

Broughton in Amounderness Parish Council

Invitation to Tender for Grounds Maintenance Services 2025/26

1. Introduction

Broughton Parish Council invites tenders from suitably qualified and experienced contractors for the provision of grounds maintenance services within the Parish. The successful contractor will be responsible for maintaining specified verges, grassed areas, and recreational grounds to a high standard, ensuring the Parish is maintained in a safe, tidy, and presentable condition throughout the year.

The contract will commence on 1st November 2025 for an initial period of 12 months, renewable subject to satisfactory performance and Council approval.

2. Scope of Works

The contract will cover the following areas:

Highways and Verges

- Garstang Road (A6): From Barton Roundabout northwards to south by Broughton Primary School – all grass verges and verges under hedges.
- Whittingham Lane: Eastwards to Lane Ends – all grass verges including area under motorway bridge.
- Woodplumpton Lane: Westwards to the Railway Bridge – all grass verges.
- D'urton Lane: From James Towers Way roundabout – all grass verges.

Recreational Areas

- King George's Field:
 - Pinfold
 - Football Field

3. Service Requirements

- Grass cutting to maintain a neat and tidy appearance.
- Strimming and edging around signs, street furniture, and obstacles.
- Removal of litter and debris prior to mowing.
- Safe working practices, including traffic management where necessary.
- Disposal of green waste and cuttings at a licensed facility (unless otherwise agreed).
- Reporting of any damage, fly tipping, or health and safety issues to the Parish Clerk.

4. Standards and Compliance

The contractor will:

- Operate in compliance with all relevant health and safety legislation.

- Provide and maintain appropriate insurance cover, including public liability insurance of not less than £10,000,000
- Supply all necessary plant, equipment, and protective clothing.
- Evidence of frequent servicing and PAT testing of equipment.
- Ensure staff are competent, trained, and courteous at all times.
- Carry relevant waste permit or license where required.

5. Contract Terms

- The contract will run from 1 November 2025 to 31 October 2026
- Payment will be made monthly in arrears upon receipt of invoice.
- Broughton Parish Council reserves the right to terminate the agreement with one month's written notice.

6. Tender Submission

Interested contractors should provide:

- Company profile and relevant experience.
- Details of staff and equipment to be used.
- Proposed schedule of works and frequency.
- Copies of insurance certificates.
- Two references from similar contracts.
- A fixed annual price, with a monthly breakdown.

The tender response form must be completed by interested parties and can be found at Appendix 1.

7. Evaluation Criteria

Tenders will be evaluated based on:

- Experience and track record.
- Method and resources proposed.
- Ability to meet Parish Council requirements.

8. Submission Deadline

Tenders must be submitted in writing to:

Parish Clerk
Broughton Parish Council
Email: clerk@broughton-pc.gov.uk

Deadline: Wednesday 15th October 2025

Late submissions will not be considered.

9. Contact

For any queries regarding this tender, please contact:

Jessica Dibble
Parish Clerk
Broughton Parish Council
Email: clerk@broughton-pc.gov.uk

Broughton in Amounderness Parish Council

Appendix 1

Grounds Maintenance Services 2025/26

Tender Response Form

By completing and submitting this form, the contractor confirms that all information provided is true, accurate, and complete to the best of their knowledge and belief. The contractor further confirms that no material information has been withheld or falsified. Any misrepresentation or omission may render this tender invalid and may lead to disqualification from the procurement process.

Contractor Name: _____

Company Registration No.: _____

Address: _____

Contact Name: _____

Telephone: _____ **Email:** _____

Section 1: Company Information

1. Years in business: _____

2. Relevant experience in similar contracts (please provide details):

3. References (please provide two contacts from similar contracts):

• Reference 1: _____

• Reference 2: _____

Section 2: Resources and Staffing

1. Number of staff allocated to this contract: _____

2. Qualifications/training of staff: _____

3. Equipment and machinery to be used: _____

Section 3: Service Delivery

1. Proposed mowing and maintenance schedule (frequency and timing):

2. Method statement (how works will be carried out safely and effectively, including traffic management where required):

Section 4: Compliance

1. Public Liability Insurance (minimum £10m) – attach certificate.
2. Employer's Liability Insurance – attach certificate.
3. Health & Safety Policy – attach copy.

Section 5: Pricing

Please provide a fixed price quotation for the contract period (1 November 2025 – 31 October 2026).

- **Annual Price (excl. VAT):** £ _____
- **Monthly Breakdown (excl. VAT):** £ _____

Broughton in Amounderness Parish Council

Please confirm whether disposal of cuttings is included:

☐ Yes

☐ No (if no, provide details of additional charges): _____

Section 6: Final Declaration

I confirm that the information provided in this submission is true and accurate, and that our company agrees to comply with the terms and conditions set out in the Invitation to Tender.

Signed: _____

Print Name: _____

Position: _____

Date: _____