



GROUNDS MAINTENANCE CONTRACT PRIOR INFORMATION NOTICE (PIN) SOFT MARKET TESTING QUESTIONNAIRE

SECTION ONE – BACKGROUND

The Comhairle will be undertaking a procurement exercise in late 2025/early 2026 to invite suitably qualified suppliers to tender for the opportunity to provide grounds maintenance services across various public and residential sites in Lewis, Harris, Uist and Barra. In the past this contract has been tendered on a large scale. The Comhairle now wishes to explore the feasibility of breaking this down into much smaller areas, even down to village level in order to offer the opportunities for smaller operators in the market to bid for the work in their own area.

The purpose of this market research questionnaire / PIN is to:

- Alert potential suppliers to the upcoming opportunity.
- Invite expressions of interest.
- Gauge market capacity and interest.

Responses will assist the Comhairle in developing its procurement strategy for this requirement.

Confidentiality

All information included in this questionnaire will remain confidential to the local authority involved in this procurement exercise and is for their knowledge only. No information included in this document or in any discussions connected to it will be disclosed to any other party without prior written authorisation.

Introduction and purpose of this document

This documentation provides an overview of the requirement. This information is requested as part of a soft market testing exercise in order to seek:

- the market's views on potential solutions;
- how integrated those solutions are; and
- the level of interest in a future procurement exercise.

The outcome of this process will help to inform the final Procurement Strategy. Potential suppliers are invited to respond to the questions set out below concerning the services to be procured and to provide information about their own organisation.

SECTION TWO – SCOPE

The requirement is for the provision and grounds maintenance across 270 sites in total: 104 in Stornoway, 59 in Lewis, 21 in Harris, 62 in Uist & 24 on Barra. The anticipated contract will cover a range of grounds maintenance activities, including but not limited to:

- Amenity grass cutting
- Hedge and shrub maintenance
- Weed control and spraying
- Litter picking and waste removal

- Maintenance of sports pitches
- Playpark inspections

SECTION THREE - REQUEST FOR INFORMATION FOR SOFT MARKET TESTING PURPOSES.

Response from potential suppliers would be welcomed. No information provided in response to this questionnaire will be used by the Comhairle in assessing suppliers. Potential suppliers will not be prejudiced by any response or failure to respond to this PIN.

Key questions (please complete or reference your responses as indicated):

<p>The tender documents will be published on Public Contract Scotland (PCS) Home - Public Contracts Scotland and PCS-Tender www.publictendersscotland.publiccontractsscotland.gov.uk. Would you register on both sites if you are not already?</p>	<p>Response:</p>
<p>What experience do you have of grounds maintenance and have you previously undertaken the tasks below:</p> <ul style="list-style-type: none"> • Amenity Grass cutting • Hedge and shrub maintenance • Weed control and spraying • Litter picking and waste removal 	<p>Response:</p>
<p>What areas/villages would you be interested in tendering for?</p>	<p>Response:</p>
<p>The Tender will include monthly Playpark Inspections for which a RoSPA Certificate is required. Would you be willing to undertake the 2 day certification course if you do not already have it?</p> <p>RoSPA- Operational Playground Inspection Course (Two-Day)</p> <p>Would this being included in the Specification of the contract be a barrier to you being able to bid?</p>	<p>Response:</p>
<p>The tender will include maintenance of sports pitches. To maintain a sports pitch, Verti-draining will be required. Are you able to carry this out?</p> <p>Would this being included in the Specification of the contract be a barrier to you being able to bid?</p>	<p>Response:</p>
<p>Are there any other comments or observations you would like to make?</p>	<p>Response:</p>

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SECTION FOUR - REQUEST FOR INFORMATION

Question	Response
Company name	
Company address	
Main products/services	
Contact person responsible for responding to this soft market test	
Email	

SECTION FIVE - ADDITIONAL INFORMATION:

The publication of this PIN does not commit the Comhairle to any particular procurement process or to appoint a supplier or to the taking forward of the contract..

Potential suppliers must note that a response to this PIN does not guarantee an invitation to participate in this or any future procurement that the Comhairle may conduct, nor that the Comhairle will procure any such services or accept any proposals offered. Should a notice to tender be published a new expression of interest would be required in accordance with that notice.

Please note that this PIN has been issued by the Comhairle purely as a notification to potential suppliers that the Comhairle is considering procuring these services.

Any procurement of services by the Comhairle and other local authority partners will be carried out strictly in accordance with the Public Contracts (Scotland) Regulations.

The Comhairle reserves the right to amend the scope of its requirements as described in this PIN.

Except for completion of the soft market testing documentation and any associated clarification required, please do not take any further action or contact the Comhairle at this point as no further details will be released until publication of any contract notice and the issue of any tender documentation.

RESPONSE

I would be grateful if you could respond to this request by email at the latest on:

12 noon on Thursday 18 September 2025

Contact

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