

Seaford Town Council

Ground Maintenance Contract Application Form

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

**Section 1 - Instructions to Tenderers:**

* 1. **Introduction**

Seaford Town Council invites tenders for the provision of grounds maintenance and associated services as set out in the Specification and Pricing Schedules. The contract is divided into three Lots (see Section 4 of the Contract Spec). Tenderers may apply for one, multiple, or all Lots.

**1.2 Documents Provided**

Tenderers should ensure they have received the full tender pack, compromising:

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

**1.3 Payment**

As part of their tender submission, Bidders are invited to propose payment terms that they consider fair and appropriate. The Council is keen to support local businesses and will give due consideration to payment terms that help ensure cash flow and sustainability, while complying with public sector obligations.

**1.4 Clarification Questions**

* Any clarification questions must be submitted in writing to projectsandfacilities@seafordtowncouncil.gov.uk no later than 3rd November.
* Responses to clarification questions will be uploaded publicly to Seaford Town Council’s website ([www.seafordtowncouncil.gov.uk](https://www.seafordtowncouncil.gov.uk/)) to ensure fairness.
* Verbal enquiries will not be accepted.

**1.5 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.

**1.6 Deadline for Submission**

* The deadline for receipt of tenders is 7th November 2025.
* Late submissions will not be considered.

**1.7 Validity of Tenders**

* Tenders must remain open for acceptance for a period of 90 days from the closing date.

**1.8 Evaluation and Award**

* Tenders will be evaluated in accordance with the published Evaluation Criteria (see Section 11 of spec)
* The Council reserves the right not to accept the lowest tender, or any tender, and may award Lots separately or together.
* The Council may require tenders to clarify aspects of their submission, but this will not constitute as an opportunity to amend pricing or materially alter the bid.

**1.9 Conditions of Tendering**

* The Council accepts no responsibility for costs incurred in preparing and submitting a tender.
* Canvassing of councillors of officers, or attempts to influence the outcome outside of the formal process, will disqualify a bidder.
* The Council reserves the right to amend or withdraw this tender at any stage.

**Section 2 – Bidder Details**

|  |  |
| --- | --- |
| Company Name: |  |
| Company & VAT Registration Number: |  |
| Address: |  |
| Contact Name & Role Title: |  |
| Telephone & Email: |  |

**Section 3 – Lots Applying For**

Please indicate which Lot(s) you wish to bid for:

[ ]  Lot 1 – Grounds Maintenance (including sports and playgrounds)

[ ]  Lot 2 – Verges and Pathways

[ ]  Lot 3 – Planting & Decorative Displays

**Section 4 – Staffing & Resources**

**4.1 Staffing Levels**

|  |  |
| --- | --- |
| Question | Answer |
| Total number of staff allocated to this contract: (*This is for information only and will not automatically affect scoring; quality, competence, and contingency planning will be evaluated*). |  |
| Number of operatives available per Lot: | Lot 1:Lot 2:Lot 3 |
| Describe how your team is structured to deliver this contract efficiently: |  |
| Explain how you will maintain service quality if staff are absent: |  |

**4.2 Qualifications and Training**

Please list all relevant qualifications for staff assigned to this contract (e.g NVQ Level 1, IOSH Working Safely, First Aid):

*Example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Role* | *Number of Staff* | *Qualifications / Training* | *Years of Experience* | *Lot(s) Assigned:* | *Notes* |
| *Grounds Operative* | *5* | *RHS Level 2, IOSH Working Safely* | *2-5* | *Lot 1 & 2* | *At least one trained in First Aid per team* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Number of Staff | Qualifications / Training | Years of Experience | Lot(s) Assigned | Notes |
|  |  |  |  |  |  |
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**4.3 Competence and Coverage**

|  |  |
| --- | --- |
| Question | Answer |
| Describe how you maintain ongoing competence (training refreshers, supervision, monitoring): |  |
| Outline how staff presentation is monitored (uniforms, badges, behaviour): |  |
| Describe your approach to working alongside community groups, including attending Town Council meetings to discuss works and liaising with local organisations when required. |  |

**Section 5 – Quality Questions (Based on Evaluation Criteria)**

Provide concise, evidence-based responses. Include examples where possible.

**Lot 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Area | Question | Weight (%) | Answer |
| Grounds Maintenance | Describe your approach to grounds maintenance, including sweeping, litter control, lawful waste disposal, environmentally friendly grass cutting and pesticide compliance: | 20 |  |
| Staff and Training | Explain how your staffing arrangements will support efficient delivery of Lot 1 tasks, including contingency planning if staff are absent: | 15 |  |
| Health and Safety | Provide examples of risk assessments, COSHH, and safe systems of work. Explain how you will review these and how staff will respond to hazardous items: | 15 |  |
| Playground Maintenance | Describe your process for maintaining playgrounds, including keeping up to date records, surfacing maintenance and grass cutting in play areas: | 12 |  |
| Scheduling and Notifications | Explain how you will schedule works and communicate with the Council. Describe how you will handle delays (machinery breakdowns, weather, restricted access). | 10 |  |
| Sports Pitch Management | Explain your approach to managing sports pitches, including preparation and line marking (football, rugby, stoolball), changing room management and seasonal works. | 8 |  |
| Vehicles and Equipment | Provide details of vehicles/equipment and explain how you will ensure environmental compliance and safe operation, including use of hazard lights/beacons. | 8 |  |
| Damages and Breakages | Explain how you will report and rectify any damage caused, including timescales and communication. | 7 |  |
| Client Referrals | Provide details of at least two comparable contracts in the last 3 years, including client references and contact details. | 5 |  |
| For Town Council information only | Do you have experience with gritting pathways? | **NOT** **SCORED** |  |

**Lot 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Area | Question | Weight (%) | Answer |
| Verges and Pathways | Describe your approach to verge and pathway maintenance, including cutting frequency, adherence to height limits, vegetation clearance and debris removal.  | 25 |  |
| Staff and Training | Explain how your staffing arrangements will support efficient delivery of Lot 2 tasks, including contingency planning if staff are absent. | 20 |  |
| Health and Safety | Provide examples of risk assessments, COSHH, and safe systems of work. Explain how you will review these and how staff will respond to hazardous items: | 20 |  |
| Scheduling and Notifications | Explain how you will prepare cutting schedules and communicate with the Town Council regarding planned works, access issues or delays due to weather/other factors. | 15 |  |
| Vehicles and Equipment | Provide details of vehicles and equipment used for verge maintenance and explain how you will ensure safe and compliant operation, including use of hazard lights/beacons. | 10 |  |
| Damages and Breakages | Explain how you will report and rectify any damage caused to Town Council or public property, including timescales and communication. | 5 |  |
| Client Referrals | Provide details of at least two comparable contracts in the last 3 years, including client references and contact details. | 5 |  |

**Lot 3:**

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Area | Question | Weight (%) | Answer |
| Planting and Decorative Displays | Describe your approach to planting and maintaining seasonal displays, rose beds, and other planted areas. Include methods for weeding, pruning, deadheading, soil care, replacement planting and watering. Explain your approach to sustainable sourcing and use of non-chemical fertilisers. | 30 |  |
| Staff and Training | Explain how your staffing arrangements will support efficient delivery of Lot 3 tasks, including competence in horticultural techniques, supervision, and meeting attendance. | 20 |  |
| Health and Safety | Provide examples of risk assessments and safe systems of work specific to handling tools, planters, and watering equipment. Explain how staff are trained to work safely in planted areas and around the public. | 15 |  |
| Scheduling and Notification | Explain how you will plan and schedule watering, maintenance, and seasonal planting. Describe how you will communicate with the Town Council about delays, weather impacts, or other changes. | 15 |  |
| Vehicles and Equipment | Provide details of vehicles and equipment used for planting and maintenance. Explain how you will ensure they are suitable, safe, and environmentally compliant. | 10 |  |
| Damages and Breakages | Explain how you will report and rectify any damage caused to planting, planters, or other assets, including timescales and communication with the Town Council. | 5 |  |
| Client Referrals | Provide details of at least two comparable contracts in the last 3 years, including client references and contact details. | 5 |  |

**Section 6 – Payment, Resources and Additional Information**

The following questions are designed to help the Council understand how you propose to deliver the contract. Responses to these questions will not be scored but will be used to inform contract management and decision-making. Answers do not need to be limited to the box size.

**6.1 Payment and Invoicing**

The Council is keen to support local businesses and wishes to understand the payment terms that would best support your organisation, while complying with public sector requirements.

Please outline your proposed payment terms, including:

* The number of days after submission of a valid invoice you would expect payment.
* Any other relevant considerations (e.g. staged payments, seasonal variations).

*Note: All payments are subject to satisfactory completion of works, inspection by Council officers, and submission of a valid and undisputed invoice.*

Answer:

**6.2 Operations**

Please provide details of all equipment and machinery you will use in delivery of this contract, including:

* Type of machinery (including whether you have access to cut-and-collect machinery as this is the Town Council’s preference)
* General age of your fleet and its maintenance status
* Environmental compliance (e.g low noise, low emission, electric)
* Any specialist tools or machinery intended for particular tasks.

Answer:

**6.3 Operational Arrangements**

Please provide details of:

* Your standard working hours (start/finish times)
* Your proposed call-out cover (e.g evenings, weekends, emergency response times) and how this will be staffed
* Whether you work on Bank Holidays
* Any additional resources, partnerships, or contingency arrangements in place to ensure continuity of service.

Answer:

**Section 7 - Conflict of Interest Declaration**

All bidders must declare whether they, their employees or associated persons have any actual or potential conflict of interest in relation to this contract. Making a declaration will not necessarily exclude any bidder from the process, as the Town Council will look to take mitigation steps to avoid any conflict from affecting the bid. On the other hand, failure to make a declaration where one should have been made **will** render the application disqualified.

A conflict of interest may arise where personal, financial or other considerations could compromise, or be perceived to compromise, the impartiality, objectivity or independence of the Contractor in delivering the works.

**Examples include (but not limited to):**

* A family member of the bidder works for STC, or is a Town Councillor.
* The bidder, or its staff, have financial interests in land or organisations directly affected by the delivery of this contract.

**Please complete one of the following:**

[ ]  We declare that, to the best of our knowledge, there are no conflicts of interest in relation to this tender submission.

[ ]  We declare that there is a potential or actual conflict of interest as set out below, and we propose the following steps to mitigate it:

|  |  |
| --- | --- |
| Details of Conflict | Proposed Mitigation Measures |
|  |  |

We understand that failure to disclose a conflict of interest, or misrepresenting such information, will result in exclusion from this tender process, or termination of the contract if discovered later.

**Tender’s Declaration**

I/We further confirm that:

* The information supplied in this application form and tender submission is accurate and complete.
* I/We have read, understood and accept the Invitation to Tender, Contract Specification, Contract Terms & Conditions, and associated documents.
* I/We understand that any false, misleading or incomplete information may invalidate this submission or lead to termination of contract.

**Signatures:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of (Company):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_