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Tender

## **VILLAGE GROUNDS MAINTENANCE CONTRACT**

Chobham Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Published 27 March 2025, 2:34pm

### **Scope**

### **Reference**

Village Maintenance contract CPC

### **Description**

#### **VILLAGE GROUNDS MAINTENANCE CONTRACT**

This contract is made between Chobham Parish Council (the Council) and (the Contractor) for the maintenance of Chobham Village Grounds.

Period of Contract - the contract shall be in force for a period of three years, commencing on 1st June 2022 and ceasing on 31st May 2025.

Specification of work - details of the work to be completed under this contract is shown in Appendix A.

Hours of maintenance work -The maintenance work must be undertaken between the hours of 8.00am and 6.00pm Monday to Friday and must not take place on Saturdays, Sundays, or Bank Holiday Mondays, unless agreed with the Clerk due to exceptional

circumstances. All work should be carried out with the minimum noise and disturbance to the public.

Execution of work - the contractor shall be required to carry out and complete the specified work within the general horticultural/ agricultural practices. The Council expects the Contractor at all time to undertake the highest standards of customer care when dealing with the general public. The Contractor shall use only approved weed killers and fertiliser and provide the Parish Administrator with the COSH paper work.

Managements of contract - the Parish Administrator is responsible for overseeing the day to day management of the contract.

Risk Assessments - the Contractor shall complete risk assessments schedules for the works as required by the Parish Council.

Equipment - the Contractor shall provide his own equipment and ensure that all machinery is maintained in good working order at all times. The maximum acceptable breakdown period in respect of mechanical breakdown will be 48 hours.

Standard of grass cutting - all grass must be cut cleanly and evenly, to the same height on each site without damaging the existing surface. Mowing must take place on the full area of the grass at the site, up to the paving, fencing and any other boundaries.

Frequency of grass cutting - grass cutting is to be undertaken weekly during the growing season (April - September) as per specification. Flexibility is allowed for fewer cuts when the weather is hot, on the basis that these cuts may be held over and undertaken during wetter period.

Repair of damage - should the Contractor cause any damage to Council property he must reinstate and make good any damage to the satisfaction of the Council. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Staff and Supervision - the Contractor shall ensure that at all times during the contract period, all Staff of the Contractor are properly supervised and act in accordance with the Health and Safety at Work Act of 1974 and any other acts, orders, regulations and codes of practice relating to health and safety which may apply. The Council shall request that any employee of the Contractor whose behaviour or actions is considered to be unsatisfactory, shall be removed from the contract.

Insurance - throughout the period of the contract, the Contractor shall hold Public Liability Insurance and Employers Liability Insurance (if applicable). A copy of these policies should be given the Clerk annually.

Non- completion of works - if the Contractor shall omit or fail to perform any part of the work in accordance with the specification, the Council shall require the Contractor to complete the work within 24 hours.

Breach of contract - the Council will make a written complaint to the Contractor for omission or failure to complete the specified work to a satisfactory standard. Should the Contractor receive more than two written complaints, a meeting between the Council and the Contractor shall take place to discuss appropriate remedial actions. The Council reserve the right to terminate the contract giving one months' notice if the Contractor continues to breach the contract after the meeting with the Council has taken place.

Termination of the contract - either party may terminate the Contract by giving three months' notice in writing.

Payment - the Contractor shall submit invoices to the Council on a monthly basis in arrears. The Council shall pay the Contractor's invoice within 30 days of the date of invoice

## **Commercial tool**

Establishes a framework

### **Total value (estimated)**

- £24,000 excluding VAT
- £28,800 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 June 2025 to 31 May 2028
- 3 years

## **Main procurement category**

Services

## **CPV classifications**

- 77314000 - Grounds maintenance services

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Framework**

### **Maximum number of suppliers**

Unlimited

## **Maximum percentage fee charged to suppliers**

0%

## **Framework operation description**

Section A: CHURCHYARD surrounding St Lawrence Church in Chobham High Street GU24 8AA

Area/task Requirement Timing Other notes

Grass Close cut mowing avoiding damage to headstones and similar structures

Cuttings can be left if grass less than 2inches/5cm.

Cut and clear if grass more than 2 inches/5cm 1st April to 30th September: Once a week

1st October to 31st March: mow when the grass reaches 2 inches/5cm

To strim around trees, headstones and similar structures avoiding damage.

1st April to 30th September: Once a week

1st October to 31st March: mow when the grass reaches 2 inches/5cm

Trees and Shrubbery

Clear undergrowth under the trees Once a month Be careful not to damage the spring bulb growth

Tidy shrubbery. Clear rubbish and weeds Once a month

Remove fallen branches

As necessary Report incidents to parish office

Parking area and paths Sweep and clear away debris to maintain a tidy appearance.  
Weekly

Apply approved moss and weedkiller Once a year

Provide COSHHA paperwork As required

Cut back path edges Once a year

Paved path to be treated with Qualgex or suitable approved chemical Twice a year

Provide COSHh paperwork As required

Litter Clear all litter from the area and empty litterbins. Remove arisings from site. Once weekly Report excesses and incidents to the Parish clerk

Section B: BENHAMS CORNER, green area at junction of Vicarage Road and High Street, Chobham GU24 8LY, & CANNON CORNER, small green and war memorial at High Street Chobham

Area/task Requirement Timing Other notes

Grass

Close cut mowing

Cuttings can be left if grass less than 2inches/5cm.

Cut and clear if grass more then 2 inches/5cm 1st April to 30th September: Once a week

1st October to 31st March: mow when the grass reaches 2 inches/5cm

Cut path edges in line with natural boundaries and pathways

Once a year

Paths Sweep and clear away debris to maintain a tidy appearance

Weekly

Apply approved moss and weedkiller Twice a year

Apply Qualgex biocide or suitable alternative to brick paths to control algae Twice a year

Provide COSHh paperwork As required

Trees, Hedges & Shrubbery

Clear and remove leaves Weekly in Autumn and as needed throughout the rest of the year

Remove fallen branches As and when occurring Report incidents to the Clerk.

Cut beech hedge adjacent to museum Twice a year in July and November.

Maintain the flower bed at Benhams Corner which runs along the side of the path by the wall, keeping it weed free and trimming back plants to keep the path clear At all times

Bus Shelter Clear leaves and ivy As and when occurring

War memorial Yew bushes to be cut Twice a year in July and early November (in the week before Remembrance Day).

War Memorial for the week before Remembrance Day and afterwards

Ensure area immediately adjacent is neat and tidy.

In addition to regular mowing, the grassed area to be mown and grass clippings removed in the week before Remembrance Day. Annually

Remove tributes placed on Remembrance Day As they deteriorate, but no later than 1st March of the following year

High Street Poppies Poppies to be put up on High Street lampposts during the last week in October and taken down by the end of the first week of December every year Annually

Section C: THE LEAT, High Street, Chobham

Weekly maintenance

Area/task Requirement Timing Other notes

Grass verge To cut grass on the verge on the top of the bank. Leave a neat and well-cut finished Weekly

Bankside To strim edge of the bank overhanging the waterway to the leading edge Weekly

General To clear all leaves from the site

To remove suckers from base of trees Weekly

As required

Section D: VALLEY END WAR MEMORIAL, Valley End Road, Valley End, Chobham,

GU24 8TD, opposite St Saviour Church

JUBILEE MOUNT, Chobham Common, access off Staple Hill.

VALLEY END WAR MEMORIAL

Area/task Requirement Timing Other notes

Grass

Close cut mowing

Cuttings can be left if grass less than 2inches/5cm.

Cut and clear if grass more than 2 inches/5cm 1st April to 30th September: Once a week

1st October to 31st March: mow when the grass reaches 2 inches/5cm

To strim around the posts and ditch during the dormant period, from October to March, to maintain a tidy appearance When over 2 inches/5cm high

Paths Sweep and clear away debris to maintain a tidy appearance Weekly

In addition to regular mowing, the grassed area to be mown and grass clippings removed in the week before Remembrance Day. November

Apply Qualgex biocide or suitable alternative to brick paths to control algae Twice a year

Any litter to be removed from the War Memorial site As needed

Remove tributes placed on Remembrance Day As they deteriorate, but no later than 1st March of following year

JUBILEE MOUNT

To mow grass areas and leave cuttings in situ Annually at the end of September

### **Award method when using the framework**

Either with or without competition

## **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **This procurement is reserved for**

Suppliers from Surrey

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Tender submission deadline**

9 May 2025, 11:59pm

### **Submission address and any special instructions**

Chobham Parish Council

Station Road

Chobham

GU24 8AJ

email [admin@chobhamparishcouncil.org](mailto:admin@chobhamparishcouncil.org)

## **Tenders may be submitted electronically**

No

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## **Award criteria**

AWARD CRITERIA: the following weightings will be applied

Experience of public ground maintenance contracts - two references required 50%

Value for money - 30%

Local contractors - 10 miles radius from Chobham 20%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

CPC Village Maintenance 2025-2028.docx

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## **Contracting authority**

### **Chobham Parish Council**

- Public Procurement Organisation Number: PYPP-5317-VXRD

Chobham Pavilion, Chobham Recreation Ground, Station Road

Chobham, Woking

GU24 8AJ

United Kingdom

Contact name: Vikki Dawson

Email: [admin@chobhamparishcouncil.org](mailto:admin@chobhamparishcouncil.org)

Website: <https://chobhamparishcouncil.org/>

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government