



Invitation to Tender

Maintenance of Highway Garden Sites

Contract Period: 01 April 2027 – 31 March 2030

1. Introduction

Claygate Parish Council invites suitably qualified contractors to submit tenders for the maintenance of six highway garden sites within Claygate.

The contract covers routine grass cutting, shrub maintenance, weed control, litter clearance and associated horticultural maintenance in accordance with the attached Specification for Maintenance of Claygate Highway Garden Sites (Schedule 1).

The Council seeks a contractor who can provide a reliable, high-quality service, maintain attractive public spaces.

2. Contract Area

The contract comprises the following sites (see attached Site Location Plan – Schedule 2):

1. The Green
2. St Leonard's Road
3. Firs Verge, Hare Lane [a Blue Heart site]
4. Church Road Recreation Ground Entrance
5. The Causeway / Fee Farm Road
6. Coverts Road / Foley Road [a Blue Heart site]

The attached Specification (Schedule 1) details all maintenance requirements and frequencies.

3. Contract Term

The proposed contract term is:

Three years commencing on:

01 April 2027

with an option for the Parish Council to extend for up to **two additional periods of one year**, subject to satisfactory performance and annual review.

Maximum contract duration: **Five years**.

4. Scope of Services

The successful contractor will be required to provide:

- Grass cutting and edging.
- Strimming where appropriate.
- Weed removal.
- Shrub pruning and maintenance.
- Litter and debris clearance.
- Maintenance of sightlines and pedestrian access.
- Reporting of plant failures, vandalism and safety concerns.

The full requirements are set out in the attached Specification.

Replacement planting is excluded from the annual contract price and will only be undertaken when instructed by the Council as additional work.

5. Site Visits

Tenderers are strongly encouraged to inspect all sites before submitting a tender.

The Council will assume that tenderers have satisfied themselves regarding:

- site conditions;
- access arrangements;
- extent of vegetation;
- workload involved; and
- any constraints affecting delivery of the service.

No additional payments will be made due to lack of familiarity with the sites.

6. Contractor Requirements

Tenderers shall demonstrate:

Experience

Experience of:

- grounds maintenance;
- horticultural maintenance;
- grass cutting;
- shrub management; and
- working in public spaces.

Insurance

The successful contractor shall maintain:

- Public Liability Insurance of not less than £5 million.
- Employers' Liability Insurance of not less than £10 million (where applicable).

Evidence of insurance must be supplied prior to contract award.

Health and Safety

The contractor shall:

- comply with all current Health and Safety legislation;
- provide trained and competent operatives;
- ensure appropriate PPE is worn; and
- undertake work safely in public areas.

Waste Disposal

The contractor shall be responsible for lawful disposal or recycling of all waste arising from the contract.

7. Performance Standards

The Council expects:

- work to be carried out to a high horticultural standard;
- sites to be left clean and tidy after each visit;
- prompt communication regarding issues requiring attention;
- timely completion of work schedules; and
- professional behaviour when working in public areas.

The successful contractor will be required to provide a brief monthly report detailing:

- dates attended;
- work undertaken;
- issues requiring Council attention.

8. Pricing Schedule

Tenderers are requested to provide:

Annual Fixed Price

A fixed annual sum to deliver the specification including VAT if applicable.

Price Review

The annual contract sum shall be adjusted each 1 April by the percentage change in Consumer Prices Index (CPI) published by the Office for National Statistics over the preceding 12-month period.

Any increase shall apply only to the annual contract price and shall not take effect without written confirmation from the Council.

Additional Works Rates

The Contractor is requested, in the Contract, to provide rates for additional work.

9. Tender Submission

Tenders should include:

1. Company name and contact details.
 2. Relevant experience and references.
 3. Details of personnel who will undertake the work.
 4. Evidence of insurance.
 5. Completed pricing schedule.
 6. Any proposed qualifications or assumptions.
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10. Evaluation Criteria

Tenders will be evaluated using the following criteria:

Criteria	Weighting
Price	60%
Relevant experience and competence	20%
Quality of proposed service	15%
Environmental practices and waste management	5%

The Council does not undertake to accept the lowest priced tender.

11. Proposed Timetable

Stage	Date
Invitation to Tender issued	01 Sept 2026
Tender submission deadline	07 Oct 2026
Tender evaluation	15 Oct 2026
Council Decision	12 Nov 2026
Contract commencement	1 April 2027

12. Submission Address

Tenders should be submitted by email to:

The Parish Clerk

Claygate Parish Council

Email: clerk@claygateparishcouncil.gov.uk

13. Council Reservation of Rights

Claygate Parish Council reserves the right to:

- accept or reject any tender;
- seek clarification of submitted tenders;
- negotiate with one or more tenderers;
- discontinue the procurement process at any time; and
- not award a contract.

Tenderers will bear their own costs associated with preparing and submitting a tender.

Attachments:

1. Specification for Maintenance of Claygate Highway Garden Sites [Schedule 1]
2. Site Location Plan [Schedule 2]



Highway Garden Sites Maintenance Agreement

1. Parties

This Agreement is made on _____ 2027 between:

Claygate Parish Council of Village Hall, Church Road, Claygate, Surrey KT10 0JP ("the Council")

and

[Contractor Name and Address] ("the Contractor").

2. Term

This Agreement shall commence on **1 April 2027** and continue until **31 March 2030**, unless terminated earlier in accordance with this Agreement.

Extensions: 2 x one year at the Council's discretion. The maximum contract term is 5 years.

3. Services

The Contractor shall maintain the Highway Garden Sites in accordance with the specification contained in **Schedule 1**.

The Contractor shall:

- provide all labour, tools, machinery and equipment;
 - carry out the services with reasonable skill and care;
 - comply with all relevant health and safety legislation;
 - leave all sites clean and tidy after each visit;
 - promptly report any safety concerns, damage or vandalism to the Council.
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4. Payment

The Council shall pay the Contractor:

£_____ per annum (plus VAT where applicable)

The annual contract sum shall be adjusted each 1 April by the percentage change in Consumer Prices Index (CPI) published by the Office for National Statistics over the preceding 12-month period.

Payment shall be made within 30 days of receipt of a valid invoice.

The Contractor may invoice:

- monthly; or
- quarterly,

as agreed between the parties.

5. Insurance

The Contractor shall maintain throughout the contract:

- Public Liability Insurance of not less than £5,000,000; and
- Employers' Liability Insurance of not less than £10,000,000 (where required by law).

Evidence of insurance shall be provided annually upon request.

6. Additional Works

Additional work shall be charged at the rates agreed in writing before the work commences, using as a basis, the following data:-

Please provide the following hourly rates:

Item	Rate
Grounds Maintenance Operative	£_____ per hour (exc VAT)
Additional Labourer	£_____ per hour (exc VAT)

The tendered additional-work rates form part of the Agreement.

7. Defects and Complaints

If the Council considers that any work has not been carried out in accordance with the specification, it shall notify the Contractor.

The Contractor shall rectify the issue within a reasonable period, normally within 7 days of notification. Persistent failure to rectify an issue constitutes a breach of the Agreement.

8. Termination

Either party may terminate this Agreement after the end of **year one** by giving not less than **three months' written notice**.

The Council may terminate the Agreement immediately where the Contractor:

- commits a serious breach of the Agreement;
 - fails to maintain the required insurance;
 - becomes insolvent; or
 - repeatedly fails to carry out the services satisfactorily.
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9. Liability

The Contractor shall be responsible for any loss, damage or injury caused by its negligence or the negligence of its employees or subcontractors.

Neither party shall be liable to the other for indirect or consequential losses.

Nothing in this Agreement shall exclude liability for death, personal injury, fraud or any liability which cannot lawfully be excluded.

10. Disputes

Any dispute arising under this Agreement shall first be discussed between the Contractor and the Parish Clerk and / or the Chair of the Environment, Highways and Transport Committee to reach an amicable resolution. If the dispute cannot be resolved the matter will be dealt with in accordance with the Council's Complaints Procedure.

11. Entire Agreement

This Agreement, together with Schedule 1 [Specification] and Schedule 2 [the Site Location Plan], constitute the entire agreement between the parties.



HIGHWAY GARDEN SITES MAINTENANCE SPECIFICATION

1. Sites Included

The Contractor shall maintain the following sites:

- The Green
- St Leonard's Road (Youth Club Bus Stop)
- The Firs Verge, Hare Lane (Blue Heart site)
- Church Road Recreation Ground Entrance
- Causeway / Fee Farm Road
- Coverts Road / Foley Road (Blue Heart site)

2. General Requirements

The Contractor shall:

- Provide all labour, vehicles, machinery, tools and materials necessary to carry out the routine work.
- Comply with all applicable Health and Safety legislation.
- Ensure all operatives are suitably trained, competent and equipped for the work undertaken.
- Wear appropriate personal protective equipment.
- Remove all waste, litter, debris and arisings from site unless otherwise agreed and dispose of waste responsibly.
- Carry out all work in a safe manner with minimum disruption to residents and road users, keeping sites safe while work is undertaken.
- Report any damage, defects, vandalism, dead plants, tree defects or public safety concerns promptly to the Parish Clerk.
- Repair, at the Contractor's expense, any damage caused through its operations.
- Submit a brief monthly report showing dates attended, works completed and any issues requiring attention.

For the purposes of this specification, "the Clerk" includes any authorised representative of Claygate Parish Council.

3. Grass Cutting

General

Grass shall normally be cut every two weeks during the growing season (normally April to October), unless otherwise instructed by the Council.

For Blue Heart sites grass should be mown in accordance with the prevailing guidelines. [Currently, 2026, this means [1] an annual cut at the end of the season in September/October, with cuttings to be removed to reduce soil fertility to encourage wildflowers and [2] a regular 0.5m framing cut at the edge of the site to maintain a managed look – with cuttings to be removed].

Before mowing, the Contractor shall remove significant litter, debris and other objects that may present a hazard.

Grass shall:

- Be cut evenly.
- Be maintained between 25mm and 50mm in height.
- Be cut up to obstacles, edges and boundaries.
- Have edges trimmed where adjoining planted beds and hard surfaces.
- Be left in a neat and presentable condition.

The Contractor shall remove grass clippings from paths, roads and other hard surfaces following each cut.

Any damage caused during maintenance operations shall be reported immediately and repaired at the Contractor's expense.

Bulb Areas

Areas containing spring bulbs shall not be cut until at least six weeks after flowering has finished and foliage has naturally died back.

Strimming

Grass around obstacles, signs, trees and street furniture shall be maintained to the same standard and frequency as surrounding grass areas. Care shall be taken not to damage plants, trees or structures.

4. Shrub and Bed Maintenance

Routine maintenance shall be carried out once each month.

The Contractor shall ensure planted areas remain:

- Tidy and attractive.

- Free from litter and debris.
- Free from weed growth.
- Free from dead or diseased plant material.

Weed Control

The Contractor shall inspect all planted beds and landscaped areas during each monthly maintenance visit and keep them free from weed growth.

Weeding Methods

- Weeds shall normally be removed by hand, hoe or fork.
- Docks, nettles, brambles and other perennial weeds shall be removed with roots wherever reasonably practicable.
- Strimming shall not be used as a method of weed control within planted beds, except with the prior agreement of the Parish Clerk.
- Care shall be taken to avoid damage to shrubs, bulbs, ground cover plants and tree roots.

Mulched Beds

- Where mulch is present, weeds shall be removed by hand.
- Any disturbed mulch shall be reinstated on completion of the work.
- Any significant loss or deterioration of mulch observed during maintenance visits shall be reported to the Parish Clerk.
- The replacement of mulch is not included within the Contract unless specifically instructed by the Council as an additional item of work.

Herbicides

- Routine weed control shall be undertaken without herbicides wherever practical.
- Herbicides may only be used where hand weeding is ineffective or impractical and only with the prior approval of the Parish Clerk.
- Any herbicide application must comply with current legislation and manufacturer instructions.

Pruning

Shrubs shall be pruned as necessary to:

- Maintain health and vigour.
- Maintain shape and appearance.
- Encourage flowering.
- Prevent encroachment onto roads, paths and grassed areas.
- Maintain visibility and public safety.

Pruning shall be carried out in accordance with good horticultural practice and the existing planting requirements.

Plant Health

Dead, diseased or badly damaged plants shall be reported to the Parish Clerk. Replacement planting is excluded from the annual contract price and will only be undertaken when instructed by the Clerk as additional work.

Where pest or disease treatment is required, it shall only be undertaken with the approval of the Council and in accordance with current legislation and manufacturers' guidance.

5. Litter and Debris Clearance

At every visit the Contractor shall:

- Remove litter, leaves and debris.
- Remove broken glass and hazardous objects.
- Inspect grassed areas, planted beds and hard surfaces.
- Leave all areas clean, tidy and safe.

All collected material shall be removed from site and disposed of responsibly.

6. Site-Specific Requirements

The Green

- Grass cut fortnightly during the growing season.
- Flower bed edges maintained.
- Weeds removed.
- Ivy growth beneath trees removed.

St Leonard's Road

- Shrubs pruned as necessary.
- Weeds removed.

The Firs Verge – Blue Heart site

- Grass cut three times each year:
 - after spring bulbs have died back;
 - early July;
 - October.
- Vegetation thinned where necessary to maintain visibility.
- Shrubs cut back from sight lines.

- A minimum clearance height of 2.4 metres to be maintained above pedestrian routes.
- Tree surgery requirements to be reported to the Clerk.

Church Road Recreation Ground Entrance

- Shrubs maintained in a tidy condition.
- Bed kept weed free.
- Soil lightly cultivated as required.

Causeway / Fee Farm Road

- Grass cut fortnightly.
- Bed edges maintained.
- Weeds removed.

Coverts Road / Foley Road – Blue Heart site

- Grass cut three times each year:
 - after spring bulbs have died back;
 - early July;
 - October.
- Bed edges maintained.
- Weeds removed.

7. Reporting and Notifications

At every attendance the Contractor shall inspect the site and notify the Clerk promptly of:

- Vandalism.
- Safety concerns.
- Dead or dying plants.
- Significant pest or disease problems.
- Tree defects.
- Damage to Council property.
- Any issue likely to affect public safety.

8. Standard of Service

The Contractor shall maintain all sites throughout the contract period in a safe, tidy and presentable condition and carry out all works with reasonable skill, care and professional competence.



SCHEDULE 2: Map of Claygate Showing the 6 Sites Maintained by Claygate Parish Council & Blue Heart Sites