NUTFIELD PARISH COUNCIL (NPC), ON BEHALF OF THE NUTFIELD BURIAL BOARD (NBB) CEMETERY/WOODLAND BURIAL AREA (WBA) GROUNDS MAINTENANCE CONTRACT

2026 - 2030 (1 plus 3-year contract)

NUTFIELD PARISH COUNCIL

CEMETERY/WBA GROUNDS MAINTENANCE CONTRACT

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NUTFIELD PARISH COUNCIL

1 - CEMETERY GROUNDS MAINTENANCE CONTRACT - INVITATION TO TENDER

1. Nutfield Parish Council ("the Council") on behalf of the Nutfield Burial Board, hereby invites tenders for the carrying out of the Service of Grounds Maintenance in accordance with the Contract documents attached, which comprise of: -

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
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2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Cemetery Manager by no later than two weeks before the closing date.

4. The tender shall be submitted on the 'Form of Tender' attached at **Appendix E**.

5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.

6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

7. Please note that Nutfield Cemetery is split into a traditional cemetery and a Woodland Burial Area (WBA) (consisting of woodland and a small meadow).

8. If having examined the tender documents you wish to submit a tender you should: -

   (a) Fully complete and return the following documents:

Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration

   (b) **Return tenders and all related documents by 5pm on Friday 17th January 2026.**

   Tenders received after this deadline will not be considered.

   (c) **Please note that the package containing the tender must be clearly marked "Tender for cemetery grounds maintenance" on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.**

Appendix A

NUTFIELD PARISH COUNCIL

CEMETERY/WBA GROUNDS MAINTENANCE CONTRACT

STANDARD CONDITIONS OF CONTRACT

Contract Documents
The Contract Documents will comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration
Appendix G	Evaluation

Officer
The Officer will be the Cemetery Manager on behalf of the Parish Council.

Extent of Work
Generally, the work will comprise of the cutting of grass (removing grass to an onsite compost area), strimming, hedge and path work and selective weed control where specified within the bounds of Nutfield Cemetery/WBA within the parish of Nutfield. To include strimming around gravestones (with boards if necessary, as detailed in method statement), outside furniture, trees, bushes, fences, hedges, paths and all other authorised site fixtures and fittings. To include grass removal from all areas by sweeping, blower or mechanical collection and composting onsite. As needed move green compost bin contents to compost area and then keep the compost area clean of rouge plastics and non-compostable items.

Site Details
The site is situated on Nutfield Road, Nutfield, RH1 4HA

Before tendering the Contractor must set up a site visit with Cemetery Manager to clarify any questions and to satisfy themself as to the full extent of the Contract Specification.

Workmanship and Equipment
The Contractor to supply all their own tools including petrol driven machinery. The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. To provide the same team where possible (subject to annual leave, sickness, or termination of working contracts). All workers on site must be respectful at all times. This includes (but not exclusive to) not removing tops and working bare chested, not shouting across the site, or using inappropriate language.

Duration of Contract
The duration of the Contract will be a year plus 3-year contract (from 1st April 2026 until 31st March 2030), with the final decision on the duration of the Contract to be made by the Council after the

tenders have been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term. An annual performance review will be carried out.

Payment to Contractor
The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of monthly invoice from Contractor. Payment within 30 days of receipt by us of an undisputed invoice (inclusive of full VAT details). Invoice to be received by the Council in last week of the month.

Termination of Contract
Either party may, without reason, terminate the Contract, in writing, giving three months' notice.

Insurance
The Contractor is required to have a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Cemetery Manager prior to commencement of the Contract. 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.

Health and Safety
The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract. Contractors will be asked to provide Health and Safety Policy before commencement of works.

Notes to Tenderers

a) Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.

b) The price to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.

c) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.

d) Weed killing chemicals must only be applied where specified and must be applied by certificated staff. Evidence of certification must be provided to the Cemetery Manager prior to use.

e) A regular inspection will be carried out by the Cemetery Manager throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.

f) Risk Assessments to be provided before commencement of works.

g) Invoices presented for payment must include a schedule of the works completed in that month including the dates of the work.

h) Contractors are asked to contact the Cemetery Manager if any clarification is required.

i) Please indicate number of man hours and number of visits per month within the tender document.

j) Keys required for access will be provided. To leave sites secure, as applicable and gates locked. Account for and adequately label all keys.

Appendix B

NUTFIELD PARISH COUNCIL

CEMETERY GROUNDS MAINTENANCE CONTRACT

SPECIFICATION OF WORKS

1.00 GRASS CUTTING (including strimming)

1.01 (i) Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.

(ii) The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Cemetery Manager immediately of any specific hazards.

1.02 The Contractor will always during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Cemetery Manager from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Cemetery Manager.

1.03 The Contractor will always during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests, ear defenders etc.), and will ensure that staff use these at all times they are engaged in work for the Council. Petrol cans must be stood upright at all times to prevent leakage.

1.04 During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Cemetery Manager sanctioning such an operation in writing, in advance.

1.05 All grass will be cut cleanly and evenly and without damaging the existing surface. Grass cuttings to be removed and disposed of in the compost area.

1.06 The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, memorial stones, and public footpaths, etc., by sweeping, using a blower or with box/mechanical collection

1.07 Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.

1.08 Areas not cut to the satisfaction of the Cemetery Manager will be re-cut by the Contractor at the Contractor's own expense.

1.09 In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting “divots” from the machine rollers or cutters.

1.10 Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Cemetery Manage.

1.11 Mowing will be carried out as close as possible to fixed obstructions (gravestones, signs, trees, etc). Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.

1.12 Mowing around obstructions including seats, trees, fence lines, posts, and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location.

1.13 In areas that contain wildflowers, bulbs or corms, the Contractor will ensure that the emergent growth is not cut. After flowering blubs and wildflowers bloom wait until the foliage has died back naturally, typically turning yellow or brown and lying limp on the ground, before mowing.

1.14 All persons operating grass cutting machinery must be satisfactorily trained, and the Cemetery Manager reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

1.15 All green waste to be composted onsite.

1.16 When strimming it is required that memorials, gravestones and artefacts will be protected (Method Statement to be provided to Cemetery Manager before work commences).

1.17 The amount of strimming around gravestones to be sufficient frequency in the growing season to ensure that this always appears tended at all times.

1.18 Cut path around the woodland burial site and the paths through the woodland.

1.19 Cut the Woodland Burial meadow once a year at the end of the growing year.

1.20 All green waste to be disposed to compost area in to correct bays or garden waste bins where appropriate.

1.21 Maintaining compost areas: only vegetation, grass cuttings, dead plants, compostable items to go in compost bays. Separate area provided for tree branches. Strictly no plastics in the compost area, any plastics to be removed and placed in bins provided. Rotation of compost bins to take place 2 or 3 times a year, to be discussed with Cemetery Manager. Hire costs of machinery to be used in compost area to be discussed with Cemetery Manager and price to be agreed prior to hiring equipment. This cost will be an extra charge at the time of hire and should not be included within this tender document.

1.22 Contractor will on occasion be asked to cut back areas for interments to take place. Notice will be given as to when the interments are taking place to give sufficient time for these works to be carried out prior to interment. To be completed on site days prior to interment date. If additional hours are required, payment to be agreed prior to commencement.

2.00 OTHER

2.01 Inform the Cemetery Manager of any diagnosis of pests/diseases and provide solution/costs if possible.

2.02 Leaf clearance when required.

2.03 Pruning and hedge cutting (excluding topiary) as necessary. Including the front and side hedges of the cemetery. Laws regarding nesting birds are expected to be adhered to.

2.04 Prune trees, shrubs and plants to prevent them overhanging paths and generally keep in shape.

2.05 No major tree work is required within this tender. Occasional light cutting back of loose branches maybe required.

2.06 Work to be flexible around interments and Cemetery open days. Cemetery Manager will pre-warn Contractor on the above.

2.07 Control weeds, bracken and brambles throughout the Cemetery as necessary.

2.08 Layby strimming twice a year as per schedule (appendix C) or as required by Cemetery Manager.

2.09 A monthly schedule of works is required at the beginning of each year, and a simple schedule of works (format to be agreed by contractor/Cemetery Manager) is to be emailed to Cemetery Manager at the beginning of each month.

2.10 Contractor to be aware of potential bee hives and wasps nest within the cemetery and wear appropriate PPE when working within these areas. Report any nest/hives that are potentially hazardous to public health/safety to Cemetery Manager.

Appendix C

NUTFIELD PARISH COUNCIL

CEMETERY GROUNDS MAINTENANCE CONTRACT

SCHEDULE OF WORKS to include:

QUOTATION **NUTFIELD CEMETERY, NUTFIELD ROAD,**

1) Motorised lawn mow and remove grass from all areas (to compost area), and the area to be kept short and neat at all times. Strim where utilising a lawn mower is not appropriate. Noting the above comments on Wildflowers
2) Edge up around grave areas including Garden of Remembrance area with a strimmer (Method Statement required to how this will be completed in a safe manner).
3) Leaf clearance when required.
4) Pruning and hedge cutting (excluding topiary) as and when needed. Including front and side hedges.
5) Layby strimming twice a year, as agreed with Cemetery Manager
6) Woodland Burial Area Meadow to be cut back once a year.
7) Path cutting both around and in the Woodland Burial area.
8) Prune shrubs and plants as required.
9) To include litter picking and animal scat.
10) Empty compost bin to compost area as necessary and keep compost area free of plastics and non-compostable items.
11) Maintenance of compost area.

Schedule of Works

Job	Regularity	Next Date
Grass Cutting	Weekly throughout growing season or as required	April – September
Hedge Trimming/Pruning	2 x yearly	March and September
Wildflower areas	After flowering	July onwards TBC
Strimming area around graves	Monthly as required	Once a month
Leaf clearance	as required	
Dead heading	as required	
Woodland Burial meadow area grass cutting	Once a year end of growing year	September/October
Weeds, bracken, brambles	once per month in growing season	Monthly May - October
Prune shrubs and plants from overhanging	Monthly	
Compost Area Maintenance - digger	3 x visits per year	TBC
Untended grave strimming	September	September
Layby strimming	2 x yearly (as required)	June and August

APPENDIX D

NUTFIELD PARISH COUNCIL

CEMETERY/WBA GROUNDS MAINTENANCE CONTRACT

COMMERCIAL INFORMATION

Part A - Commercial Information

A.1. Company/Organisation identity

A.1.1 Company name of organisation submitting the tender:

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A.1.2 Contact name and position in organisation:

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A.1.3 Company address:

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A.1.4 Contact telephone number:

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A.1.5 Contact email address:

……

A.1.6 Company website address:

……

A.1.7 Please indicate your main geographic operating areas of your company:

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A.1.8 What is the legal status of your organisation (e.g., Sole Trader, Limited Liability Partnership, Public Limited Company, Private Limited Company, Charity etc.)?

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A.1.9 Date of organisation formation:

……

A.1.10 Company Registration Number (if applicable):

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A.1.11 Company VAT number (if applicable):

……
A.1.12 Registered Address of Company if different to that provide above):

……
A.1.13 Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?

YES … NO …
If yes, please provide details on a separate sheet.

A.1.14 Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years?

YES … NO …
If yes, please provide details on a separate sheet.

A.1.15 Company VAT number (if applicable):

……

A.2 Insurance

A.2.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Min £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance £5,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

A.3 Health and Safety

A.3.1 Please supply the name and designation of the person responsible for the implementation of the organisations Health and Safety Policy.

……

A.3.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy.

……

A.3.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation.

……

……

A4 Environmental Sustainability

A.4.1 Please enclose a copy of any environmental management certification and environmental policy that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

……
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Part B – Technical Capability

B.1 Previous Experience

B.1.1 Please provide information of your organisations technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.

……
……

B.1.2 How many employees does your organisation have?

……

B.1.3 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained. Max 400 words.

……
……
……
……
……
……
……
……

B.1.4 Do you use sub-contractors?

YES … NO …

B.1.5 Please detail your organisations methodology for employing sub-contractors and ensuring that sub-Contractors if used on this contract are fully compliant with the terms and conditions of the Framework Agreement.?

……
……

Part C - References

C.1 References – please provide 2 references

Please provide details of two companies for which you have delivered similar projects that will provide reference. The Council will take up two references.

Reference 1

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable. Please provide photographic evidence.	

Reference 2

Company Name	

Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable. Please provide photographic evidence.	

Appendix E

NUTFIELD PARISH COUNCIL

CEMETERY/WBA GROUNDS MAINTENANCE CONTRACT

FORM OF TENDER

	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
Quotation (exclusive of VAT)	£	£	£	£

Monthly hours (please add below the monthly man hours)

April -

May -

June -

July -

August -

September -

October -

November -

December –

January -

February -

March -

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that Nutfield Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Please submit any other information that the Council should need to know on a separate document and enclose with submission.

Signed: …… Name: .....

Position: ……..... Date: .....

Of: ……..

Address: ……

Telephone Contact number: .....

Email address: .....

APPENDIX F

Declaration

I certify that the information supplied is accurate to the best of my knowledge and belief.

I understand that Nutfield Parish Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the select tender list.

I also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition, your specific attention will be drawn to the clause in the proposed contract empowering the Authorities to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

Signed _____

Position held _____

For and on behalf of _____

Email address _____

Date _____

Before returning this application form, please ensure that you have: -

- Answered all questions.
- Enclosed all relevant documents.
- Completed the above declaration.

Return to:
The Cemetery Manager
Nutfield Parish Council
Parish Office
Nutfield Village Hall
63 Mid Street
South Nutfield
Surrey, RH1 4JJ
assistantclerk@nutfieldpc.com

APPENDIX G

Evaluation

Criteria	Possible Score	Score and Comments
Quality	Max 25 points out of 100 The supplier's ability to perform the contract to the highest standards Evidence of the supplier's relevant knowledge and experience Feedback and reviews from others	
Price	Max 50 points out of 100 The full and final cost over the full-term contract To consider affordability and the commercial stability of a reasonable return for the supplier	
Compliance	Max 25 points out of 100 The supplier's compliance with all Health and Safety, and employment laws and regulations	