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Grounds Maintenance Contract Tender Report

May 2025

Introduction

This report evaluates six tender submissions for the Lyneham and Bradenstoke Parish Council Grounds Maintenance Contract (2025–2028), covering 11 sites within the parish. The contract, spanning 1 May 2025 to 30 April 2028, involves grass cutting, strimming, shrubbery clearance, weed control, and ditch maintenance, as outlined in the Statement of Work. The tenders, anonymised as Companies A, B, C, D, E, and F, are assessed based on cost (excluding VAT), compliance with specifications, and operational suitability. This document is prepared for public release, ensuring transparency in the decision-making process.

Contract Specifications

The contract requires maintenance of 11 sites, with the following key tasks:

- Sites 1, 3–6, 8, 11: 14–16 grass cuts per year, cuttings left (except Site 3, cuttings removed), strimming around fixed objects, bramble/shrubbery clearance twice yearly (Sites 1, 5, 6, 8), weed control once yearly (Sites 1, 5).
- Site 2: 1 ditch clearance per year (October), grass verge cut 14–16 times per year, cuttings left.
- Site 7: 6 cuts per year (April–September), cuttings left, shrubbery clearance as needed (arisings removed).
- Site 9: 4 cuts per year (April, June, July, September), cuttings removed.
- Site 10: 6 cuts per year (April–September), cuttings left, shrubbery clearance as needed (arisings removed).
- Site 6: Wildflower meadow cut once per year post-dieback, cuttings removed.

The estimated total is approximately 217 cuts per year. Additional requirements include:

- Grass sward height: 15–60 mm (March–October).

- Costs for additional cuts must be provided.
- Weed control compliant with legislation, with neighbour notification.
- £5 million public liability insurance.
- Risk assessments prior to initial cut.
- Working hours: 07:30–18:00 (Monday–Friday), 08:00–13:00 (Saturday), no noisy equipment before 09:00.
- Safety compliance (e.g., personal protective equipment, Health and Safety at Work Act 1974).
- Litter/debris removal before mowing and daily.

The Council may amend sites or frequency after negotiation and terminate the contract with one month's notice for unsatisfactory work.

Tender Comparison

The following table summarises the six tenders, anonymised as Companies A–F, with costs excluding VAT.

Company	Price per Annum (ex-VAT)	Price per Cut (ex-VAT)	Costs of Additional Cuts or Bespoke Work (ex-VAT)	Pertinent Contract Details
Company A	£18,643.96 (fixed)	£85.85	Additional cuts: Site 1: £139.28, Site 3: £13.27, Site 4: £13.27, Site 5: £46.43, Site 6: £159.18, Site 7: £39.79, Site 8: £19.90, Site 9:	3-year contract, monthly invoicing (£517.89), fixed price, industry accreditations, depot 10 miles, DBS-checked staff, 4-week mobilisation.

Company	Price per Annum (ex-VAT)	Price per Cut (ex-VAT)	Costs of Additional Cuts or Bespoke Work (ex-VAT)	Pertinent Contract Details
			£13.27, Site 10: £13.27, Site 11: £13.27, Site 2: Not available. Bespoke work: Not specified.	
Company B	£16,200	£74.65	Additional cuts: Not specified. Bespoke work: Not specified.	3-year contract (assumed), CPI-adjusted, depot 20 miles, scheduling technology, 24/7 helpline, biodiversity focus, no accreditations.
Company C	£7,600–£11,400	£475	Additional cuts: £475/cut. Bespoke work: Not specified.	3-year contract (assumed), £475/cut, includes additional path, £5M insurance, base 2 miles, no accreditations/technology, individual contractor.
Company D	£48,000 (Year 1), £51,000 (Year 2), £55,000 (Year 3)	£221.20 (Year 1)	Additional cuts: Not specified. Bespoke work: Quoted upon agreement.	3-year contract, monthly payments (£4,000–£4,583.33), 12–20 cuts/year, base 100 miles, professional equipment, no accreditations/technology.
Company E	£49,220	£226.84	Additional cuts: £2,990/cut. Bespoke work: Not specified.	3-year contract, 16 visits + 1 ditch clearance, base 150 miles, qualified staff, accreditations, 3 operatives, specialised equipment, method statements post-order.

Company	Price per Annum (ex-VAT)	Price per Cut (ex-VAT)	Costs of Additional Cuts or Bespoke Work (ex-VAT)	Pertinent Contract Details
Company F	£102,673	£473.15	Additional cuts: Site 1: £3,222.86, Site 2: £120.70, Site 3: £22.95, Site 4: £9.52, Site 5: £255.00, Site 6: £3,067.82, Site 7: £310.25, Site 8: £238.00, Site 9: £95.37, Site 10: £195.50, Site 11: £153.00. Bespoke work: Not specified.	3-year contract (assumed), 166 cuts, accepts terms, documents on request, no details/accreditations/base/technology.

Compliance Analysis

- **Company A**: Fully compliant with 217 cuts, correct frequencies, additional cut prices provided, depot 10 miles ensures access, accreditations meet safety/insurance requirements. Deviations: No Site 2 additional cut pricing, no bespoke work pricing (e.g., shrubbery, weed control), no wildflower meadow or litter removal details, 4-week mobilisation may delay start.
- **Company B**: Partially compliant, covers 217 cuts, aligns with frequencies, technology aids scheduling. Deviations: No additional cut or bespoke work pricing, CPI adjustments introduce cost uncertainty, no accreditations/insurance details, no wildflower meadow or litter removal details.

- **Company C**: Non-compliant, offers 10–15 cuts/year versus 14–16 for key sites, risking under-servicing. No capacity details, accreditations, risk assessments, or bespoke work pricing. Strengths: Base 2 miles, £5M insurance, includes additional path.
- **Company D**: Partially compliant, 12–20 cuts/year may meet/exceed requirements, includes weed control. Deviations: High cost not justified, base 100 miles may restrict access, no accreditations/insurance, no additional cut pricing, vague bespoke work, no wildflower meadow details.
- **Company E**: Compliant, aligns with 217 cuts, detailed staff/equipment, accreditations meet requirements. Deviations: High cost, base 150 miles, no bespoke work pricing, method statements post-order, no wildflower meadow or litter removal details.
- **Company F**: Non-compliant, offers 166 cuts versus 217, under-servicing key sites. High cost, no company details, accreditations, insurance, or risk assessments. No bespoke work pricing, wildflower meadow, or litter removal details. Submission contains typographical errors.

Anomalies and Issues

- **Cost Variation**: Prices range from £7,600 (Company C) to £102,673 (Company F). Company F's high cost and Company C's low cost require scrutiny.
- **Cut Frequency**: Company C (10–15 cuts) and Company F (166 cuts) fall short of 217 cuts. Company D (12–20 cuts) may over-service, increasing costs.
- **Incomplete Submissions**: Companies C and F lack operational details, accreditations, and risk assessments. Companies B, D, and E omit additional cut/bespoke work pricing.
- **Depot Proximity**: Companies D (100 miles), E (150 miles), and F (unspecified) may face access issues compared to Companies C (2 miles), A (10 miles), and B (20 miles).
- **Accreditations/Insurance**: Companies B, C, D, and F lack accreditations; only Companies C, A, and E confirm insurance.
- **Wildflower Meadow**: No tender addresses Site 6 wildflower meadow cut.
- **Safety Compliance**: Companies B, C, D, and F lack evidence of risk assessments or regulatory compliance (Company C has insurance).

Recommendations

1. **Shortlist**: Prioritise Companies A, B, and C for cost-effectiveness and proximity. Company E is compliant but costly. Exclude Companies D and F unless revised.
2. **Clarifications**:
   - Company C: Confirm 14–16 cuts, capacity, risk assessments, bespoke work pricing, safety compliance.
   - Company F: Verify pricing, 217 cuts, company details, accreditations, insurance, risk assessments, bespoke work pricing.
   - Companies B, D, E: Provide additional cut/bespoke work pricing, wildflower meadow details, insurance, risk assessments.
3. **Cost Stability**: Model Company B's CPI adjustments (e.g., 3% annually: Year 2 £16,686, Year 3 £17,187) against Company A's fixed price.
4. **Verification**: Conduct site visits/references for Companies A, B, and E. Verify Company C's capacity and Company F's operational details.
5. **Negotiation**:
   - Company A: Shorten mobilisation, clarify Site 2/bespoke work.
   - Company B: Cap CPI or seek fixed price.
   - Company C: Ensure 14–16 cuts, safety compliance.
   - Company E: Negotiate lower price or local subcontractor.
   - Company F: Request revised pricing or exclude.
6. **Evaluation**: Weight cost (60%) and quality (40%). Companies A and B score high; Company C scores high on cost but low on compliance; Company E is moderate; Companies D and F score low.

Conclusion

Companies A, B, and C are the strongest candidates, balancing cost, compliance, and proximity. Company E is compliant but overpriced. Companies D and F are likely unviable due to high costs and incomplete details. The Council should prioritise Companies A, B, and C, seeking clarifications on cut frequencies (Company C), additional cuts, bespoke work, and wildflower meadow cuts. Due diligence via references and site visits, alongside negotiated terms, will ensure compliance with the Statement of Work.