

**CAPEL PARISH COUNCIL  
GROUNDS MAINTENANCE CONTRACT  
INVITATION TO TENDER**

1. Capel Parish Council ("the Council") tenders for a 3 year contract to carry out of the services of grass cutting and grounds maintenance in accordance with contract documents which comprise of:-
  - 1.1. Appendix A - Conditions of Contract
  - 1.2. Appendix B - Specification of Works
  - 1.3. Appendix C - Commercial Information
  - 1.4. Appendix D - Form of Tender
  - 1.5. Appendix E - Declaration
2. Prospective contractors should ensure that they are familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
3. Any queries regarding the interpretation of any part of the contract should be addressed to the Clerk no later than one week before the closing date.
4. The tender shall be submitted in the Form of Tender (Appendix D).
5. Tenderers should note that as part of the evaluation process they may be asked to answer questions on their bid.
6. Prospective Contractors should note the Council is not bound to accept the lowest or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
  - 8.1. Fully complete and return the following documents
    - 8.1.1. Appendix C Commercial Information
    - 8.1.2. Appendix D Form of Tender
    - 8.1.3. Appendix E Declaration

8.2. Return Tenders and related documentation by post to:

Louise Goldsmith  
Parish Manager and Clerk  
Capel Parish Council  
Capel Village Hall  
Falmouth Place  
Five Oak Green  
Tonbridge  
Kent TN12 6RD

**By 12pm Friday 17 January 2025**

**Tenders received late will not be considered.**

8.3. Please note that the envelope containing the tender documents must clearly be marked "**Tender Documents for Grounds Maintenance Contract**" on the outside. This is in the interests of fairness to ensure that all tenders are opened at the same time.

# **Appendix A**

## **Conditions of Contract**

### **Site Details**

All sites are situated throughout the parish of Capel, Kent. This includes the villages of Capel, Five Oak Green and Tudeley.

### **Additional Erection / Installation**

The Council could add additional outside features and fittings during the period of the contract, no application from the Contractor to adjust the price will be considered.

### **Duration of the contract**

The duration of the Contract will be from 1 April 2025 to 31 March 2028. Tenders are to be priced on an annual basis.

### **Payment to Contractor**

The full contract sum shall be paid in equal instalments throughout the year on receipt of a monthly invoice from the Contractor.

### **Termination of Contract**

Either party may terminate, without reason, the contract in writing giving three months' notice.

### **Insurance**

The Contractor is required to have a minimum of £10m public liability insurance. A current certificate of insurance to this effect must be produced to the Clerk prior to the commencement of the contract. A copy of the certificate of Insurance shall be provided on renewal annually for the duration of the contract.

The Contractor shall indemnify the Council against any claim or proceedings for any injury to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### **Health and Safety**

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and regulations in respect of the work comprised in this contract.

### **Notes to Tenderers**

1. Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the Specification of Works.
2. Invoices for payment must include a schedule of the works completed in that month including the dates of the work. A template will be provided.
3. Contractors are asked to contact the Clerk if any clarification is required. Email [clerk@capelparish.gov.uk](mailto:clerk@capelparish.gov.uk). Phone 01892-837524.

# **Appendix B**

## **Specification for Grounds Maintenance Contract**

### **RECREATION GROUND – FIVE OAK GREEN**

#### **1. Ground care Services**

- a. To gang mow Five Oak Green Recreation Ground 15 times p.a.
- b. To gang mow the L-shaped field 15 times p.a.
- c. To strim & box mow three play areas 15 times p.a.
- d. To mow the perimeter of the Recreation Ground 15 times p.a.
- e. To strim & box mow around the three picnic tables 15 times p.a.
- f. To carry out monthly 'Operational Inspections' of play equipment 12 times p.a.
- g. To edge up the path around the Recreation Ground once p.a.
- h. To clear away the silt from around the car park once p.a.
- i. Trim overhanging trees around footpath as required as required
- j. Cut the millennium hedge face and top (September) annual
- k. Grass cutting at the entrance and car park areas, public toilets area during the season of April to October. A minimum of 15 cuts.

#### **2. Litter picking**

- a. To include recreation grounds, three play areas, car park and entrance on a weekly basis
- b. Emptying of the Five Oak Green Recreation Ground litterbins, including the three play areas but excluding the bins in the Car Park. The contract is for a total of 10 bins. Use of the commercial bin situated in the Recreation Ground car park is permitted by the Contractor for the disposal of the waste collected on a weekly basis.

#### **3. Football Pitches**

- a. Grass seed the three goal mouths at the end of the season to include materials once p.a.
- b. Line mark football pitches. August 1st time of the season then Sept – end Apr. 16 times
- c. Aerate the football pitch in the Spring and Autumn. 2 times p.a.
- d. Scarify Football Pitches in the Spring and Autumn. 2 times p.a.
- e. Fertilise Football Pitches late spring / early summer to include materials and application once p.a.
- f. Rotate practise goal with second site every 6 months x2 p.a.
- g. Ground condition review each Friday before each weekend if there are planned football matches as advised.

#### **4. Allotments**

- a. Grass cutting the external boundary to the Five Oak Green Allotments – the Badsell Road boundary including cutting the vertical face in late June. x2 cuts p.a.

- b. Grass cutting the area between the Falmouth Place hedge and allotments 23b and 24a and the allotment track, including the area along the fence between the allotments and Recreation Ground. x8 cuts p.a.
- c. To cut the hedge on allotment side of Falmouth Place once p.a.
- d. To hedge the Hawthorn bushes around the fence bordering the allotments (east, south and north) once p.a.

**5. Public Toilets – Five Oak Green**

- a. Clearing gutters on public toilets 2 x pa
- b. Keeping toilet footpath clear, in particular acorns which prevent doors closing and pressure wash to clear moss 1 x pa

**OTHER SITES**

**6. Catts Corner** - Grass cutting and strimming at Catts Corner verge in Tudeley during the season of April to October. A minimum of 15 cuts.

**7. Ellis Close** – grass cutting (eyebrow verges and & above the stream) and the notice board area opposite verge during the season of April to October. A minimum of 15 cuts.

**8. The Village Green in Five Oak Green** – grass cutting during the season of April to October. A minimum of 15 cuts.

**9. Chapel Community Orchard** – to mow complete area and strim perimeter. During the season of April to October. A minimum of 15 cuts.

**10. Tudeley Bus Stop** - Clearing silt at Bus Stop 1 x pa

**OTHER**

**11. Other Irregular tasks – as required.** Tasks outside the scope of this Contract. A separate quotation will be provided to carry out the work required.

## **APPENDIX C**

### **Commercial Information**

Company Name of Organisation submitting the tender:

Contact Name and Position in the Organisation:

Company Address:

Contact Telephone Number:

Contact Email Address:

## Technical Capability

### Previous Experience:

Please provide information of your Organisation's technical capacity, expertise and experience over the last five years of carrying out similar services, in particular to parish councils or other public bodies.

*Attach additional sheets if necessary to provide your information*

## References

Please provide the details of two organisations for which you have delivered similar projects that will provide reference:

<b>Reference 1</b>	
Address	
Contact Phone No	
Email Address	

<b>Reference 2</b>	
Address	
Contact Phone No	
Email Address	



## Appendix D

### Form of Tender

#### Quotation

			Cost per item £	Total Cost £
RECREATION GROUND				
<b>1.</b>	<b>Ground care Services</b>			
a.	To gang mow Five Oak Green Recreation Ground	15 times p.a.		
b.	To gang mow the L-shaped field	15 times p.a.		
c.	To strim & box mow three play areas	15 times p.a.		
d.	To mow the perimeter of the Recreation Ground	15 times p.a.		
e.	To strim & box mow around the two picnic tables.	15 times p.a.		
f.	To carry out monthly 'Operational Inspections' of play equipment	12 times p.a.		
g.	To edge up the path around the Recreation Ground	Once p.a.		
h.	To clear away the silt from around the car park	Once p.a.		
i.	Trim overhanging trees around footpath as required	As required		
j.	Cut the millennium hedge face and top (September)	1 x bi-annual		
k.	Grass cutting at the entrance and car park areas, public toilets area	During the season of April to October. A minimum of 15 cuts		
<b>2.</b>	<b>Litter picking</b>			
a.	To include recreation grounds, three play areas, car park and entrance.	on a weekly basis		
b.	Emptying of the Five Oak Green Recreation Ground litterbins, including the three play areas but excluding the bins in the Car Park. The contract is for a total of 10 bins. Use of the commercial bin situated in the Recreation Ground car park is permitted by the Client for the disposal of the waste collected.	on a weekly basis		

			Cost per item £	Total Cost £
<b>3.</b>	<b>Football Pitch</b>			
a.	Grass seed the three goal mouths at the end of the season	Once p.a. Inc materials		
b.	Line mark football pitches	August 1st time of the season Sept – end Apr 16 times		
c.	Aerate the football pitch in the Spring and Autumn	2 times p.a.		
d.	Scarify Football Pitch in the Spring & Autumn	2 times p.a.		
e.	Fertilise Football Pitch late spring / early summer	Once p.a. Materials + Application		
f.	Rotate practise goal with second site every 6 months	x2 p.a.		
g.	Ground condition review	Friday before each weekend if there are planned football matches		
<b>4.</b>	<b>Allotments</b>			
a.	Grass cutting the external boundary to the Five Oak Green Allotments – the Badsell Road boundary including cutting the vertical face in late June.	x2 cuts p.a.		
b.	Grass cutting the area between the Falmouth Place hedge and allotments 23b and 24a and the allotment track, including the area along the fence between the allotments and Recreation Ground.	x8 cuts p.a.		
c.	To cut the hedge on allotment side of Falmouth Place once p.a.	Once p.a.		
d.	To hedge the Hawthorn bushes around the fence bordering the allotments (east, south and north)	Once p.a.		
<b>5.</b>	<b>Public Toilets – Five Oak Green</b>			
a.	Clearing gutters on public toilets	2 x pa		
b.	Keeping toilet footpath clear, in particular acorns which prevent doors closing and pressure wash to clear moss	1 x pa		

			<b>Cost per item £</b>	<b>Total Cost £</b>
<b>OTHER SITES</b>				
6.	Catts Corner - grass cutting and strimming at Catts Corner verge in Tudeley	During the season of April to October. A minimum of 15 cuts		
7.	Ellis Close – grass cutting (eyebrow verges and & above the stream) and the noticeboard area opposite verge	During the season of April to October. A minimum of 15 cuts		
8.	The Village Green in Five Oak Green – grass cutting	During the season of April to October. A minimum of 15 cuts		
9.	Capel Community Orchard – to mow complete area and strim perimeter.	During the season of April to October. A minimum of 15 cuts		
10.	Tudeley Bus Stop Clearing silt at bus stop	1 x pa		
<b>OTHER</b>				
11.	Tasks outside the scope of this Contract. A separate quotation will be provided to carry out the work required. For examples of work required previously see appendix 1.			
<b>TOTAL COSTS – YEAR 1</b>				

<b>Total Year 1 2025-2026</b>	<b>Total Year 2026-2027</b>	<b>Total Year 3 2027-2028</b>
£	£	£

I/We agree to complete the work in accordance with the Invitation to Tender, Contract Terms and Specification of Works.

I/We understand that Capel Parish Council is not bound to accept the lowest or any tender and that the Council will not be responsible for any expense incurred in preparing this tender.

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person or company and the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for submission of tenders.

Signed: ..... Name: .....

Date: ..... Company: .....

## Appendix E

### Declaration

I certify the information supplied is accurate to the best of my knowledge and belief.

I understand that Capel Parish Council may contact anyone to verify this information and that false and misleading information could result in exclusion from the selected tender list.

Signed.....  
....

Position  
held.....

For and on behalf  
of.....

Date.....  
.....

**Before returning this application for, please ensure that you have:**

- **Answered all of the questions**
- **Enclosed all relevant documents**
- **Completed the above declaration**