



Grounds maintenance tender checklist

For owners corporation committees, strata managers and facilities managers putting a grounds contract to market. Work down the list once and every quote you receive will be for the same job. It pairs with the Kanga tender scope template, which carries the site schedule, the scope matrix and the evaluation sheet.

1. The site schedule, before anyone prices anything

- ☐ **Lawn areas** listed, with a note on whether a ride-on mower can reach each one
- ☐ **Garden beds** listed by location, with the planting type (natives, exotics, mixed)
- ☐ **Every hedge** with a rough length and the height it is kept to
- ☐ **Trees on common property**, with any that are protected by council rules
- ☐ **Paths, driveways and car parks** to be blown down each visit
- ☐ **Bin stores, utility areas and fence lines** that must stay clear
- ☐ **Irrigation**, if any, and who holds the controller
- ☐ **Access facts**: gates, keys or codes, parking, water access, stairs, basement storage, tight side paths

2. The scope, line by line

- ☐ **Mowing**, with the cutting height range and whether clippings are caught or left
- ☐ **Edging and line trimming** along paths, kerbs, fences and beds
- ☐ **Hedge and shrub trimming**, with the number of cuts a year
- ☐ **Garden bed weeding and weed control**, with the method stated
- ☐ **Pruning** up to a stated height, in metres
- ☐ **Litter collection** and blowing down of paths and car parks
- ☐ **Green waste removal**, with the word included written next to it
- ☐ **Seasonal items** that matter on your site, such as autumn leaf collection under deciduous trees
- ☐ **Exclusions named**: tree work above the stated height, irrigation repairs, major mulch renewals, storm damage beyond a defined scale, dumped waste

3. Frequency by season, not a flat weekly visit

- ☐ **Growing season program** (roughly September to April) stated as weekly or fortnightly
- ☐ **Winter program** (May to August) stated as fortnightly or monthly
- ☐ **Hedge cuts** timed to the spring flush and mid to late autumn
- ☐ **One annual figure** asked for, expressed as a fixed monthly fee

4. The paperwork, with the quote and not after the handshake

- ☐ **Public liability insurance** at the level your rules or manager require (commonly \$10M to \$20M), evidenced by a current certificate of currency showing the insurer, the cover and the expiry
- ☐ **ABN and GST status**
- ☐ **Safe work method statements** for the routine tasks

- ☐ **Working with Children Check** where the site involves a school, childcare centre or similar
- ☐ **White Card** where the site sits inside a construction environment
- ☐ **References** from comparable sites
- ☐ **Who attends site:** the owner, employees or subcontractors, and whether it is the same operator each visit

5. Making the quotes comparable

- ☐ A **fixed monthly or annual price** for the defined scope from every tenderer
- ☐ **One GST basis** for everyone, all inclusive or all exclusive
- ☐ **Green waste removal** confirmed in writing as included
- ☐ The **hourly rate for genuine extras** outside the scope, stated now
- ☐ Every tenderer given a **site walkthrough** on the same basis
- ☐ Three comparable quotes against one written scope

6. Contract terms that protect both sides

- ☐ A **twelve month initial term**, long enough to price the seasons honestly, short enough to review
- ☐ An **exit clause** on around 30 days notice for either side
- ☐ An **annual price review** mechanism, so increases arrive as a conversation
- ☐ A **written reporting** expectation, what was done each visit and anything flagged
- ☐ **Re-supply of the insurance certificate** at each renewal
- ☐ A **written quote, approved by the manager**, before any work outside the scope starts

7. Red flags in the responses

- ☐ A quote given **without offering a walkthrough**
- ☐ Reluctance to **put the scope in writing**
- ☐ A price **far below the rest of the field**, usually insurance or green waste missing
- ☐ An insurance certificate that **does not appear within a few days** of being asked for
- ☐ **Vague answers about who attends site**

Practical scoping guidance from the Kanga Gardening guide How to tender a grounds maintenance contract, kangagardening.com.au/insights/grounds-maintenance-tender-guide. It is not legal advice. Owners corporation managers usually hold contract templates that carry these terms properly.

Add Kanga to your tender list

Send the site schedule and the scope, or just the address, to hello@kangagardening.com.au. You get a written scope priced against it, a current \$20M certificate of currency and one fixed monthly figure, usually after a free site walkthrough. South east Melbourne and the Mornington Peninsula.

- \$20M public and products liability
- Police checked
- The same operator every visit
- Established 2020
- Certificate of currency on request