

CHOBHAM PARISH COUNCIL hereby invites tenders for a 3-year contract for maintenance of six village green spaces in Chobham
THE CHURCHYARD / BENHAMS CORNER / CANNON CORNER / THE LEAT / VALLEY END WAR MEMORIAL/ JUBILEE MOUNT

1. CONTRACT START DATE

1ST June 2022

2. CONTRACT DURATION

3 years – ends 31st May 2025

3. TENDER CLOSING DATE

Friday 22nd April 2022, 1pm

All tenders should be returned by hand or post in a sealed envelope.

Please mark the envelope clearly **Village Green Spaces Tender, April 2022**

Emails will not be accepted

4. TO BE INCLUDED WITH TENDER

- References for two similar contracts that you hold or have undertaken in Surrey.
- A copy of your current Public Liability insurance.

5. GENERAL REQUIREMENTS

The contractor must:

- a. Hold the relevant insurances required for works to public grounds and for their own staff
- b. Hold appropriate qualifications, licences and certification to undertake the work specified in the schedule.
- c. The contractor to 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. The contractor should hold a waste carrier's licence.
- d. The contractor to notify the Clerk or Deputy Clerk immediately in the event of any accident which causes any personal injury or damage to the property.
- e. All Arisings, including litter, to be removed from all sites
- f. Provide their own machinery and tools.

A checklist will be supplied by the Administrator for contractor to confirm work started and/or completed each month

6. AWARD CRITERIA: 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 50%, maximum 50% of score
Scoring between 0 and 5
- **Value for money** – maximum 30% of score
Scoring between 0 and 3
- **Local contractors**, 10 miles radius from Chobham, score 2 points, 20% of score

7. VALUE over three years of the contract: minimum £18,000 to maximum £24,000 (prices ex VAT)

CONTACT DETAILS –

Please return tenders by post or hand to this address

Chobham Parish Council Office

Parish Pavilion

Recreation Ground

Station Road

Chobham

GU24 8AJ

Annette Barber/Jennifer Britt

01276 856633 | admin@chobhamparishcouncil.org

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	1 st April to 30 th September: Once a week 1 st October to 31 st March: mow when the grass reaches 2 inches/5cm	
	To strim around trees, headstones and similar structures avoiding damage.	1 st April to 30 th September: Once a week 1 st October to 31 st 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 COSHH 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 than 2 inches/5cm	1 st April to 30 th September: Once a week 1 st October to 31 st 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	Weekly	
	To remove suckers from base of trees	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	1 st April to 30 th September: Once a week 1 st October to 31 st 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	
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