

KANGA GARDENING

GROUNDS MAINTENANCE PROCUREMENT TOOL

Grounds maintenance tender scope template

An editable planning, quote comparison and mobilisation workbook for strata, commercial, industrial, school and institutional sites.

Built for comparable tenders

Give every tenderer the same site schedule, service standards, seasonal expectations, reporting requirements and pricing structure. This makes differences easier to see before appointment.

Prepared by Kanga Gardening

Owner-operated commercial grounds maintenance, Melbourne south-east

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START HERE

How to use this template

1. Complete the site schedule after a physical walk-through. Use separate rows for sites with different access, asset mixes or service windows.
2. Write outcomes that can be inspected. For example, state the acceptable grass height and edge finish instead of using a vague instruction such as keep tidy.
3. Set a base frequency and then record seasonal adjustments. Melbourne growth, leaf fall, heat and rainfall rarely fit one fixed interval all year.
4. Issue the same completed workbook to every tenderer. Ask them to identify assumptions, exclusions, subcontracting and proposed departures.
5. Compare the whole offer, including continuity, reporting, issue escalation, safety systems and mobilisation, not only the headline price.

Important

This is a practical scoping resource, not legal advice or a substitute for your organisation's procurement, safety or contract requirements. Have the final tender and agreement checked by the appropriate adviser.

Tender overview

Organisation	Click or tap here to enter text
Tender title and reference	Click or tap here to enter text
Portfolio or site	Click or tap here to enter text
Contract objective	Describe the condition, presentation and operational outcome required
Proposed term	Start date, initial term, extension options and review dates
Tender contact	Name, role, email and phone

Tender timetable

Stage	Date and time	Method or location	Notes
Tender issued			
Mandatory site walk			
Questions close			
Responses issued			
Submissions close			
Interviews or clarification			
Expected decision			

SECTION 1

Site schedule and operating constraints

Record enough detail for a contractor to price access, travel, equipment, service time and site risk on the same basis.

Site or zone	Address or location	Assets and approximate size	Access and service window	Required presentation outcome

Site-specific information

Access	Keys, codes, permits, security desk, escorts and locked areas
Service windows	Permitted days and hours, quiet periods, peak occupancy and blackout dates
Parking and unloading	Vehicle limits, loading zones, height limits and equipment movement
Utilities	Water points, power, wash-down rules and any restrictions
Sensitive areas	Playgrounds, residents, food areas, public paths, vehicles, windows, waterways and habitat
Known hazards	Traffic, slopes, underground services, fragile surfaces, low branches and restricted areas
Existing issues	Dead plants, irrigation faults, compaction, drainage, pests, erosion, damage or backlog
Client-supplied items	Bins, storage, water, access equipment, consumables or none
Attach a marked plan Number each work zone, lawn, garden bed, hedge, tree, bin point and restricted area. Refer to the same numbers in the scope matrix and pricing schedule.	

SECTION 2

Scope and service standards

Tick inclusions, define the finish and state how completion will be evidenced. Add rows for site-specific assets.

Work item	Included	Service standard or outcome	Base frequency	Seasonal change	Evidence or notes
Mowing and edging	Yes / No	Height range, even finish, clean edges, clippings cleared			
Garden beds and weeds	Yes / No	Weed tolerance, cultivation, soil and mulch presentation			
Hedges and shrubs	Yes / No	Shape, clearance, sightlines and species limits			
Pruning	Yes / No	Clearances, deadwood, growth habit and approval threshold			
Leaf and litter removal	Yes / No	Priority areas, collection and disposal standard			
Paths and hard surfaces	Yes / No	Blow-down, staining limits, trip hazards and debris			
Irrigation visual check	Yes / No	Leaks, broken heads, dry zones and escalation only			
Green waste	Yes / No	On-site bins, removal, recycling and disposal evidence			
Reactive call-outs	Yes / No	Response target, authority limit and approval process			
Indoor plants, optional	Yes / No	Plant register, watering, rotation, drainage and replacements			
Other	Yes / No				

Avoid hidden assumptions

State whether consumables, green-waste charges, fertiliser, mulch, replacement plants, irrigation repairs, elevated work and after-hours attendance are included, excluded or separately approved.

SECTION 3

Melbourne seasonal frequency plan

Use the base contract frequency as a starting point, then record the change or trigger that applies in each season.

Activity	Spring	Summer	Autumn	Winter	Trigger or decision rule
Mowing and edging	Sep to Nov	Dec to Feb	Mar to May	Jun to Aug	Rainfall, growth and turf condition
Weeding					Visible weed threshold or growth stage
Hedge and shrub work					Species, flowering and clearance needs
Leaf and litter removal					Leaf fall, wind and public presentation
Pruning					Plant health, access and approval
Fertilising or soil care					Only if scoped and suitable for site
Irrigation observation					Heat, rainfall and visible stress
Condition reporting					Planned reporting dates
Other					

Frequency wording

Use	Avoid	Why
Fortnightly September to April, three-weekly May to August, adjusted by agreement after prolonged wet or dry conditions.	Regularly during the growing season.	Tenderers can price the same assumed visit count and explain adjustments.
Leaf collection at each scheduled visit, with an additional approved visit if priority paths exceed the agreed presentation threshold.	Keep leaves under control.	The trigger and approval path are visible.
Condition report in March and September, with priority defects escalated within one business day.	Report problems as required.	Timing, format and urgency are defined.

Count the visits

Ask each tenderer to state the annual scheduled visit count used in its price. This exposes quotes that appear cheaper because they assume fewer visits.

SECTION 4

Reporting, communication and quality control

Define what the manager receives, when it arrives and which issues must be escalated rather than left for the next routine visit.

Deliverable	Minimum content	Timing	Delivery method
Visit confirmation	Date, attendance and sites completed	After each visit	Email / portal / other
Service note	Work completed, access issues, photos if useful	After each visit	
Condition report	Asset condition, trends, priorities and recommendations	Quarterly / seasonal / other	
Urgent escalation	Safety, damage, irrigation failure, access or material plant loss	Within ____ hours	Phone plus written record
Quote or variation	Scope, reason, price, timing and effect if deferred	Before work starts	Written approval required
Review meeting	Performance, upcoming season, open actions and budget risks	Monthly / quarterly / other	

Issue severity and escalation

Level	Example definition	Required action	Target response
Urgent	Immediate safety, access, asset-damage or major water-loss risk	Make area safe if authorised, contact nominated person, document	____ hours
Priority	Material presentation or plant-health decline that should not wait for routine review	Record, photograph where useful and recommend action	____ business days
Routine	Normal maintenance item or minor improvement opportunity	Include in service note or next condition report	Next report

Acceptance checks

Inspection method	Who inspects, sample size, photos, walk-through or checklist
Defect notice	How a missed item is reported and acknowledged
Rectification	Reasonable response time by severity and weather conditions
Repeated issues	Review, improvement plan and contract escalation process
Records	Retention, access, privacy and redaction requirements

SECTION 5

Safety, compliance and environmental requirements

Select requirements that actually apply to the site, work and organisation. Do not turn the checklist into a claim that every item is legally required in every setting.

Requirement	Applies	Requested evidence	Tender notes
ABN and legal entity	Yes / No	Evidence or declaration	
Public and products liability	Limit: \$ _____	Certificate of currency	Expiry and exclusions
Workers compensation	If applicable	Policy evidence	
Police Check or WWCC	If site and role require	Current evidence	Confirm exact site rule
White Card	If construction setting requires	Current evidence	
SWMS, JSA or task risk assessment	As required by task and site	Sample plus site-specific method	
Site induction and sign-in	Yes / No	Proposed process	
Incident and near-miss reporting	Yes / No	Procedure and contact path	
Equipment inspection and competence	Yes / No	Register, checks or declaration	
Chemical application	Only if separately scoped	Product, SDS and licensing evidence where required	No unapproved substitution
Subcontractors	Allowed / approval required / not allowed	Identity, insurance and controls	

Environmental and neighbour controls

Topic	Site requirement or limit	Tenderer method
Noise and service hours		
Dust, clippings and debris		
Water use and irrigation faults		
Chemical approval and notification		
Green-waste recovery and disposal		
Habitat, waterways and sensitive planting		

SECTION 6

Tenderer response and pricing schedule

Require a completed response in this structure so inclusions, assumptions and annual service volumes can be compared without reconstructing each quote.

Tenderer	Legal entity, trading name and ABN
Primary contact	Name, role, phone and email
Contract lead	Named person, experience and availability
Service team	Planned team size, continuity and backup arrangements
Subcontracting	Tasks, proposed providers and controls
Method summary	How the tenderer will plan, deliver, inspect and report the work
Proposed departures	List every difference from the issued scope

Comparable pricing

Price component	Monthly excl. GST	Annual or unit rate	Assumed volume	Inclusions and conditions
Scheduled recurring service	\$	\$	___ visits	State GST basis and included sites
Mobilisation or initial reset	\$	One-off		State whether optional or required
Seasonal or condition reports	\$	\$	___ reports	Included / separate
Reactive labour	\$	Per hour / call-out		Minimums and travel
Green waste or disposal	\$			Included allowance or schedule
Materials and plants	\$			Markup, approval and warranty basis
Other	\$			

Assumptions, exclusions and options

Type	Item	Reason or trigger	Price or programme effect
Assumption			
Exclusion			
Optional item			
Proposed departure			

SECTION 7

Evaluation scorecard and clarification record

Set the evaluation method before opening prices. Adjust the example weights to match your organisation's priorities and governance.

Criterion	Weight %	Raw score	Weighted score	Evidence and notes
Scope compliance and service standards	30			
Site understanding and constraints	15			
Method and seasonal planning	15			
Reporting and issue escalation	10			
Safety and applicable compliance	10			
Team capability and continuity	10			
Price and whole-of-contract value	10			
TOTAL	100			
Use evidence, not impressions Record the page, example, response or reference that supports each score. Keep evaluators' notes consistent with the tender rules and your organisation's probity requirements.				

Clarification record

No.	Question or ambiguity	Issued to	Response and date	Scope or price effect
1				
2				
3				
4				
5				

SECTION 8

Mobilisation, handover and first review

Turn the accepted tender into an operational start plan. Confirm the final scope, contacts and records before the first scheduled visit.

Mobilisation item	Owner	Due	Complete	Notes or evidence
Contract and final scope issued	Client			
Certificates and applicable evidence checked	Client			
Site contacts and escalation path confirmed	Both			
Access, keys, codes and permits handed over	Client			
Induction and site walk completed	Both			
Existing condition and defects recorded	Contractor			
Service calendar and blackout dates agreed	Both			
Reporting recipients and format tested	Both			
First service completed and reviewed	Both			
30-day review and open actions closed	Both			

Final appointment record

Appointed contractor	
Approved scope version	
Approved price basis	
Contract start and review	
Client approver	Name, role, date and signature if required
Contractor acceptance	Name, role, date and signature if required
Need a site walk or a comparable grounds-maintenance quote? Kanga Gardening provides owner-operated recurring grounds maintenance across Melbourne's south-east. Call 0406 937 593 or email hello@kangagardening.com.au .	

kangagardening.com.au