

# **Invitation For Quotes For:**

- Grass cutting services**
- Watering of 10 flower tubs**
- Maintaining the Beach area**
- Other landscaped areas owned or managed by Manningtree Town Council**

## **MANNINGTREE TOWN COUNCIL**

### **Invitation to Submit Quotes**

Manningtree Town Council invites suitably qualified and experienced contractors to submit quotes for the provision of grass cutting, watering of flowers tubs, that are situated in the Town and maintaining the Beach and associated grounds maintenance services.

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### **1. Contract Overview**

The contract will cover routine grass cutting, watering of flowers tubs, maintenance of the Beach and maintenance services for public/open spaces including, but not limited to:

- South Street, Manningtree
- Quay Street, Manningtree
- 10 Flower Tubs in the Town
- The Beach
- Other landscaped areas owned or managed by Manningtree Town Council.

The successful contractor will be expected to maintain all areas to a high standard throughout the contract period.

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### **2. Scope of Services**

Services may include:

- Regular grass cutting
- Strimming around obstacles, fences, trees, and signage
- Edging of paths and borders
- Removal of grass clippings where required
- Litter removal prior to mowing
- Watering of 10 flower tubs
- Carrying out a weekly sweep of the Beach for any hazardous objects/items and removing them and disposing of them in a safe manner
- Maintenance of equipment and safe working practices

A detailed schedule of sites and specifications will be provided within the specification documents.

**Please note that applications are welcomed for carrying out individual services or all of the services.**

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### **3. Contract Duration**

The proposed contract period is: Annual Contract

**Start Date:** As soon as possible

**End Date:** Annual Contract subject to satisfactory performance

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### **4. Tender Requirements**

Interested contractors should provide:

- Company profile and relevant experience
  - References for similar contracts
  - Evidence of public liability insurance
  - Health & Safety policy
  - Risk assessments and method statements
  - Proposed pricing schedule
  - Details of machinery and staffing resources
  - Relevant certifications/licenses
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### **5. Evaluation Criteria**

Quotes will be evaluated based on:

Cost

Experience and Capability

Quotes will be evaluated based on:  
Quality of Service Proposal  
Health & Safety  
Environmental Considerations

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## 6. Site Visits

Site visits are mandatory and can be arranged by contacting:

**Contact Name: Fiona Coley**  
**Email:** [clerk@manningtreetowncouncil.gov.uk](mailto:clerk@manningtreetowncouncil.gov.uk)  
**Telephone:** 07597379602

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## 7. Submission Details

Completed quotes must be submitted no later than:

**Tender Deadline:** 16<sup>th</sup> June 2026

Submissions should be sent to:

**Email/Post Address:** [clerk@manningtreetowncouncil.gov.uk](mailto:clerk@manningtreetowncouncil.gov.uk) or 18 Birch Drive,  
Brantham, CO11 1TF by

Late submissions may not be considered.

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## 8. Enquiries

Any questions regarding this document should be submitted in writing to:

**Contact Person:** Fiona Coley  
**Email:** [clerk@manningtreetowncouncil.gov.uk](mailto:clerk@manningtreetowncouncil.gov.uk)

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## 9. Disclaimer

Manningtree Town Council does not bind itself to accept the lowest or any tender received and reserves the right to cancel or amend the tender process at any time.

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**Issued by:**

Manningtree Town Council

18 Birch Drive, Brantham, Manningtree, CO11 1TF

Date 22<sup>nd</sup> May 2026