



Cold Ash Parish Council

HISTORY, VILLAGES, AND NATURAL CHARM
SERVING THE COMMUNITY

Quotes requested for grass cutting and associated maintenance

Issued by Cold Ash Parish Council

Rosie Jardine, Clerk & RFO

clerk@coldashparishcouncil.gov.uk

01635 860004

26th August 2025

Invitation to Quote

Cold Ash Parish Council invites interested parties to submit quotes for the grass cutting and associated maintenance of selected Parish Council and Poor's Allotments & Recreation Ground Charities land.

Quotes should be from qualified and experienced contractors.

The deadline for submissions is midday on 16th September 2025. Late submissions will not be accepted. No time extensions will be given.

Overview

- The Contractor is responsible for all measurements before quoting.
- The Contractor must examine the quote documents and is encouraged to visit the sites to ascertain the full extent of the works. No claim on the grounds of want of knowledge or alleged inadequacy of description shall be entertained.
- Changes to the specification may occur during this period, for example, differential mowing regimes, use of alternatives to herbicide and potentially grassed areas maintained as wildflower meadows. The Council wishes to appoint Contractors who understand and have experience of sustainable maintenance practices, and who will work in partnership to develop the specification over the life of the contract at no additional cost.
- The Council will consider recommendations for improvements to their Green Spaces.

Objectives and Scope of Work

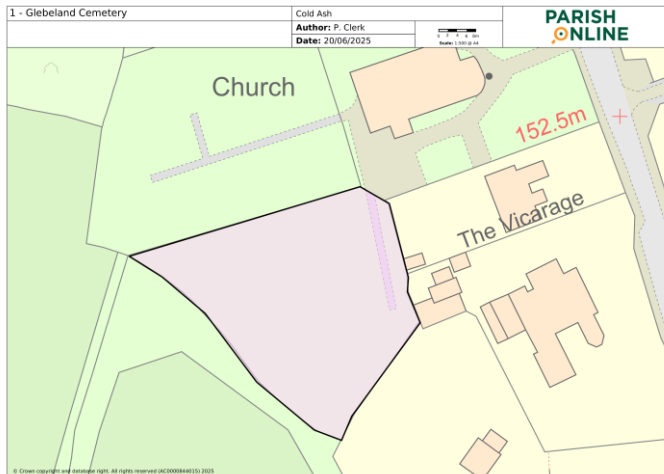
The main purpose of the arrangement between Cold Ash Parish Council and the successful quoting company is to provide, safe, clean and aesthetically pleasing grassed areas for the community. The services required under this contract include, but are not limited to:

Location 1 – Glebeland Cemetery



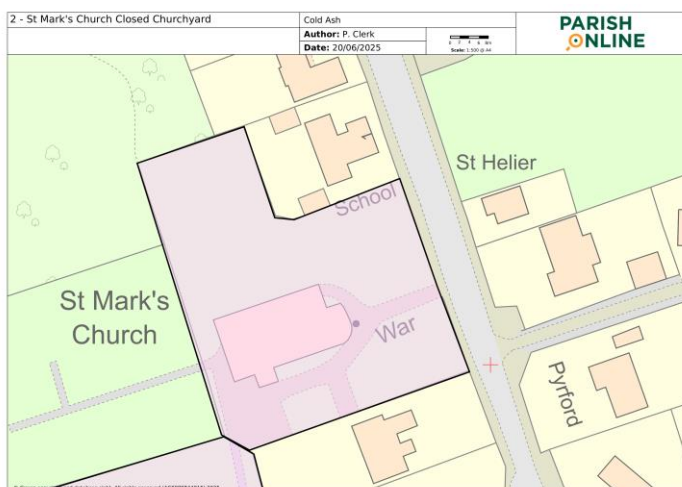
Cold Ash Parish Council

HISTORY, VILLAGES, AND NATURAL CHARM
SERVING THE COMMUNITY



- To cut the entire area inside the wall and treeline to a sports field finish.
- Strim around all memorials and pathways ensuring cut grass is not left on the memorials or pathways.
- Any flowers or pots etc are to be carefully removed and replaced as necessary to facilitate cutting.
- During the early season all bulbs and flowers are to be left until they have finished flowering and died.
- Extreme care to be used around graves.
- Sensitive weed control should be undertaken throughout.
- 16 cuts per season

Location 2 – St Mark's Parish Church Closed Churchyard



- To cut the entire area around the church, graves, trees and shrubs - not the churchyard to the rear.

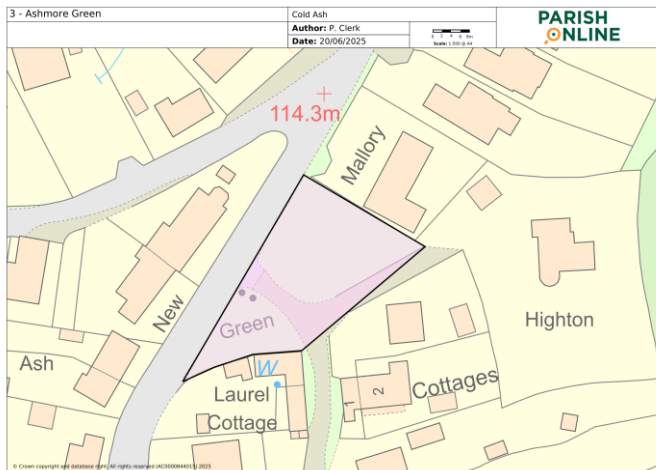


Cold Ash Parish Council

HISTORY, VILLAGES, AND NATURAL CHARM
SERVING THE COMMUNITY

- Extreme care to be used around all areas.
- During the early season all bulbs and flowers are to be left until they have finished flowering and died. Extreme care to be used around graves.
- This area does include an area sometimes left for wildflowers and conservation as agreed with the Parish Council. It will however be a requirement to cut and remove the long grass after the conservation period and should be charged in addition to normal cuts.
- 8 cuts per season.

Location 3 – Ashmore Green



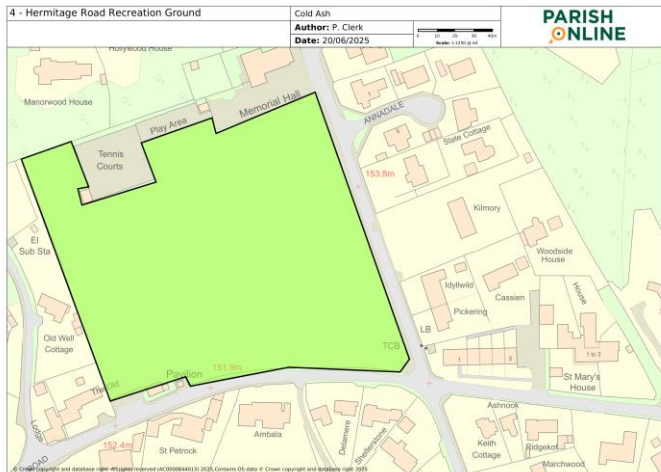
- To cut the areas both sides of the roadway including all banking.
- Strim as required around benches, phone kiosk, tree back to the treeline, house and roadside kerbs.
- During the early season all bulbs and flowers are to be left until they have finished flowering and died back
- 16 cuts per season

Location 4 – Hermitage Road Recreation Ground



Cold Ash Parish Council

HISTORY, VILLAGES, AND NATURAL CHARM
SERVING THE COMMUNITY



- To cut the entire area within the road hedges, car park, tennis court and ditch leaving a good quality sports field finish suitable to all types of recreational sport. Cricket and football in particular.
- Strimming around perimeter hedges, seats, bollards, trees and tennis courts.
- 16 cuts per season

Contractor Requirements

Interested contractors must demonstrate the following:

- Relevant experience.
- Adequate insurance coverage including public liability insurance.
- A health and safety policy compliant with applicable regulations.
- Two relevant references from previous or existing clients.
- Sustainability and a local connection is preferred; the Council's evaluation process will award a higher score to contractors from or close to the Parish.

Finance and contract period terms

- Applications are encouraged from SMEs including sole traders.
- Payment will be made monthly by bank transfer subject to invoicing.
- This contract will be for a 3-year term commencing 1st April 2026.
- Quotes are to be priced on an annual basis. There will be no provision to alter the rates quoted during the 3-year term.
- If service is unsatisfactory, the Council will advise the contractor allowing the opportunity for the service to be improved. However, if there is no change, the Council reserves the right to cancel a contract, without prior notice.

Submission Requirements

Interested contractors should submit the following documents:



Cold Ash Parish Council

HISTORY, VILLAGES, AND NATURAL CHARM
SERVING THE COMMUNITY

- A detailed pricing schedule, including any VAT
- A description of the proposed approach to delivering services
- Evidence of relevant qualifications, licenses and insurance.
- References from two similar projects

Submission Format

- Quotes must be submitted to contracts@coldashparishcouncil.gov.uk
- Alternatively, a sealed hard copy may be submitted to the Parish Office which must be clearly marked FORMAL APPLICATION – GRASS CUTTING
- Quotes will not be opened until the prescribed date.
Deadline: submissions must be received by midday on 16th September 2025. Late submissions will not be accepted.

Evaluation Criteria

Quotes will be evaluated based on:

- Cost and value for money (30%)
- Relevant experience and/or qualifications including references, past performance (20%)
- Proposed approach to service delivery (25%)
- Compliance with health and safety standards (15%)
- Locality (10%)

Questions and Clarification

Queries related to this quote should be directed to:

Rosie Jardine, Clerk & RFO

clerk@coldashparishcouncil.gov.uk

01635 860004

All questions must be submitted by 10am on 8th September 2025 and responses will be provided to all interested parties by 2pm on 11th September 2025

Conditions of Quote

By submitting a quote, the contractor agrees to the following conditions:

- Confidentiality: all information submitted during the quote process will remain confidential.
- Non-binding: Cold Ash Parish Council reserves the right not to award the quote to any interested party and to discontinue the process at any time.
- Site visits: interested parties may visit sites at any time.
- Validity: Bids must remain valid for a period of at least 90 days from the quote deadline.
- Outcome: all bidders will be notified of the outcome.

Timetable



Cold Ash Parish Council

HISTORY, VILLAGES, AND NATURAL CHARM
SERVING THE COMMUNITY

Action	Event	Date
Publish Request	Parish Council website and direct to interested parties	26 th August 2025
Deadline for submission of quotes	Any quotes received after midday on the date specified will not be accepted.	16 th September 2025
Evaluation	Clerk to open the bids in front of the F & GP Committee who will evaluate and score the bids in a confidential section of a formal meeting.	16 th September 2025
Recommendation	Recommendation made to full council for ratification	14 th October 2025
Contractor formally notified and decision published	Contact made with contractor Decision posted on website.	15 th October 2025



Cold Ash Parish Council

HISTORY, VILLAGES, AND NATURAL CHARM
SERVING THE COMMUNITY

Quote Evaluation Scoring Matrix

Overview:

This matrix provides a structured framework to evaluate quote submissions for the grass cutting contract at Cold Ash Parish Council. Each criterion has a corresponding weight and scoring guideline to ensure consistent and transparent evaluation.

Criteria and Weightings

Criterion	Weight	Score range	Description
Cost and value for money	30%	0-10	Assessment of overall pricing, clarity of the pricing schedule and perceived value for money.
Relevant Experience and References	20%	0-10	Evaluation of the contractor's experience in similar projects, quality of references and past performance.
Proposed Approach to Service Delivery	25%	0-10	Review of the detailed methodology for delivering the required services, including scheduling, inspection and reporting.
Compliance with Health and Safety Standards	15%	0-10	Assessment of the contractor's health and safety policy and compliance with regulatory standards.
Sustainable Practices and Locality	10%	0-10	Consideration of sustainable practices, environmental awareness and proximity to the Parish.

Scoring Guidelines

Each criterion will be scored between 0 and 10, with scores interpreted as follows:

- 0 No evidence provided or completely inadequate response.
- 1-3 Poor – Limited or insufficient evidence, significant concerns about capability or approach.
- 4-6 Satisfactory – Adequate evidence with some minor weaknesses or areas of improvement needed.
- 7-8 Good – Strong evidence provided, approach is clear and aligned with requirements.
- 9-10 Excellent – Comprehensive evidence, innovative or highly effective approach exceeding requirements.

Additional Notes

- In case of tied scores, a secondary evaluation or interview process may be employed.
- The Council reserves the right to request clarifications from bidders.