Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: office@penrithtowncouncil.gov.uk

TENDER FOR:

Grounds Maintenance Contract 2027 - 2031

TENDER DEADLINE:

12 Noon Thursday 03 December 2026

TENDER ADDRESS:

Town Clerk
Penrith Town Council, Unit 1, Church House,
19-24 Friargate, Penrith, Cumbria, CA11 7XR

Your response to this invitation to tender must be received up to the closing time on the date and in the place shown above.

Your tender shall be submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Town Clerk and the invitation to tender title:

Grounds Maintenance Contract

Interested contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

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This document must be treated as private and confidential. You must not disclose the fact that you are submitting a tender nor release details of the tender document other than on an 'In Confidence' basis to those who have a legitimate need to know or to whom they need to consult for the purposes of preparing the tender.

1. INVITATION TO TENDER

1.1 This is an open competitive tender led by **Penrith Town Council** ("the Council") who are seeking tenders from qualified and experienced contractors to undertake grass cutting, hedge cutting, strimming, litter collection, weed spraying, minor tree works (termed Grounds Maintenance) services at:

- Fairhill Playing Field Salkeld Road, Penrith, CA11 8RA.
- Thacka Beck Field, access off A686, Penrith, CA11 8JX.
- St Andrews War Memorial, St Andrews Churchyard, Penrith, CA11 7XX.
- Greengill Lane, Penrith, CA11 8SE
- Folly Lane Allotment, Penrith, CA11 8BU
- Salkeld Road Allotment, Penrith, CA11 8RB
- Cornmarket, Penrith, CA11 7HS

1.2 Please note, the materials supplied in this Invitation to Tender and appendices, along with any subsequently supplied information, should be held in the strictest confidence.

1.3 Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.

1.4 The tender shall be submitted **ONLY** on the included Tender Form. The procurement timescales are:

Process	**End Date**
Invitation To Tender (ITT) issued	Monday 19 October 2026
Site visits	By 3pm 18 November 2026
Enquiries and request for information deadline	By 3pm 20 November 2026
ITT response deadline	By noon 03 December 2026
ITT evaluation deadline (internal)	By 5pm 04 December 2026
Finance Committee approval of preferred contractor	14 December 2026
Inform preferred contractor	By 5pm 18 December 2026
Contract start date	01 March 2027
Contract completion date	28 February 2031

1.5 The prospective contractor is required to submit a fixed tendered price for the works detailed within this document and in accordance with the Specification and Scheme of Work and Schedule of Works.

1.6 The Council does not bind itself to accept the lowest price or any tender, and it reserves the right to accept or decline any tender without explanation. The company shall not have any claim for expenses incurred in the preparation of this tender.

1.7 Prices shall be irrevocable and valid for a minimum period of 160 days after the closing time, whether or not another price has been accepted.

1.8 Before tendering the prospective contractor is advised, at their own discretion, to visit the sites and assets to satisfy themselves as to the full extent of the Contract Specification. Site visits can be arranged by appointment through the Town Council Office (contact details included in paragraph 2.5). All site visits will take place by Wednesday 18 November 2026.

1.9 If having examined the tender documents, you wish to submit a tender you should fully complete and return the Tender Form and the required information and send all related documentation to the Town Council office by **POST** in a sealed envelope, marked with the tenderers name for the attention of the Town Clerk to:

Grounds Maintenance Contract
Town Clerk
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

by no later than by noon Thursday 03 December 2026.

Please note that tenders received late will not be considered.

To avoid postal delays and to support your hard copy postal tender submission, please feel able to email a copy of your submission to the Town Clerk: townclerk@penrithtowncouncil.gov.uk

1.10 The Council will acknowledge receipt of all accepted tenders within 28 days of the closing date.

2 TERMS OF ENGAGEMENT

2.1 The contract will be awarded using the evaluation methodology as set out in the Evaluation and Scoring section, with a decision made by the Council's Finance Committee.

2.2 The acceptance of a tendered price by the Council shall form the basis of a binding contract which shall be governed by English Law.

2.3 This document, together with any correspondence made to clarify the Contractor's tendered price shall form the contract documentation.

2.4 The 'Council's Representative' shall mean such officers of the Council as notified in writing to the contractor. All tender documents relating to this tender shall be sent to the Town Clerk.

2.5 Any queries or correspondence relating to this document and the Schedule of Works should be directed to:

Ian Parker
Business Services Manager
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

Email: bsm@penrithtowncouncil.gov.uk
Tel: 01768 899773

Or in their absence:

Lewis Murray
Community Services Manager
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

Email: csm@penrithtowncouncil.gov.uk
Tel: 01768 899773

3 NOTES FOR PRICING

3.1 Extent of the Works

3.1.1 The works comprise of the grass cutting, hedge trimming, strimming, litter collection, weed spraying, minor tree works at Fairhill Playing Field, Thacka Beck Field, St Andrews Churchyard, Greengill Lane, Conrmarket Bandstand, Salkeld Road and Folly Lane Allotments Penrith.

3.2 Site Descriptions and Access

3.2.1 **Fairhill Playing Field** is an area of public open space which is used for informal recreation. The site is approximately 8 acres and provides open green space, a separate fenced children's play area, seats, boundary shrubs and hedges, newly planted trees and established mature trees. The site is located on the fringes of Penrith and has residential property overlooking the field. The field gently slopes from east to west. Vehicular access is off Inglewood Road and via a padlocked gate providing access to the field.

3.2.2 **Thacka Beck Field** is an area of public open space which is used for informal recreation and mainly connects pedestrians with the A686 and Tynefield Drive via a connecting path which runs the length of the field. The site is approximately 6 acres and provides a flat area of open green space, bordered by a sloped bank to the West and a stream outside of the boundary on the eastern side. Vehicular access to the field is off the A686 via a locked gate.

3.2.3 **St Andrews Churchyard** is located in the centre of Penrith. The Council has responsibility for the War Memorial in the churchyard. The Council is responsible for the grass cutting the circumference of the memorial only. The remainder of the churchyard is the responsibility of others.

3.2.4 **Greengill Lane** is located in the north end of town. The Council provides one bench on a concrete plinth and this contract requires the area directly surrounding the plinth to be strimmed or cut to maintain in a neat and tidy condition.

3.2.5 **Cornmarket Bandstand** is located in the town centre. This contract requires the weed spraying of a defined area and the removal of the Christmas tree annually.

3.2.6 **Salkeld Road Allotment** site is accessed via a vehicle track off Salkeld Road itself. There are a number of tenanted allotment plots and this contract is to undertake hedge maintenance of the boundary bordering the adjacent cemetery.

3.2.7 **Folly Lane Allotments** are located in proximity to the town centre. This contract requires the maintenance of the hedge facing the highway with suitable access available.

3.2.8 Before tendering, the Contractor is advised, at his/her own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

3.2.9 The Contractor should note that the Council may at any time add or remove fixtures and fittings (play equipment, seats etc.) at the sites during the period of the contract and no application from the contractor to the adjust the contract price will be considered, unless it is considered that the changes will make a substantial change to the contract specification or have an effect on the time to carry out the schedule of works.

3.3 Site Location Plans

3.3.1 Site layout drawings are included within the Appendices to this document.

3.4 Duration of the Contract

3.4.1 The duration of the contract is **FOUR YEARS** commencing on the 01 March 2027 and concluding on 28 February 2031.

3.5 Working Hours

3.5.1 Due to the proximity to residential properties and businesses the working hours shall be limited to 08.00-18.00 Monday to Friday. Weekend working hours shall be subject to approval by the Council.

3.6 Labour, Plant, Materials

3.6.1 The Contractor will provide all labour, materials, fuel, water, carriage, plant, tools and machinery in order to execute the works.

3.6.2 It is the responsibility of the tenderer to guarantee that should it use sub-contractors to undertake any aspects of the works that all its sub-Contractors will comply with all the requirements and terms and conditions set out herein.

3.7 Health, Safety and Welfare

3.7.1 The successful Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and all associated Acts, Regulations and Approved Codes of Practice.

3.7.2 The appointed Contractor must submit to the Council copies of site-specific risk assessments and method statements ahead of the contract commencing.

3.7.3 There are no welfare facilities at any of the sites.

3.7.4 The appointed contractor shall provide a document setting out the staff training competencies ahead of the contract commencing or prior to individual aspects of work and ensure that all works are undertaken by suitably competent persons.

3.8 Insurance

3.8.1 The Contractor is required to have a minimum of £10,000,000 public and employers' liability insurance for the type of works included in this tender.

3.8.2 The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals because of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

3.9 Existing Services Across the Site

3.9.1 There are known underground utility services at the working sites which should have no effect on the schedule of works being undertaken. There are or may be manholes and chambers present at ground level and it shall be the responsibility of the Contractor to identify the locations of these prior to undertaking work in order to both protect the infrastructure and prevent damage to their own plant and machinery.

3.10 Contract Monitoring

3.10.1 The Council will hold contract meetings with the Contractor to plan and discuss works at times mutually convenient to both organisations but will include as a guide meetings pre grass cutting season, mid grass cutting season and conclusion of the grass cutting season.

3.10.2 The Contractor may be required to attend additional review meetings with the Council's supervising officer, at his discretion to discuss performance; and should the Business Services Manager have any concerns about the contractor's performance, they have delegated authority to terminate the contract and recruit an interim contractor until a tender process can be commenced.

3.11 Payment to the Contractor

3.11.1 The Contractor shall submit a monthly invoice, in arrears, throughout the grass cutting season for all work carried out. Any outstanding works that are unpaid shall be claimed for payment at the end of the grass cutting season.

3.11.2 Subject to satisfactory performance, invoices will be paid by BACS within 15 days of receipt.

3.12 Termination of Contract

3.12.1 Either party may terminate the contract, in writing, giving no less than six months' notice.

4.0 SPECIFICATION & SCHEME OF WORK

4.1 Prior to cutting, trimming or strimming any area, the Contractor will ensure that the site is free of any significantly large stones and all paper, tins, bottles and other debris on the cutting area. The contractor must safely collect and remove these items from site and dispose of them.

4.2 The Contractor will inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any such potential hazards.

4.3 The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, to produce a true and even cut.

4.4 The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations.

4.5 The Contractor will provide their staff with all safety equipment and clothing required to undertake the tasks and will ensure that staff use these at all times when they are engaged in work.

4.6 During the period of the Contract no growth regulators of any form will be applied without the Council sanctioning such an operation in writing, in advance.

4.7 All grass will be cut cleanly and evenly without damaging the existing surface and with sufficient overlap between passes of the cutter.

4.8 The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, playground equipment safety surfaces, paths and public footpaths, etc., by sweeping or using a blower.

4.9 Since it is not possible to predict accurately the precise number of mowings which may be required on any site in any one year, the Schedule of Works includes a **minimum** number of 16 mowings, but the Contractor will be paid on a pro-rata basis for additional cuts, dependent upon the prevailing weather conditions throughout the growing season and at the discretion of the Town Council.

4.10 In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine wheels, rollers or cutters.

4.11 Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.

4.12 Mowing around obstructions including seats, trees, fence lines, posts, and kerbs etc. and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate to ensure neat edges to paths and boundaries.

4.13 Mowing will take place on the full area of grass at Fairhill including up to all path edges, fencing, play equipment, obstacles, paths and any other boundaries. The area within the mature trees is not cut.

4.14 Strimmers must not be allowed to damage any trees, shrubs etc. or permanent or removable fittings.

4.15 Mowing will take place at Thacka Beck to the flat part of the field and avoid the banks.

4.16 Mowing will take place at St Andrews Churchyard around the rectangular perimeter of the War Memorial. All care must be taken so as not to strike and damage the War Memorial plinth and structure.

4.17 Mowing will take place at Greengill Lane immediately surrounding the concrete plinth.

4.18 Hedge trimming at Folly Lane allotment will be undertaken twice per annum, including the facing up of the hedge to prevent obstruction of the highway in July, with a further cut in the autumn to the side facing the highway and the full length to maintain the height of the hedge.

4.19 Hedge trimming at the Salkeld Road allotment will include the full length of the internal hedge boundary of the cemetery. The work is to be done every second year with the first cut scheduled for the autumn 2028.

4.20 Hedge trimming equipment must be suitably maintained to produce a clean cut and neat finish.

4.21 Hedges are to be trimmed to maintain good healthy growth and shape whilst providing a natural screen and wildlife habitat. Hedge trimming shall be undertaken when birds are not nesting.

4.22 All arisings from hedge trimming are to be removed from site and correctly disposed of. Great care must be taken to ensure the safety of any persons near hedge trimming activities and a 'banks man' system may be employed to control access to the area of work in accordance with the contractors' own risk assessment.

4.23 Weed spraying works at the Cornmarket Bandstand shall include the application of a non-selective weedkiller, applied in early spring and early summer annually.

4.24 The Council facilitates the installation of a town Christmas tree at the Cornmarket. This contract requires the safe removal and disposal of the tree only on an annual basis after the 12th night. The lights and fencing are removed by others.

4.25 All other specific requirements are set out in the Schedule of Works and Tender Form.

4.26 Types of machinery and tools that are permitted to undertake the works within this tender include cylinder mower, rotary mower, flail mower (by agreement), strimmers, hedge cutters, hand operated tools, chippers, sprayers and blowers and any others considered appropriate to undertake the works set out herein.

5.0 SCHEDULE OF WORKS

5.1 Fairhill Playing Field

Main Field Grass Cutting

5.1.1 There are to be a minimum of 16 grass cuts. The first cut being in mid March then fortnightly thereafter with the final cut in mid/late October, according to seasonal growth patterns. Grass cuttings to be dispersed evenly over the site and not left in mounds.

5.1.2 Large stones, all paper, tins, bottles and other debris within the cutting area to be safely collected and removed from site or disposed of in the bins provided.

Children's Play Area

5.1.3 There are to be a minimum of 16 grass cuts, which may include the use of strimmer's or grass cutting machines which must cut up to the play equipment and other edges to obtain a neat and tidy finish. Grass cuttings to be dispersed evenly over each site and not left in mounds. The first cut being in mid March then fortnightly thereafter with the final cut in mid/late October, according to seasonal growth patterns.

5.1.4 Large stones, all paper, tins, bottles and other debris within the cutting area to be safely collected and removed from site and disposed of in the bins provided.

5.1.5 All surfacing including play areas, footpaths, seating areas, entrances etc. to be cleaned off by sweeping or blowing after each cut / strim.

Hedge - Entrance at Salkeld Road

5.1.6 The hedge facing into the field directly adjacent to the entrance gate off Salkeld Road that forms the boundary hedge of the first residential property is to be trimmed once per year in the autumn to maintain a neat and tidy hedge (Face only). Length 25m. All arisings and debris to be removed and disposed of.

Hedgerow Maintenance – (Adjacent to the compound Area)

5.1.7 On the boundary adjacent to the United Utilities storage area the contractor should face up the hedge and shrubs once per year in the autumn to maintain a neat and tidy hedge. All arisings and debris to be removed and disposed of.

Verge (alongside road) and Residential Boundaries

5.1.8 The grass verge alongside the highway and from the entrance gate alongside the sandstone wall to the United Utilities area to be cut/strimmed a minimum of 16 times. The first cut being in mid March then fortnightly thereafter with the final cut in mid/late October, according to seasonal growth patterns. All excess arisings on to the roadway to be cleaned off by sweeping or blowing.

5.1.9 Strim the boundary of the residential properties on a month basis during the cutting season from March to October, eight occasions.

5.2 Thacka Beck Field

Main Field Grass Cutting

5.2.1 There are to be a minimum of 16 grass cuts. The first cut being in mid March then fortnightly thereafter with the final cut in mid/late October, according to seasonal growth patterns. The grass cuts are of the 'flat areas' of the site. (The sloping banks are to be left) Grass cuttings to be dispersed evenly over the site.

5.2.2 Large stones, all paper, tins, bottles and other debris within the cutting area to be safely collected and removed from site or disposed of.

Entrance Area

5.2.3 To cut the area of grass within the entrance area off the A686 and adjacent to the watercourse a minimum of 16 occasions. The first cut being in mid March then fortnightly thereafter with the final cut in mid/late October, according to seasonal growth patterns. The area measures 85 square metres approximately.

5.2.4 To strim the vegetation alongside the fence line on eight occasions throughout the cutting season to maintain a neat and tidy finish and appearance. The fence line extends 53 linear meters.

5.3 St Andrews War Memorial

5.3.1 There are to be a minimum of 16 grass cuts. The first cut being in mid March then fortnightly thereafter with the final cut in mid/late October, according to seasonal growth patterns. Grass cuttings to be dispersed evenly over the site. Area 4 square metres approximately.

5.4 Greengill Lane (Seat)

5.4.1 To strim or cut the grass surrounding the concrete seat plinth a minimum of 16 occasions. The first cut being in late March then fortnightly thereafter with the final cut in mid/late October, according to seasonal growth patterns. Arisings to be left on site. The plinth circumference measures 9metres (3m x 1.5m).

5.5 Folly Lane Allotment Hedge

5.5.1 The hedge facing the highway alongside the Folly Lane allotment (Length 115m) to be trimmed and faced up once per year in July. All arisings and debris to be removed and disposed of.

5.5.2 The hedge facing the highway alongside the Folly Lane allotment to receive an additional cut in the autumn annually to include the face of the hedge alongside the highway and the top of the hedge to maintain the height.

5.6 Salkeld Road Allotment Hedge

5.6.1 The hedge facing into the allotment alongside the eastern boundary to be cut in the autumn every two years, commencing in 2028. Length 115 metres. All arisings to be removed and disposed of.

5.7 Cornmarket Bandstand

5.7.1 Apply twice per annum, once in the spring and the second in mid summer a non-selective weedkiller to the bandstand and the area in front of the bandstand.

5.7.2 Remove and dispose of the town Christmas Tree following the 12th night annually.

6.0 EVALUATION AND SCORING

6.1 Tender submissions will be evaluated in accordance with Council's Financial Regulations using the following criteria and weighting:

Criteria	Weighting
Price	60%
Quality & Experience	25%
Compliance	10%
Locality	5%
	100%

Criteria	Possible Maximum score	Evidence	Scores
Price The full cost over the full term of the contract.	Max 60 points out of 100 (NOTE1)	Tender	60
Quality and Experience The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience via a Curriculum Vitae	Max 25 points out of 100 (NOTE 2)	Company CV including experience of similar works	10
		Case Study within 3 years	5
		First reference	5
		Second Reference	5
Compliance The supplier's compliance with Health & Safety	Max 10 points out of 100 (NOTE 3)	Company Health and Safety Policy	5
		Example Risk Assessment, Method Statement, employee training certificates	5
		Insurance Documents	Pass / Fail
Locality	Max 5 points out of 100	Parish of Penrith	5

The location/ base of the contractor	(Note 4)	Contractor located in the former district of Eden	3
		All other areas	1

NOTE 1 - Price

Contractors are asked to submit a pricing schedule for each element of the work as set out in the Schedule of Works section on an annual basis and a total tendered price over the five year contract term. Price will carry 60% of the scoring and points awarded on the following basis:

Lowest tender	60 points
Within:	
5% of lowest tender	50 points
10% of lowest tender	40 points
15% of lowest tender	30 points
20% of lowest tender	20 points

Note 2 – Quality and Experience

Quality will be evaluated from the information submitted by the Contractor and against the criteria set out in this section.

Contractors are encouraged to submit information that allows the Council to clearly understand your companies experience and approach to the delivery of this scheme of work.

Curriculum Vitae and previous experience

Extensive experience	15 points
Some Experience	10 points
No previous experience	0 points

Case Study for similar works in the last three years

One case study provided within the time frame	5 points
One case study provided outside the time frame	1 point
No case study provided	0 point

References

Submission of two company references:

Very positive references	5 points
Adequate references	2.5 points
Weak or poor references	1 point
No reference provided	0 point

Note 3 – Compliance

Health and Safety Policy

Extensive and thorough	5 points
Adequate Policy	2.5 points
No evidence	0 points

Risk Assessment / Training and Competency

Evidence such as sample scheme risk assessment, method statement and employee training certificates.

Extensive and thorough	5 points
Adequate Policy	2.5 points
No evidence	0 points

Insurance – Pass or fail

£10million Public & Employers Liability

Note 4 – Locality

The Council's Procurement Policy states that the Council will purchase locally wherever possible and where best value can be satisfied. The Council aims to primarily make purchases within the parish of Penrith and the former district of Eden. The scores will reflect this:

a) Contractor based in Penrith Parish 5 points.
b) Contractor based in the district of Eden 3 points.
c) All other areas 1 point

7.0 SUBMISSION OF TENDER

7.1 The Prices submitted must indicate the rate for carrying out each element of the Contract as set out in the Tender Form.

7.2 The Contractor shall submit the following documents:

- Tender Form with prices clearly shown and itemised
- Company Curriculum Vitae
- Case Study
- Two References
- Health and Safety Policy
- Risk Assessment, Method Statement & Employee Training Certificates
- Company Insurance Documents

7.3 The tender shall be submitted to the Town Clerk, Penrith Town Council, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR no later than 12 noon on Thursday 3 December 2026.

8.0 TENDER FORM – TO BE SUBMITTED TO THE COUNCIL

PRICES ARE TO BE EXCLUSIVE OF VAT & ARE TO BE THE CASH AMOUNTS PAYABLE IN EACH YEAR.

Location / Activity	**Year 1**	**Year 2**	**Year 3**	**Year 4**
	01/03/27 – 28/02/28	**01/03/28 – 28/02/29**	**01/03/29 – 28/02/30**	**01/03/30 – 28/02/31**
Fairhill Playing Field				
(5.1.1 & 5.1.2 – Main Field) Total price per season – minimum 16 cuts	£	£	£	£
(5.1.3, 5.1.4 & 5.1.5– Children's Play Area) Total price per season and surface cleaning – minimum 16 cuts.	£	£	£	£
(5.1.6 – Hedge) Total price per season for hedge trimming – (once per season), and removal of all arisings.	£	£	£	£
(5.1.7 – Hedge Maintenance Compound Area) Total price per season for hedge trimming – (once per season an), and removal of all arisings:	£	£	£	£
(5.1.8 & 5.1.9 – Verge and Residential Boundaries) Total price per season cut/strim and surfaces cleaned – minimum 16 cuts	£	£	£	£
TOTAL A – (Fairhill Playing Field)	**£**	**£**	**£**	**£**

Location / Activity	Year 1	Year 2	Year 3	Year 4
	01/03/27 – 28/02/28	**01/03/28 – 28/02/29**	**01/03/29 – 28/02/30**	**01/03/30 – 28/02/31**
Thacka Beck Field				
(5.2.1 & 5.2.2– Main Field) Total price per season – minimum 16 cuts.	£	£	£	£
(5.2.3 – Entrance Area) – Cut grass verge adjacent to the water course. Total price per season – minimum 16 cuts	£	£	£	£
(5.2.4 – Entrance Area) – strim the vegetation along fence line. Total price per season. (eight occasions)	£	£	£	£
TOTAL B - (Thacka Beck Field)	**£**	**£**	**£**	**£**
St Andrews War Memorial				
5.3.1 – War Memorial) Total price per season – minimum 16 cuts	£	£	£	£
TOTAL C - (St Andrews War Memorial)	**£**	**£**	**£**	**£**

Location / Activity	Year 1 01/03/27 – 28/02/28	Year 2 01/03/28 – 28/02/29	Year 3 01/03/29 – 28/02/30	Year 4 01/03/30 – 28/02/31
Greengill Lane				
(5.4.1 – Seat Plinth) Total price per season – minimum 16 cuts	£	£	£	£
TOTAL D – (Greengill Lane)	**£**	**£**	**£**	**£**
Folly Lane Allotment Hedge				
(5.5.1 – Allotment Hedge) Total price for hedge trimming, to face up the hedge (one side) in July annually and removal of all arisings. 115m	£	£	£	£
5.5.2 – Allotment Hedge) Total price for hedge trimming including the face (one side) and the top of the hedge in the autumn annually and removal of all arisings.	£	£	£	£
TOTAL E – (Folly Lane Allotment Hedge)	**£**	**£**	**£**	**£**

Location / Activity	Year 1 01/03/27 – 28/02/28	Year 2 01/03/28 – 28/02/29	Year 3 01/03/29 – 28/02/30	Year 4 01/03/30 – 28/02/31
Salkeld Road Allotment Hedge				
(5.6.1 – Allotment Plinth) Total price for hedge trimming, along the eastern boundary (one side) in the autumn every second year and removal of all arisings. (commence Autumn 2028)	N/A	£	N/A	£
TOTAL F – (Salkeld Rd Allotment Hedge)	N/A	**£**	N/A	**£**
Cornmarket Bandstand				
(5.7.1 – Weedspray) Total price for two applications of weedkiller.	£	£	£	£
5.7.2 – Christmas Tree) Total price for the removal and disposal of the town Christmas Tree.	£	£	£	£
TOTAL G – (Cornmarket Bandstand)	**£**	**£**	**£**	**£**
TENDER TOTAL (A + B + C + D + E + F + G)	**£**	**£**	**£**	**£**

Please complete and sign the Tender Form submit to the Penrith Town Council offices by **12Noon Thursday 03 December 2026.**

I/We agree to complete the work in accordance with the Invitation to Tender, Specification and Scheme of Works, Schedule of Works and location plans.

I/We understand that Penrith Town Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name	
Business Address	
Post Code	
VAT Reg No (if applicable)	
Telephone Number (Landline)	
Telephone Number (Mobile)	
Email Address	

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed:	
Print Name:	
Position:	
Dated:	

Please submit this Tender Form and supporting information as listed in paragraph 7.2 to:

Town Clerk, Penrith Town Council, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

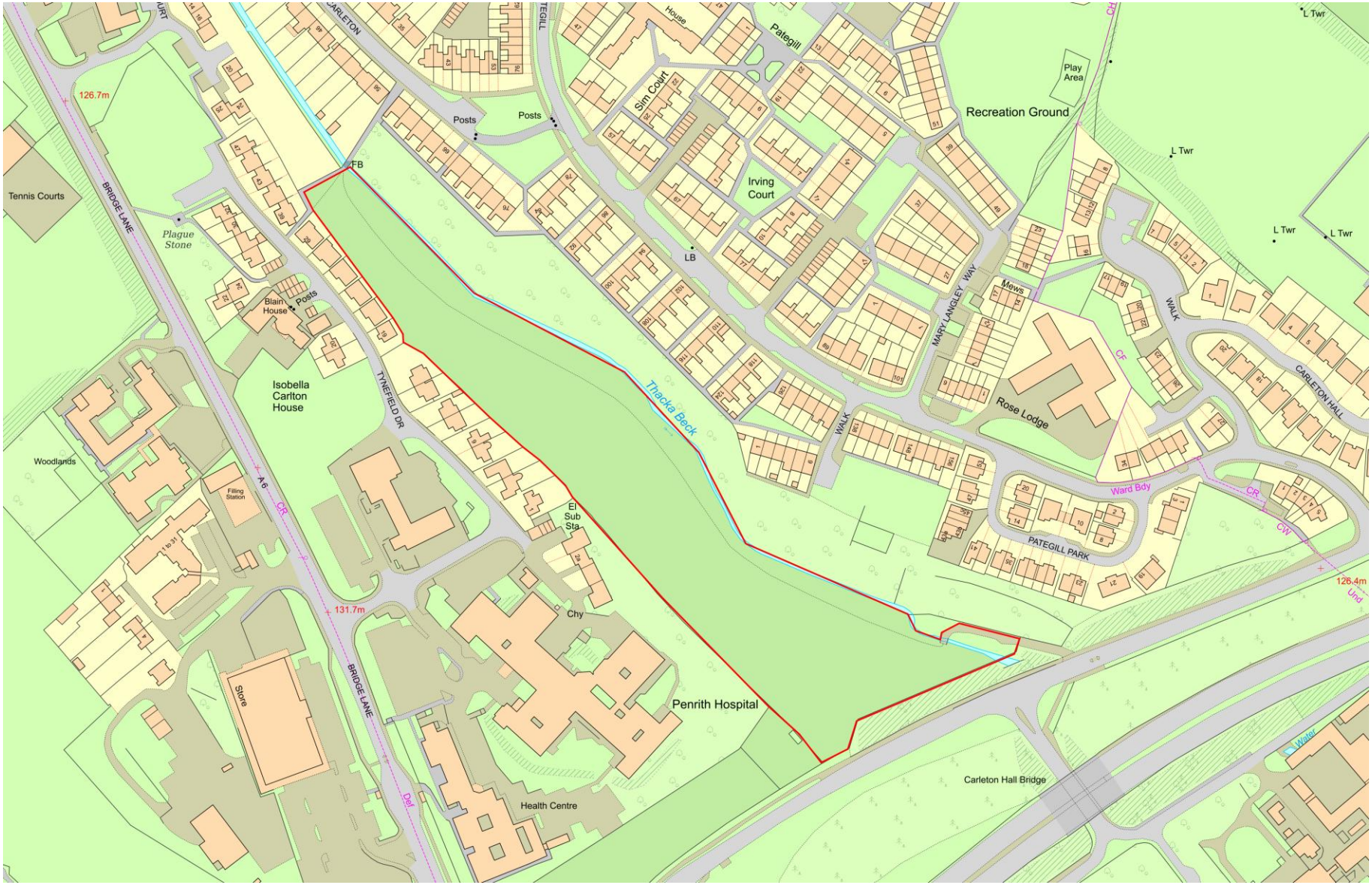
APPENDICES

A Site Location Plan – Fairhill
B Site Location Plan – Thacka Beck
C Site Location Plan – St Andrews Churchyard (War Memorial)
D Site Location Plan – Greengill Lane
E Site Location Plan – Folly Lane Allotment
F Site Location Plan – Salkeld Road Allotment
G Site Location Plan – Cornmarket Bandstand

APPENDIX A – FAIRHILL PLAYING FIELD SITE LOCATION PLAN



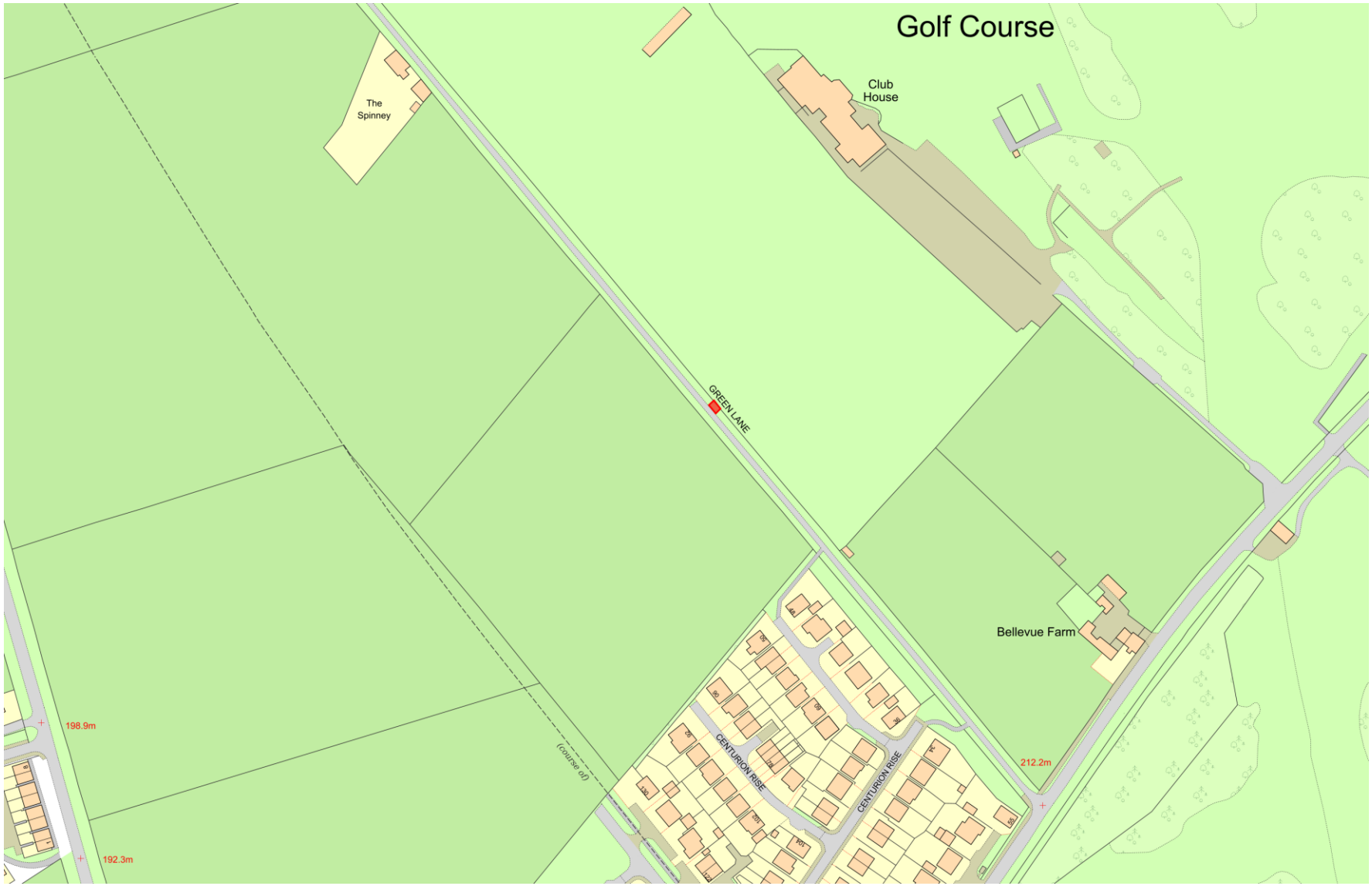
APPENDIX B – THACKA BECK FIELD SITE LOCATION PLAN



APPENDIX C – ST ANDREWS CHURCHYARD SITE LOCATION PLAN



APPENDIX D – GREENGILL LANE SITE LOCATION PLAN



APPENDIX E – FOLLY LANE ALLOTMENT SITE LOCATION PLAN



APPENDIX F – SALKELD ROAD ALLOTMENT SITE LOCATION PLAN



APPENDIX G – CORNMARKET BANDSTAND LOCATION PLAN

