overgrowth along metal fence line from the Culmers allotments.
- To maintain the planted shrub beds at the border with Alexandra Road/Beach Mews.

2 MAINTENANCE OF PLANTED BORDERS AND BEDS

2.1 Standards

The Contractor shall provide all plant, labour and equipment necessary to maintain the requisite standard, which will be maintained consistently throughout the year.

The Contractor shall use approved equipment appropriate to the type of work involved.

The Contractor shall make good at his own expense any damage caused to furniture, fences, paths, roadways, shrubs, trees or any other property, during maintenance operations by its machinery or staff.

All maintenance operations will be undertaken with due regard to safety and avoidance of injury, both to the public and to the Contractor and his staff. Particular care must be taken when carrying out maintenance adjacent to areas accessed by the general public.

When working adjacent to areas accessed by the general public all operatives will wear high visibility clothing to EN ISO 20471:2013 standard. All protective clothing and equipment relevant to an operation will be correctly worn /used.

Traffic movement (including pedestrians) along roads and footways must be maintained at all times. Where it is appropriate to place warning signs, cones etc, the Contractor will do so in accordance with Chapter 8 of the Traffic Signs Manual (2009). The Contractor will make no charge for this operation.

Any vehicles and trailers used by the Contractor in support of grass cutting operations, are to be parked in a manner that causes the minimum, or if possible, no obstruction to road or footway users or residents. Warning and hazard lights will be used where appropriate. Access to properties along roads and footways are not to be obstructed.

2.2 Maintenance required

2.2.1 Pierremont Park

- To weed and manage planted borders, beds, rockery and containers (planting & upkeep), including all hedge cutting and ensuring no overgrowth onto paths and noticeboards along Pierremont Avenue and High Street.
- To manage the planting and upkeep of the two urns on the portico of Pierremont Hall. Planting twice a year in April and October. Applicant must be willing to liaise with Events Manager.
- To manage the planting and upkeep of the three planters at the front of Pierremont Hall (2 raised planters and one circular). Planting twice a year in April and October.
- To provide winter maintenance/clearance of the two 'wooded areas' at the front of Pierremont Hall. (Central area planted with bulbs)
- To keep path around and to rear Music Room clear of leaves and overgrowth. Cut back hedge.
- To manage and remove fallen leaves during the autumn season.
- To remove all garden waste from site (including leaves WHICH MUST NOT BE DISPOSED OF IN WOODED AREAS) and dispose of in accordance with waste disposal guidelines

2.2.2 Culmers Amenity Land

- To maintain the planted shrub beds at the border with Alexandra Road/Beach Mews.
- To clear back overgrowth along metal fence line from the Culmers allotments.

3 GENERALLY

3.1 Barriers

Culmer's Amenity Land is accessed via Vere Road Car Park, which has a height restriction barrier. The Contractor will be provided with a key to the lock. The barrier must be kept closed and locked except for access and egress.

3.2 Pesticides and herbicides

The use of Glyphosate is not permitted along with any other bio chemicals damaging to the environment, such as herbicides or pesticides.

3.3 Compost

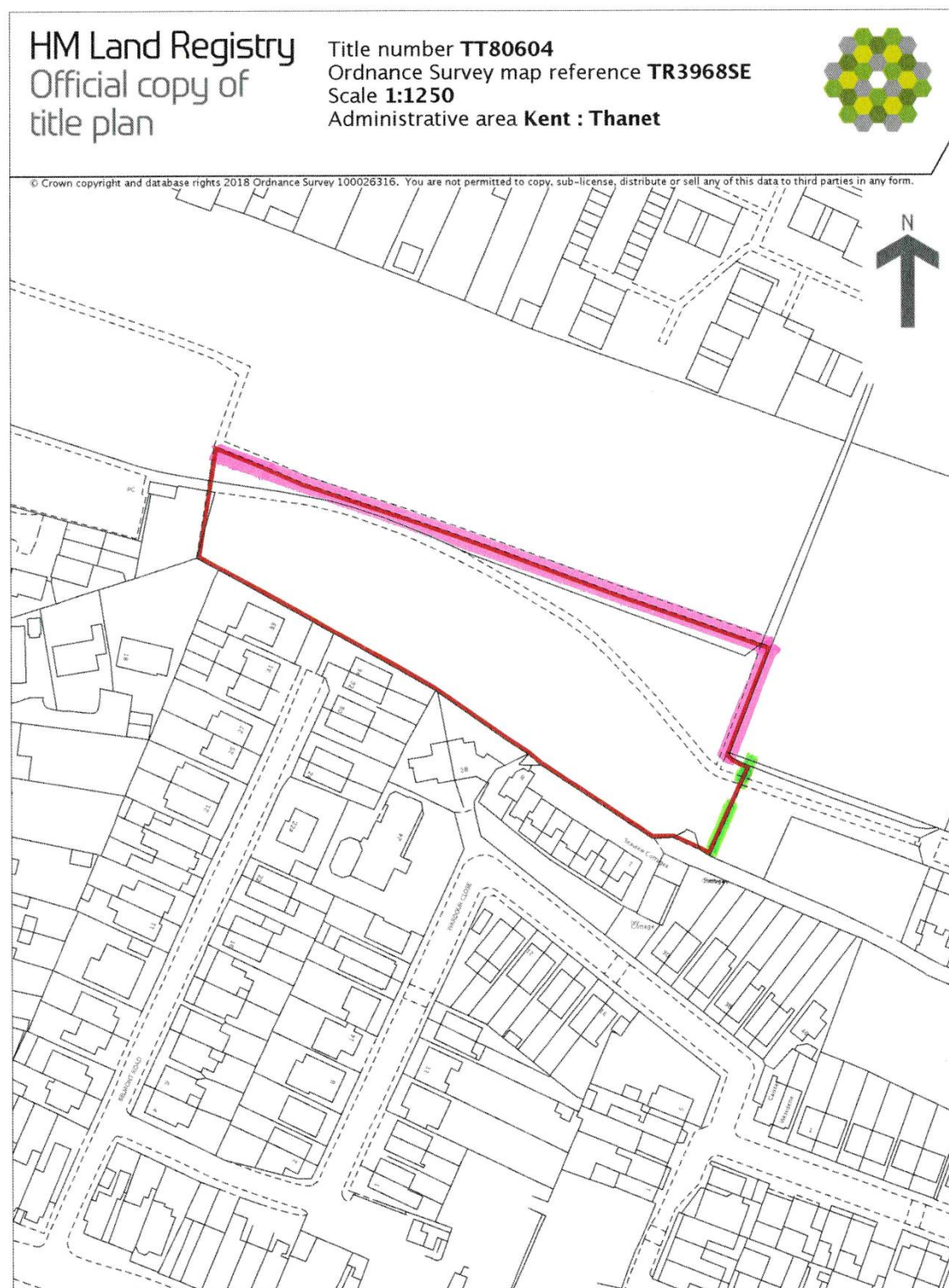
The contractor is to use a peat free compost and make ethical alternative recommendations when use of the above is deemed necessary.

Appendix 1 – Pierremont Hall Grounds



- Pierremont Hall Boundary
- Woodland
- Grass
- Shrub/rose/rockery
- Flower Planters
- Urns

Appendix 2 – Culmers Amenity Land



-  Culmers Amenity Land Boundary
-  Allotment Fence
-  Planted Shrub Border