6 June 2025

**Invitation to Tender Letter**

**Tender for 2-year Grounds Maintenance Contract for**

**Play Areas and Open Spaces**

*It is anticipated the legal process to transfer land and assets under devolution from*

*Somerset Council will be completed on or after 1 September 2025*

*Date of the contract therefore may be subject to change.*

**Contract period: 1September 2025 – 30 September 2027.**

Dear Sirs

Street Parish Council is due to take on five or six Play Areas and several open green spaces due to the devolution of land and assets from Somerset Council. Street Parish Council will be responsible for the upkeep of this land and assets for the benefit of residents and visitors of Street.

**Play Area and Open Space Locations**

Street Parish Council is inviting tenders for a 2-year Grounds Maintenance Contract for Play Areas and Open Spaces as follows:

* Goss Drive Play Area and Grass Area (Kickabout)
* Tannery Field Grass Area
* Willow Road Grass Area (adj 22 Willow Rd) and Willow Road Grass Area (to rear of 62-68 Goss Drive)
* Ringolds Way Play Area and Ringolds Way Grass Area (adj Ringolds Way Play Area) and Ringolds Way Grass Area (adj 2 Pearmain Road)
* Woods Batch Play Area
* Bove Moor Play Area and Bove Moor Road Grass Area & Recreation
* 173 Strode Road Grass Area behind and 179 Strode Road Grass Area behind Gould Close
* Gould Close Grass Area West of 9 Gould Close
* Mellanby Close Play Area Play and Mellanby Grass Area
*Note: Mellanby Close Play Area was originally deemed OUT OF SCOPE by Street Parish Council but will need to be taken if Street Parish Council take Mellanby Grass Area. Latest position: Cllr Goater has suggested removing ply equipment and keeping as a grass area.
 \* decision for full council.*
* Wraxhill Park Equipped Play Area and Wraxhill Park Grass Area

**Biodiversity Duty and Strategies to support wildlife, habitats, and the natural environment**

Street Parish Council adopted a biodiversity policy in December 2023. Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England. Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must consider what they can do to conserve and enhance biodiversity and act to achieve their objectives. Street Parish Council aims to manage its land and property using environmentally friendly practices that will promote biodiversity. Special care must be taken to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.

The Parish Council particularly welcome contractors who can demonstrate commitment to biodiversity and incorporating measures to enhance wildlife habitats. Contractors are encouraged to highlight opportunities to enhance biodiversity and wildlife habitats as well as reducing grounds maintenance costs. This may be identifying areas where grass can be kept longer or mown paths instead of blanket mowing.

*A section for contractors to complete to detail a strategy to support biodiversity has been added to each section of the contractor return form as the Parish Council recognise that a strategy will be location specific in terms of what will be suitable for wildlife, habitats, and resident / visitor use.*

Please include details of your consideration of the environmental impact of your work and include measures or strategies to mitigate it including any relevant policies.

Please note: The Parish Council may initiate changes to the specification of works as part of its strategy to support Biodiversity.

A copy of our biodiversity Duty has been provided as Appendix 5. Biodiversity Duty and Policy.

**Scope of Works**

The scope of works is as follows:

* 1.1 Grass cutting
* 1.2 Hedge and shrub maintenance
* 1.3 Trees (visual inspection)
* 1.4 Leaf removal and dog waste removal
* 1.5 Public seating (general upkeep)
* 1.6 Removal of moss/algae
* 1.7 Litter pick and litter bin emptying and graffiti removal
* 1.8 Play equipment (visual inspection and reporting of faults)

The specification for these works is contained in Appendix 4 – Standards Management Guide.

**Ad hoc works**

The successful contractor must be flexible when ad hoc work is required. This is to be quoted for on an agreed hourly rate. Once the quote is approved, works can be carried out.

**Reporting Requirements**

|  |  |
| --- | --- |
| **Item** | **Would you be interested in tendering for this work?** |
| **Weekly inspection reporting** | Detailed weekly Inspection Report (template to be provided) of all activity that is carried out together with updates to Officers. Reports are to be emailed weekly to officer@street-pc.gov.uk The Parish Council may require photo evidence as required, especially where additional remedial action is required.  |
| **Informal monthly check in meetings** | In person 1-hour approx. |
| **Quarterly contract management review** | Contract management review meetings will take place quarterly. |

**Supporting Documents**

Documents to support this invitation to tender letter are published on the Government’s Find A Tender and available to download:

* **Invitation to Tender Letter (this letter)**
* **Appendix 1**

**Play Areas and Green Spaces Summary Table***Includes location, surface type, square metreage and notes.*

* **Appendix 2**
**Play Areas & Green Spaces**
*Maps*
* **Appendix 3**
**Annual Inspection Reports (7)**
*Provided by Somerset Council at 1st July 2024*
* **Appendix 4****Standards Management Guide***Explanation of tasks and standards required*
* **Appendix 5**

**Biodiversity Duty & Policy**

* **Contractor Return Form.***Please complete and return with supporting documentation.*

**Contractor suitability**

The contract is suitable for SME's (small-medium enterprises) with previous village maintenance experience. Prospective contractors should ensure that they are familiar with Street and comfortable with the obligations set out in Appendix 4 Standards Management Guide.

**Local businesses are encouraged to apply**

**Quotation requirements**

You are invited to quote for all works or any part thereof.

The Prices submitted must indicate the rate for each element of the Contract.

All prices are to be exclusive of VAT.

**Payment**

All works are to be invoiced monthly over equal payments for the duration of the contract.

A separate quote and invoice will be required for additional ad hoc works agreed with Officers on behalf of the Parish Council.

**Timeline**

6th June 2025 Invitation to tender advertised on Contracts Finder.

18th July 2025 Deadline for tenders to be received.

21st July 2025 Quotations will be opened.

29th July 2025 Quotations to be considered by Street Parish Council in an extraordinary meeting of the Parish Council in confidential session.

1st August 2025 Street Parish Council will provide an email response to quotations.

1st September 2025 The contract will commence
\*providing legal work with Somerset Council is complete.

If you require further information, please contact our Admin Officer Jackie Rynn on 01458 440588 or email: officer@street-pc.gov.uk

Street Parish Council’s Financial Regulations stipulate that potential contractors are prohibited from contacting Councillors or Officers to encourage or support their tender outside of the prescribed procurement process.

**Tender submission**

Submission of the tender will be accepted by email or by hand.

**The closing date is midday on Friday 18th July 2025.**

Please submit the tender in a sealed envelope clearly marked

**'Street Parish Council - Grounds Maintenance Contract for Play Areas and Open Spaces**

**2025-2027’**

to:

Parish Clerk

Street Parish Council,

Street Parish Rooms,

6 Leigh Road,

Street,

BA16 0HA

**LATE SUBMISSIONS WILL NOT BE CONSIDERED**

**Determining outcomes of the tender process**

Please note that Street Parish Council is not obliged to accept the lowest tender.

The decision will be published on Find a Tender.

Contractors will also be notified by email.

Street Parish Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected, however feedback will be given by request.

The successful contractor will be required to sign Street Parish Council’s terms and conditions.

Yours Faithfully,



Jenny Service

**Clerk to Street Parish Council on behalf of Street Parish Council**