



Invitation to Tender for Grounds and Facilities Maintenance Services (Planned Works)

Location: Wembury, Devon

Client: Wembury Parish Council

Tender Deadline: 8th September 2025

Wembury Parish Council is seeking tenders from qualified and experienced contractors for the provision of **grounds and facilities maintenance services** across the parish. This contract involves the repair and upkeep of public spaces, recreational areas, and infrastructure on Council-owned property.

Scope of Work:

The successful contractor will be responsible for the following:

1. Repairs to Play Equipment

- Conduct weekly inspections and undertake repairs to play equipment, including the play park, skate park, and MUGA (Multi-Use Games Area), as well as any other items installed by Wembury Parish Council on its grounds.

2. Tennis Courts Maintenance and Repairs

- Regular maintenance and repairs to the parish's tennis courts to ensure they remain in good working condition.

3. Waste Removal

- Removal of any waste created by maintenance works and other activities as required.

4. Pathway Repair

- Where possible, carry out repairs to road or path defects on Parish Council property and grounds.

5. Notice Board Maintenance

- Perform maintenance on notice boards twice a year, ensuring they are clean, functional, and in good repair.

6. Clearing Road Drains

- Clear two road drains on Wembury Road on a monthly basis from October to April, and at other times as necessary to ensure proper drainage.

7. Bus Stop & Bench Checks

- Check the condition of bus stops and benches every six months, reporting any damage or maintenance issues to Wembury Parish Council.

8. Other Agreed Works

- Carry out additional works mutually agreed upon by both 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: 18 per month

Eligibility Criteria:

To be eligible, contractors must meet the following requirements:

- Proven experience in facilities maintenance, including repairs, cleaning, and general upkeep.
- Ability to complete all tasks listed in the scope of work to a high standard.
- Public liability insurance and relevant health and safety certifications.
- Valid references from previous clients (preferably local authorities or similar organizations).
- Knowledge of local conditions, including road infrastructure, drainage systems, and public space management.
- Ability to perform work independently and respond promptly to urgent maintenance issues.

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.

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.

Enquiries

Any questions regarding this tender should be directed to the Responsible Financial Officer (RFO) at the contact details provided above, no later than 5 days before the submission deadline.

Evaluation Criteria:

- Tenders will be assessed on:
 - Relevant experience and references
 - Availability and access to tools and equipment
 - Health & safety compliance
 - Environmental considerations
 - Local knowledge and responsiveness
 - Value for money

Note: The Council is not obliged to accept the lowest tender.

Tender Submission Requirements:

Please submit the following documents by **12 pm on the 8th September 2025**:

All tender submissions must include:

1. Completed Pricing Schedule (as supplied with Schedule of Works)
2. Confirmation of access to suitable tools and plant
3. Copy of waste licence
4. Copies of current public liability and vehicle insurance
5. Health & Safety policy and sample risk assessments
6. Details of relevant experience and similar work
7. Two professional references (including permission to contact)
8. List of any relevant trade accreditations or association memberships

How to Submit:

Please submit your tender application to **rfo@wemburyparishcouncil.gov.uk** or send by post to **12 Pellew Place, PL2 1EQ** by **8th September 2025**.

For further information or to request the full tender documentation, please contact **rfo@wemburyparishcouncil.gov.uk**.

Wembury Parish Council looks forward to receiving your tender and working together to maintain the quality and safety of our community spaces.

Tender for planned works for the handyperson 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 unplanned works of Wembury Parish Council for commencement of October 1st, 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 Clerk or RFO 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@wemburyparishcouncil.gov.uk post or delivered by hand in a sealed envelope marked:

PRIVATE AND CONFIDENTIAL – Unplanned works Contract

RFO

12 Pellew Place

Plymouth

PL2 1EQ

To arrive no later than 12 noon on 8th 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 1st 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.

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

2.5. The successful tender will be given two weeks' notice of the date required to commence operations.

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 and 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.

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. Repairs to Play Equipment

- Conduct repairs to play equipment, including the play park, skate park, and MUGA (Multi-Use Games Area), as well as any other items installed by Wembury Parish Council on its grounds.

2. Tennis Courts Maintenance and Repairs

- Regular maintenance and repairs to the parish's tennis courts to ensure they remain in good working condition.

3. Waste Removal

- Removal of any waste created by maintenance works and other activities as required.

4. Pothole Notification and Repair

- Notify Devon County Council of potholes and road defects as they are identified.
- Where possible, carry out repairs to road defects on Parish Council property and grounds.

5. Notice Board Maintenance

- Perform maintenance on notice boards twice a year, ensuring they are clean, functional, and in good repair.

6. Clearing Road Drains

- Clear road drains on Wembury Road on a monthly basis from October to April, and at other times as necessary to ensure proper drainage.

7. Cleaning Road Signs

- Ensure all road signs in the parish are cleaned and remain clearly visible.

8. Car Park Maintenance

- Clear car parking spaces within Wembury Recreation Ground of mud and leaves to ensure safe and clean parking areas.

9. Bus Stop & Bench Checks

- Check the condition of bus stops and benches every six months, reporting any damage or maintenance issues to Wembury Parish Council.

10. Other Agreed Works

- Carry out additional works mutually agreed upon by both the contractor and Wembury Parish Council.

Details of Tender for planned works

Name of person or company tendering:

Contact details including email and phone number:

Details of Tender for contract such as hourly rate and any other relevant information as listed in this document.

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: