

CHOBHAM RECREATION GROUND CHARITABLE TRUST

Contract for weekly maintenance and inspection of All-Weather Games Court, 2019-2022

Tender details and contract schedule

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

Information from: Annette Barber/Jennifer Britt

01276 856633 | admin@chobhamparishcouncil.org

See our website for information about other current tender opportunities. www.chobhamparishcouncil.org

1. CONTRACT START DATE 1ST June 2019

2. CONTRACT DURATION 3 years – ends 31st May 2022

3. TENDER CLOSING DATE 19TH April 2019 All tenders should be returned by hand or post in a sealed envelope. Please mark the envelope clearly Tender No3, April 2019, CRGCT. Also mark with the references for any other contracts you are tendering for. Emails will not be accepted.

4. TO BE INCLUDED WITH TENDER • References for 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. 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. d. Notify the Clerk or Deputy Clerk immediately in the event of any accident which causes any personal injury or damage to the property. e. Remove arising from site as specified. f. Provide their own machinery and tools. A checklist will be supplied by the Administrator for contractor to confirm work completed each week (template provided for information)

6. 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%

Requirement	Timing	Other notes
Inspect general condition of pitch, including seams	Once a week	The games court is used daily.
Pick up litter and remove leaves and other debris	Once a week	The weekly inspection by the contractor is a vital part of ensuring that the court is fit for play at all times.
Drag brush the carpet	Once a week	
Check fencing around the court, reporting defects as identified	Once a week	Faults should be reported immediately to the parish office
Clean the brushes and entrance mat	Once a week	
Check goal posts and nets, reporting defects, such as missing bolts or the posts not being secured.	Once a week	
Complete weekly checklist to confirm tasks and inspection completed	Once a week	
Repair minor irregularities by application of approved sand, specification to be supplied to the Clerk before application		
Pull weeds and apply moss treatment	Check weekly. Pull weeds as they appear and apply moss treatment as required.	
Supply COSHH paperwork	For every treatment	