

Grounds Maintenance Services

Invitation to tender

The Mast Academy Trust



SECTION 1

Introduction

The Trust is seeking to appoint a suitably qualified and experienced contractor to deliver high-quality grounds maintenance services across our estate.

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together we aim to transform provision and outcomes for pupils and their families.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

Our Schools

The Trust currently comprises of six schools with approximately 1500 pupils across the 4-13 years age range and 200 employees across all schools and the central Trust team, operating both centralised and school-based ICT deployments.

Birdsedge First School – A First School serving pupils in Reception to Year 5 with a capacity of 90 pupils.

Kirkburton Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 501 pupils.

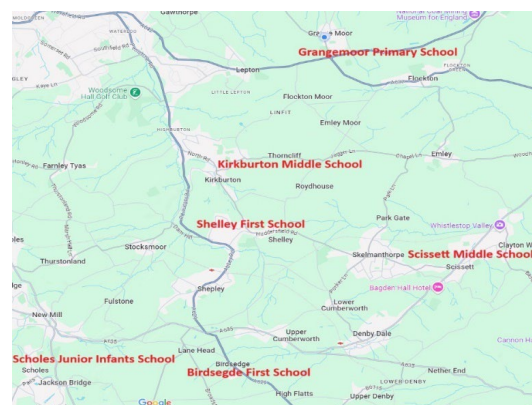
Scissett Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 600 pupils.

Scholes Junior and Infant School – A Primary School serving pupils in Reception to Year 6 with a capacity of 222 pupils.

Shelley First School – A First School serving pupils in Reception to Year 5 with a capacity of 204 pupils.

Grange Moor Primary School – A Primary School serving pupils in Reception to Year 6 with a capacity of 105 pupils.

All schools are located within 15 minutes drive of each other.



Procurement Best Practice Criteria

This procurement is being conducted in accordance with the Public Contracts Regulations 2015, the Procurement Act 2023, and the Trust's internal procurement policy.

The Mast Academy Trust have agreed a set of best practice principles in relation to the procurement of this service. These principles provide a framework to ensure that we act in an ethically and commercially responsible way in our contractual arrangements. Adhering to these principles is an integral part of the procurement process for the Mast Academy Trust.

The Trust will:

- seek value for money for its pupils;
- harness the capability, diversity and innovation of our suppliers to add value to the Trust;
- adhere to a procurement process which is equitable, lawful and compliant with regulations;
- work with suppliers to ensure goods and services that we buy are made or executed in a socially and environmentally responsible manner;
- seek to be easy to do business with in order to minimise costs, risks and time;
- ensure the confidentiality of information in line with regulations.

SECTION 2

1. Scope of Work

The contract duration will be **three** years with the option to extend for up to **two** years (2 x 12-month periods subject to performance). The start date is likely to be 1 January 2027.

The Trust is seeking to appoint a suitably qualified and experienced contractor to deliver high-quality grounds maintenance services across our estate. The contract will cover routine grounds care, sports field maintenance, seasonal works, and ad-hoc tasks required to maintain safe, compliant, and visually appealing outdoor spaces.

This procurement will be conducted in accordance with the Procurement Act 2023, ensuring transparency, equal treatment, and value for money.

2. Our requirements

The contractor will be responsible for delivering a comprehensive grounds maintenance service including, but not limited to:

2.1 Full Maintenance requirements

2.1.1 Routine Grounds Maintenance

- Grass cutting and mowing, removal or cuttings (specified frequency per site and season).
- Edging and strimming around buildings, pathways, and fixed furniture.
- Hedge trimming and shrub bed maintenance.
- Weed control (mechanical and approved herbicidal methods).
- Leaf clearance during autumn periods.
- Maintenance of hard-standing areas.
- Tree maintenance

2.1.2 Sports Facilities

- Line marking for sports fields (football, rugby, athletics, etc.).
- Surface preparation and renovation to required standards.
- Annual overseeding where necessary.

2.1.3 Trees and Safety Inspections

- Annual tree safety survey (if required).
- Minor works (e.g., removal of small branches).
- Reporting of risks requiring arboriculture specialists.

2.1.4 Seasonal & Additional Works

- Gritting and snow clearance (optional).
- Pest/disease monitoring on plant stock.
- Planting schemes and one-off improvement projects.

2.2 Sustainability Requirements

The Trust expects practices supporting environmental sustainability:

- Use of battery-powered equipment where practical
- Reduced chemical use and eco-friendly alternatives
- Recycling of organic waste
- Water-efficient planting methods
- Support for biodiversity (pollinator-friendly planting)

2.3 Social Value Requirements

Our partners should deliver meaningful and measurable Social Value outcomes throughout the contract term in line with the Public Services (Social Value) Act 2012 and the Trust's strategic objectives. This

includes specific commitments to strengthen community benefit, pupil opportunities, and local economic impact

Bidders must demonstrate social value contributions such as:

- Local employment or apprenticeship opportunities
- Biodiversity improvement initiatives
- Sustainable grounds management (reduced pesticide use, electric equipment)
- Carbon reduction actions aligned with the Trust's Climate Action Plan

As part of your tender response, please outline any additional social value you will provide at no extra cost to the Trust. This may include voluntary activities, in-kind contributions, or the provision of products/services that support our schools, pupils, staff, or local communities.

2.4 Legal, Compliance & Standards

The contractor must comply with:

- Procurement Act 2023
- Health & Safety at Work Act 1974
- Control of Substances Hazardous to Health (COSHH)
- Wildlife and Countryside Act 1981
- Waste regulations including Simpler Recycling requirements (2025)
- DfE Good Estate Management for Schools (GEMS)
- Relevant British Standards (e.g., BS 7370 Grounds Maintenance)

Contractors must provide:

- Risk assessments and method statements (RAMS)
- Evidence of staff training and competence
- Safeguarding/DBS procedures for staff working on school sites
- Insurance documents (P.I., P.L., E.L.)

2.7 Schools included

- A full list of sites, addresses, and maintenance requirements is provided in Appendix A.

3. Mandatory Criteria

The questions within this section are scored as Pass or Fail. Failure by the tenderer to meet any of the mandatory criteria and/or submit any information requested will usually mean failure to be awarded the contract and could mean that the tender is dismissed without the evaluation being completed.

The following factors will be taken into account in assessing a supplier's suitability. Please provide confirmation of compliance, including any supporting documentation within your submission:

MC1. Insurance

All suppliers should carry insurance and as a matter of course, an appropriate level of public liability insurance.

MC2. Health & Safety

All relevant Health & Safety documentation e.g. safe working practices, risk assessments should be made available as part of the procurement process.

MC3. Safety and Security

An awareness of, respect for and ability to meet safety and security aspects such as safe recruitment checks on your staff.

MC4. Capacity/Capability

Deliver capacity and capability to fulfil the requirements. Please confirm if there are any future organisation restructures, mergers, or organisation difficulties

MC5. Accreditations or Professional Standards

We will want to assure ourselves that where these are appropriate these are current and that you have not been charged with any grave professional misconduct.

MC6. Compliance with Employment Legislation

Adherence to relevant employment legislation including, but not limited to, the Equality Act 2010, The Worker Protection (Amendment of Equality Act 2010) Act 2023, Employment Rights Act 1996, the Income Tax (Earnings and Pensions) Act 2003, the National Insurance Contributions Act 2015, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010, and the National Minimum Wage Act 1998.

MC7. Legal Considerations

Our contracts require that suppliers comply with all other applicable laws and regulations, including (but not limited to) the Procurement Act 2023; Health & Safety at Work Act 1974; Control of Substances Hazardous to Health (COSHH); Wildlife and Countryside Act 1981; Waste regulations including Simpler Recycling requirements (2025); DfE Good Estate Management for Schools (GEMS); DfE School Estates Management Standards; Relevant British Standards (e.g., BS 7370 Grounds Maintenance)

MC8. Data

Any data processing you undertake on behalf of the Trust must adhere to current GDPR regulations.

MC9. Sector expertise

Expertise and proven credentials in the education sector are required.

SECTION 3

1. General Instructions

These instructions are designed to ensure that all proposals are given equal and fair consideration.

- Proposals must be comprehensive, addressing all requirements as laid out in this ITT.
- Tenderers are expected to adhere to the submission deadlines specified.
- The Trust reserves the right to accept any proposal in whole or in part and to award the contract to more than one tenderer if deemed beneficial.
- Proposals must remain valid for a minimum of 90 days from the tender return date.
- It is important that tenderers provide all the information requested.
- The Mast Academy Trust will not be liable for or pay for expenses or losses that may be incurred by the tenderer in the preparation of the tender.
- The Mast Academy Trust reserves the right to cancel the tender process at any point.
- A tender received after the due date and time for submission will not be considered.
- The Mast Academy Trust does not bind itself to accept the lowest or any tender.
- No tender will be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.
- Recipients of the tender documents (whether they submit a tender or not) shall treat the details in it as private and confidential. Any tender received by Mast Academy Trust in response to the invitation to tender shall be treated likewise by Mast Academy Trust.
- Please examine all the tender documentation and ensure that you return all the information requested no later than dates specified in item 2 below. Incomplete tenders will be deemed to be non-compliant and eliminated from evaluation.
- In the event of declining to tender, tenderers are requested to inform the Mast Academy Trust.

Whilst the information in this document has been provided in good faith, it does not purport to be a comprehensive review of all matters relevant to the requirements and neither The Mast Academy Trust, nor any of its employees or advisers accept any liability or responsibility for its adequacy, accuracy or completeness, nor do any of them make any representation or warranty, express or implied, with respect to the information contained in this document. Nothing in this document is or should be relied upon, as a promise or representation as to The Mast Academy Trust's ultimate decision.

2. Tender response

Tenders should be submitted in accordance with the above scope of work using the template noted in Appendix C.

Prices / costs are to be submitted inclusive of Value Added Tax (VAT), detailing the exclusive of VAT price / cost and any VAT (detailing the rate applied) that may be applicable as a separate figure / column.

All information should be submitted via email to procurement@themast.co.uk by the closing date detailed below:

Stage / Activity	Indicative Date (subject to change)
Issue of invitation to tender	1 st July 2026
Site Visits (by prior arrangement)	6 th July 2026 to 24 th July 2026
Tenderers to confirm intention to tender	24 th July 2026
Deadline for Clarifications	31 st July 2026
Deadline for Response to Clarifications	7 th August 2026
Closing date for submission of quotations	4 th September 2026

Notification of proposed appointment to contract	7 th October 2026
Standstill period end	18 th October 2026
Contract award	19 th October 2026
Contract start date	1 st January 2027

3. Evaluation Criteria

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

Evaluation will take place in three stages:

Stage 1 - Mandatory Compliance Checks (as outlined in section 2)

Stage 2 - Methodology & Service Delivery (EC2, EC3, and EC4)

Stage 3 - Pricing & Commercial Evaluation (EC1)

Below sets out the weighting, scoring methodology and evidence required.

	Criterion	Weighting
E1	<p>Price</p> <p>Evaluated using a relative scoring model, compliant with MAT procurement guidance emphasising value over lowest cost.</p> <p>Evidence required:</p> <ul style="list-style-type: none"> • Annual fixed price for routine maintenance • Itemised list of additional/seasonal services • Rate card for reactive works • Sports pitch marking schedule and cost per visit • Any assumptions made 	40%
EC 2	<p>Methodology & Service Delivery</p> <p>Assesses the bidder's overall approach to delivering the managed service.</p> <p>Sub-criteria include:</p> <ul style="list-style-type: none"> • Service delivery approach (scheduling, task frequencies, staffing). • Quality assurance & monitoring. • Health & safety (RAMS, safeguarding, compliance). • Innovation and added value <p>Evidence required:</p> <ul style="list-style-type: none"> • Delivery plan per site. • Example schedules. • QA/monitoring processes. • RAMS and H&S documentation. • Safeguarding/DBS arrangements. • Innovation examples 	40%
EC3	<p>Social Value & Sustainability</p>	15%

	<p>Assesses legally mandated consideration of social and environmental impact under the Social Value Act and Procurement Act.</p> <p>Sub-criteria:</p> <ul style="list-style-type: none"> • Environmental sustainability (equipment emissions, chemical reduction, biodiversity). • Community/social value contributions. • Alignment to Trust Climate Action Plan <p>Evidence required:</p> <ul style="list-style-type: none"> • Sustainability plan. • Biodiversity actions. • Evidence of electric/low-emission equipment. • Social value commitments with measurable outputs 	
EC4	<p>Experience & Capacity</p> <ul style="list-style-type: none"> • Relevant experience (schools/MATs preferred). • Workforce competence & capacity. • Equipment suitability and availability. <p>Evidence required:</p> <ul style="list-style-type: none"> • Case studies (3 years) • References (see note below). • Staff training/accreditation evidence. • Equipment list & maintenance arrangements. 	5%

This structure ensures compliance with the legal duty to maximise public benefit and value for money under the Procurement Act 2023.

References

Tenderers are requested to provide details of two reference sites where the solution (or key elements of the solution) have been implemented in a similar size project.

Please note referees may be contacted directly by the Trust, we would expect referees to be informed in advance and receptive to the contact.

4. Evaluation of tenders

The evaluation process will be conducted to identify the most economically advantageous tender. tenders will be assessed to ascertain those that represent best overall value and the highest likely quality of output during the contract, not necessarily the lowest price submission.

Proposals will be evaluated by The Mast Academy Trust centrally.

Scoring Definitions

Each criterion will be scored using the following definitions:

SCORE	DEFINITION
5	<p>Exceeds the requirement</p> <p>Exceptional demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.</p>

4	<p>Satisfies the requirement</p> <p>Demonstration by the tenderer of the relevant ability, understanding, experience, skills, and resource and quality measures required to provide the supplies / services, with evidence to support the response.</p>
3	<p>Satisfies the requirement with minor reservations</p> <p>Some minor reservations of the tenderer's relevant ability, understanding, experience, skills, and resource & quality measures required to provide the supplies / services, with little evidence to support the response.</p>
2	<p>Satisfies the requirement with major reservations</p> <p>Considerable reservations of the tenderer's relevant ability, understanding, experience, skills, and resource & quality measures required to provide the supplies / services, with little evidence to support the response.</p>
1	<p>Does not meet the requirement</p> <p>Little or no evidence to support the response to demonstrate that the tenderer has the ability, understanding, experience, skills, resource & quality measures required to provide the services.</p>
0	<p>The question is not answered or the response is completely unacceptable.</p>

5. Questions and clarifications

Site Visits

Site visits are strongly recommended. Suppliers are invited to attend site to assess requirements by prior arrangement between the dates specified in section 3 item 2. Please contact by email at procurement@themast.co.uk to arrange.

Clarifications

If you have any questions or points of clarification about the contents of the ITT document or the services that are to be provided, please use the form available on the trust website [Invitations to Tender/Quote | The Mast Multi Academy Trust](#) or by following this [link](#).

Clarification deadlines can be found in the tender response area of this document.

6. Completing tenders

Your tender should contain all of the required information outlined within this document using the template provided, along with any further information you feel relevant to support your tender.

Any comments pertaining to the information supplied by you may be made in an email and returned with the tender. The Tenderer Declaration (Appendix B Tenderer Response Template) must be completed, signed and dated by a duly authorised representative on behalf of the tenderer.

7. Submission of tender

Please submit one electronic copy of the completed tender document by email to procurement@themast.co.uk before 5pm on the date specified in section 3 item 2.

The electronic tender submissions will be held securely and only viewed after the deadline date. Any electronic tenders received after these dates and times will not be considered.

8. Form of Response

Tenderers are required to develop a costed solution.

Tenderers are requested to use the weighting criteria to assess the suitable length of their responses per section. Tenderer are requested to clearly outline under each evaluation criteria how they will meet that criteria.

Return proposals should include the following information in the tender Response:

- Written responses to the requirements set out in this document.
- Tenderer's contact details including: organisation name; contact name; postal address; telephone number; email address.

9. List of Appendices

Appendix A: Estate requirements

Appendix B: Anticipated KPIs

Appendix C: Tenderer Declaration - tenderer to complete

Appendix D: Overview of main contract terms

APPENDIX A - ESTATE REQUIREMENTS

See separate excel for information.

APPENDIX B - ANTICIPATED KPIS

Service Delivery & Quality KPIS

KPI	Measure	Typical Target
Scheduled Tasks Completed On Time	% of routine tasks (mowing, edging, shrub maintenance, line marking) completed by agreed date	95%+ per month
Grass Quality Standard	Grounds maintained to defined height and finish (e.g., BS 7370)	90%+ of areas rated "Good/Excellent"
Sports Pitch Readiness	Pitches marked and prepared 24 hrs before scheduled use	100% for booked events
Reactive Tasks Completion	Response to urgent tasks (e.g., fallen branches, unsafe grounds)	Attend within 24 hrs, resolve within 72 hrs
Horticultural Maintenance Quality	Shrub beds, hedges, borders free from overgrowth and weeds	95% compliance

Health, Safety & Compliance KPIS

KPI	Measure	Typical Target
RAMS Compliance	Site specific RAMS submitted and adhered to	100%
Incident & Accident Reporting	Reporting and investigation within 24 hours	100%
Safeguarding Compliance	All on site staff DBS checked & wearing ID	100%
Machinery & Equipment Safety	All equipment serviced and certified	100% up to date records

Environmental & Sustainability KPIS

KPI	Measure	Typical Target
Low Emission Equipment Usage	% of equipment used that is electric or low emission	50% minimum in Yr1, rising annually
Chemical Usage Reduction	Reduction in herbicide/chemical use	Year on year reduction
Green Waste Recycling	% of organic waste recycled/composted	90%
Biodiversity Enhancement	Delivery of agreed biodiversity improvements (e.g., pollinator planting)	All enhancements delivered annually

Customer Satisfaction KPIS

KPI	Measure	Typical Target
Site Satisfaction	Staff satisfaction with cleanliness/appearance of grounds	4/5 or higher
Responsiveness Score	Feedback on contractor communication & issue handling	4/5 or higher
Complaint Resolution	Complaints resolved within agreed timeframe	95%

Contract Management KPIs

KPI	Measure	Typical Target
Monthly Reporting Compliance	Monthly service report delivered on time and complete	100%
Attendance & Workforce Reliability	Planned visits completed with correct staffing	98%+
Continuous Improvement Delivery	Evidence of improvements made during contract	At least 2 improvements per year

APPENDIX C - TENDERER RESPONSE TEMPLATE

See separate word document for information.

APPENDIX D - CONTRACT TERMS

TERMINATION

Termination may be applied under the following criteria:

- Insolvency and Change of Control
- Termination on Default – Minor Breaches
- Termination on Default – Material Default
- Break: The Customer shall have the right to terminate the Contract at any time by giving 30 days' written notice to the Provider.
- Failure to make payment

PAYMENT TERMS

The Customer shall pay all sums due to the Provider if properly due and applicable in cleared funds within thirty (30) days of receipt of a valid invoice submitted. Where the invoice is in dispute this will be extended to ninety (90) days.

