

# Churchill & Blakedown Parish Council

## Contract Tendering Supporting Information including Evaluation Criteria and Scoring for the selection process in procurement of Grass Cutting Contract.

Notice published on C&BPC website and Facebook page on 10<sup>th</sup> December 2025

The following evaluation model is made available and provided for all Companies that are expressing an interest in the Tendering Opportunity of the Grass Cutting contract. It is anticipated that the tender evaluation and scoring will take place during the last week of January 2026 or the first week of February 2026. The awarded Contract will require ratification by the Full Council at a scheduled meeting on 10<sup>th</sup> February 2026.

To accord with the Parish Council adopted NALC recommended Financial Regulations (Section 5 - Procurement) and "the Procurement Act 2023" - all sealed tenders should be submitted by the final closing date and time, 21<sup>st</sup> January 2026 at 4.30pm – in the provided, appropriately addressed, envelope specifically marked "Churchill & Blakedown Parish Council – Grass Cutting Tender"

The invitation to tender is issued under the Parish Council's Financial Regulation for Procurement (Section 5), 5.6 (and Appendix 1 – Tender Process) and is in turn subject to Standing Order 18d (Financial Controls and Procurement) and shall refer to the terms of the Bribery Act 2010.

The Evaluation Criteria and Scoring Methodology to be used by the working party is set out below and has been formulated and recommended through referral to Worcestershire CALC for similar procurement opportunities. Tenders received will be scored out of 100 and split on the following 5 Criteria Areas.

- 40% Scheme Price
- 30% Service Delivery Aspects – including project management, uphold of statutory requirements & health and safety, delivery of scope of works, availability, adherence to special conditions and quality standards, equipment, and business contingencies are factors to be considered.
- 15% Reference Points – 3 references to be provided as part of the Tender with greater reference points given to references from the public sector.
- 15% Bio – Green credentials - Includes consideration towards aspects of carbon footprint reduction, responsible waste management, environment, conservation & innovations and the use of sustainable energy and materials.

Key Dates:-

10<sup>th</sup> December 2026 – Publication date

21<sup>st</sup> January 2026 at 4.30pm – Tender submission closing date

w/c 26<sup>th</sup> January 2026 – Tender opening & evaluation process undertaken by clerk/RFO and at least one councillor

10<sup>th</sup> February 2026 – Appointment of contractor by parish council

11<sup>th</sup> February 2026 - Email out to tenderers with outcome.

**Louise Harris – Clerk to Churchill & Blakedown Parish Council.**