

Technical Specification for Tender: Grass Cutting Contract

Project Title:

Maintenance of green spaces under Middleton Cheney Parish Council responsibility and roadside verges.

Issued By:

Middleton Cheney Parish Council

Pip Davis, Clerk and RFO

clerk@middletoncheney.org.uk

1. Introduction and Invitation to Tender

Middleton Cheney Parish Council invites tenders for the provision of Grass Cutting Services for a three-year contract period commencing 01 March 2026 and ending 31 October 2028, covering a range of public green spaces within the Parish boundary.

2. Scope of Contract

The contract includes:

Routine grass cutting and strimming of parish-owned amenity areas

Removal of cuttings (where specified)

Weed spraying (where applicable)

Seasonal maintenance of hedges and shrubbery

Cleaning and clearing of footpaths and paved surfaces following works

The work sites include, but are not limited to:

Middleton Cheney Cemetery

Stanwell Park and Astrop Play Area

Village Green and other minor green areas

Verges and alleyways

Refer to the Site Plans and Schedule of Works for full details.

3. Duration

Start Date: 01 March 2026

End Date: 31 October 2028

Annual performance reviews will be conducted.

The contract may be terminated by either party with three months' written notice.

4. Tender Requirements

Tender responses must include:

Completed Form of Tender (price per cut, per location)

Valid Public Liability Insurance Certificate (£5m minimum)

Valid Employer's Liability Insurance Certificate (£1m minimum)

Details of relevant experience and references

Evidence of valid Basic DBS checks (not older than 3 years) for all employees/subcontractors

Declaration & Company Details Form

5. Site Visits

Contractors are advised to inspect all sites before submitting a tender. Site visits can be arranged with the Parish Clerk or completed independently (excluding the cemetery which requires pre-booking due to its sensitive nature).

6. Submission Instructions

Tenders must be submitted in hard copy using the provided Form of Tender.

Envelopes must be sealed and clearly marked: "Grass Cutting Tender Response".

Submissions must be received by Monday 29th September 2025.

Address for submission: Parish Meeting Rooms, Main Road, Middleton Cheney, OX17 2LR. clerk@middletoncheney.org.uk

Late submissions will not be considered.

7. Evaluation Criteria

Compliance with specification

Price (value for money, not lowest bid)

Experience and capability

References and past performance

Insurance and health & safety compliance

8. Award and Notification

Tenders will be opened on Monday 12 January 2026.

All bidders will be notified of the outcome by Tuesday 20 January 2026.

The Council reserves the right not to award the contract.

Cost of the winning tender may be published.

9. Contract Conditions

Key conditions include:

Monthly invoicing (by the 10th of the following month)

All work must conform to relevant British Standards and Health & Safety legislation

Contractor to provide all PPE and equipment

Contractor is responsible for reinstating any damage caused

No use of growth regulators unless pre-approved in writing

All operatives must be trained and competent

10. Specification of Works

A detailed Specification of Works is attached, including:

Cemetery

20 cuts annually (weekly during peak growth)

Close cut and collect

Strimming around graves and ornaments

Respectful handling of grave items

Play Areas and Village Green

16 cuts annually

Strimming and removal of arisings

Edge and path clearance

Alleyways

Ad hoc, approx. 5 visits annually

Weed spraying, strimming and blowing

Removal of arisings

Verges & Other Green Spaces

16 cuts annually

Seasonal shrub and planting area maintenance

Initial collection, then blowback of cuttings

11. Health & Safety and Insurance

Compliance with Safety at Street Works and Road Works: Code of Practice (2013)

Public Liability Insurance: minimum £5m

Employer's Liability Insurance: minimum £1m

All subcontractors must meet the same requirements

12. Questions and Clarifications

All queries must be directed to the Parish Clerk via email:

clerk@middletoncheney.org.uk

Responses to queries will be published in an “Additional Information for Bidders” document on the Council website under the Tenders section.

13. Confidentiality

All tender submissions will be treated as private and confidential by the Council. Bidders must not approach Councillors or staff outside of the process.

Issued by: Middleton Cheney Parish Council

Date of Issue: 7th August 2025

Deadline for Submission: Monday 29th September 2025

Contact: Pip Davis, clerk@middletoncheney.org.uk

Middleton Cheney Parish Council

Main Road, Middleton Cheney

OX17 2LR