

CHOBHAM PARISH COUNCIL

Chobham Burial Committee

Burial Ground Maintenance Contract 2024-2027 | Tender Information

SUMMARY

A 3-year contract for the maintenance of Chobham Burial Ground, starting 1st November 2024.

The Burial Ground behind Chobham High Street and St Lawrence School is a lawned cemetery. The contract includes grass cutting, hedge cutting and general maintenance. The ground is in two areas - an established burial ground, which requires close maintenance, and a further area for expansion, which currently requires rough cut mowing. Public ground maintenance experience is essential.

CLOSING DATE

Friday 18th October 2024, 1pm. All tenders should be returned by hand or post in a sealed envelope to:
The Parish Office, Parish Pavilion, Chobham Recreation Ground, Station Road, Chobham, GU24 8AJ

Please mark the envelope clearly **Burial Ground Maintenance Contract**.

Emails will not be accepted. If delivering by hand, there is a parish office post box on the front of Chobham Parish Pavilion.

CONTRACT GUIDE VALUE: £21,000 - £36,000 (over 3 years)

TO BE INCLUDED WITH TENDER

- At least two references to demonstrate experience and quality of work in public grounds maintenance.
- A copy of your current Public Liability insurance.

GENERAL REQUIREMENTS

The contractor must take all necessary measures to comply with the requirements of the Health and Safety Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety which may apply.

AWARD CRITERIA AND SCORING

The following weightings and range of scores will be applied as part of the decision-making process.

- **Experience** of public ground maintenance contracts, two references required – maximum 40% of score
Scoring between 0 and 4.
- **Value for money** – maximum 30% of score
Scoring between 0 and 3, lowest to highest starting with 3 for lowest prices.
Prices may be put in ranges.
- **Local contractors** – 30% of score
- Contractors within 10-mile radius of Chobham will score 3 points.

CONTACT DETAILS

Vikki Dawson, Administrator

01276 856633

admin@chobhamparishcouncil.org

www.chobhamparishcouncil.org

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BURIAL GROUND MAINTENANCE CONTRACT 2024-2027

SPECIFICATIONS

Established burial ground (marked green on map)

Area	Requirement	Timing	Other Notes
Grass	Close cut mowing.	Once a week between April to September. From October to end of March to maintain a tidy appearance; grass must be cut before it reaches a height of 5cm / 2 inches.	Grass clippings to be collected and removed from the site for disposal. Be particularly careful to avoid damage to gravestones and trees.
Grass	Strim between and around headstones.	Once a week between April to September. From October to end of March to maintain a tidy appearance; grass must be cut before it reaches a height of 5cm / 2 inches.	Be particularly careful to avoid damage to gravestones and trees ensuring that stones are clear of any grass trimmings.
Grass	Cut path edges in line with natural boundaries and pathways.	Once a year between March and April	
Graves	Remove dead flowers, and other debris, being sensitive to new burials.	Every week, on a set day to be agreed with the Burial Committee	As a lawned cemetery, no tributes should be allowed outside the immediate area of the headstone.
Graves	Build up and/or level surfaces and repair or replace turf.	Twice a year in September or October and March or April	The first year after the interment date is the funeral director's responsibility
Discarded Floral Tributes and Debris	To be removed from the site.	Every week, on a set day to be agreed with the Burial Committee	
Litter	Clear all litter from the area, empty litter bins and remove Report excesses and incidents to the Clerk.	Every week, on a set day to be agreed with the Burial Committee	
Entrance, Car Park and Paths	Clear debris, rake and level uneven shingle.	Every week, on a set day to be agreed with the Burial Committee	
Entrance, Car Park and Paths	Keep pathways clear of weeds with a suitable weed killer.	Twice a year, spring and autumn	

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Area	Requirement	Timing	Other Notes
Hedges - holly on northern and eastern boundaries	Cut back hard all holly hedges - top and side, removing clippings. Hedge to be cut & kept at 6ft. Should be cut back hard to previous year's growth.	Once yearly between July and August.	
Hedge – central hornbeam in line between established and new areas of the cemetery	Clear all weeds from the hedge as it becomes established, remove all debris Trim top and sides, maximum height 4ft, maximum width 2ft Remove all clippings	Monthly Yearly between July and August	
Western boundary Trees	Clear underneath trees, remove all weeds, leaves and debris	Monthly	
Leaves	Clear and remove.	In Autumn on a weekly basis	
Benches	Clean and apply Teak Oil.	In Spring or when required.	
Signage	Clean and ensure signage remains visible at all times.	Twice yearly as advised by the Administrator	

Extension area – new part of cemetery (marked pink on map)

Area	Requirement	Timing	Other Notes
Grass area within paths	Rough cut mowing	6 times between April to September, and as and when necessary to maintain a tidy appearance at other times. Grass must be cut before it reaches a height of 8cm / 3inches/.	Grass clippings from this area are always to be collected and removed from the site for disposal.

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Grass area on top western boundary	Rough cut /strim area under the tree, from western boundary and path of new cemetery	6 times between April to September, and as and when necessary to maintain a tidy appearance at other times. Grass must be cut before it reaches a height of 8cm / 3inches.	Grass clippings may be left in situ on the grass in this western boundary area unless the grass has become too long (over 8cm / 3inches), when the clippings should be collected and removed from the site.
Grass area on southern boundary	Rough cut /strim area south of the bottom path on southern boundary	6 times between April to September, and as and when necessary to maintain a tidy appearance at other times. Grass must be cut before it reaches a height of 8cm / 3inches.	Grass clippings may be left in situ on the grass in this area unless the grass has become too long (over 8cm / 3inches), when the clippings should be collected and removed from the site.
Queens Hedge (semi circular hedge on western boundary)	Cut back the hedge - top and side, removing clippings. Hedge height to be cut and kept at 6ft. Clear all weeds from the hedge as it becomes established, remove all debris	Once yearly between July and August.	
Hedge along western, eastern and southern boundaries	Clear all weeds from hedges as they become established, remove all debris Trim top and sides and removing all clippings. Hedge height to be kept at 6ft.	Monthly Yearly by end of December	
Should the Council start to make interments in the new part of the cemetery (marked in pink on map) during the 3 year contract period, we would expect the contractor to maintain this area of the cemetery as specified for the established cemetery (marked green on the map).			

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The contractor is expected to competitively quote for other cemetery work that may arise including laying down, burying and repairing unstable memorials, sourcing and distributing additional shingle etc

IMPORTANT TO NOTE

- The contractor to provide their own machinery and tools.
- All arisings to be removed from the Cemetery immediately.
- The contractor must hold the relevant insurances required for works to public grounds and for their own staff.
- The contractor to take all necessary measures to comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety which may apply.
- The contractor to notify the Administrator immediately in the event of any incident occurring on the Burial Ground where that incident causes any personal injury or damage to property.
- The contractor to advise the Administrator of difficulties in completing any part of the specification.
- The contractor must be prepared to meet the Administrator/Councillors on site to discuss any issues they may have.

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ACCESS TO THE SITE

The Burial Ground and car park is accessed down a lane leading off the west side of Chobham High Street, between Nos 53 and 57 (Ella Rose and Melita boutiques) GU24 8AF.