27 October 2021

# Shadforth Parish Council

# Invitation to Tender for Grounds Maintenance Services 2022

## Introduction and Instructions to Tenderers

The Council is seeking to appoint a Contractor to undertake grounds maintenance to its Parish Paths and the Cemetery.

The works will entail the following:

### Parish Paths

Undertake regular maintenance to the Parish Paths and Bridleways to ensure they remain safe, fit-for-purpose and at an acceptable level of appearance. Works will include vegetation removal, cutting back and clearance in accordance with the enclosed specification.

### Cemetery

Maintain the Cemetery in accordance with the standards set out in the enclosed Specification as determined by the Parish Council, ensuring agreed mown areas are regularly cut, and headstones, trees, edges, boundary etc. strimmed without causing any damage to them. To maintain flower beds, including weeding, pruning and edging to create an attractive display.

### Preambles

Tendering Contractors must review the ITT documentation and ensure they have a full and detailed understanding of the requirements. Any queries should be addressed to the Parish Clerk via email at the following address [shadforthpc@hotmail.co.uk](mailto:parish.clerk@shadforth-pc.gov.uk).

All bids are to be sent to the below address in sealed envelopes and clearly marked for the attention of the Clerk.

Marcia Sproat  
Clerk to Shadforth Parish Council  
Sherburn Hill Community Hub  
Sherburn Hill  
Co. Durham  
DH6 1PA

Tendering Contractors must complete the attached pricing document and provide a cost breakdown as prescribed, bids presented in any alternative format may not be accepted.

## Preliminaries

The successful Contractor must have Public Liability Insurance for a minimum of £1,000,000 and must produce a Certificate to the Clerk before their contract is awarded. Such insurance much be maintained for the entire duration of the contract.

The Contractor will be responsible for safe working practice and must undertake their own specific risk assessment before commencing any work.

The Contractor must have equipment which is well maintained and suitable for undertaking the works specified in this tender document.

The Contractor must ensure that all employees are made aware of safety procedures, trained to use the required equipment and issued with safety equipment where necessary.

All measures to ensure public safety must be taken, including but not limited to signage, segregation measures, PPE and all measures necessary to protect public safety whilst the works are being undertaken.

## Specification and Schedule of Works

### Cemetery

Grass is to be kept mown/strimmed to a maximum length of 50mm with mowing and strimming taking place on the same day. This includes the area around the noticeboard.

It is expected that extra care is to be taken before interments and events as notified by the Parish Clerk.

The contractor is to allow for the below schedule of annual works:

* Cut all grass areas in cemetery 14 times
* Strim edges and internals of concreate edged graves 14 times
* Weed kill internals of concrete edge graves 2 times
* Prune back tree suckers and overhanging low tree branches once per year
* Remove leaves 3 times during winter months
* Top up low graves once in spring
* Scrape and Clear paths once in spring
* Remove and dispose of wreaths once in spring
* Empty bins monthly

### Parish Paths

*(Please read in accordance with Parish Paths Drawing Ref Shadforth Parish Paths July 2021)*

The Contractor is to allow for the below specified works to be carried out to the below listed Parish Paths and Bridleways **3 times per year during the growing season**.

* FP1
* FP2
* FP3
* BW6
* FP15
* BW16
* BW28
* FP34
* BW38
* FP40
* FP41

All paths must be cut to the full width, footpaths a minimum of 1 metre, bridleways a minimum of 2 metres, all cut back to a maximum height of 50mm. Any overhang up to 2 metres in height must also be cut back. All cuttings must be removed from the boardwalks. Any large cuttings should be moved to the side or removed.

Cutting back during bird nesting season is strictly prohibited unless the hedge growth is causing a clear impairment to the visibility of motorists or impeding the movement of pedestrians and only permitted once the Contractor has undertaken all necessary surveys to ensure no impact to nesting birds. The Contractor should consider mitigation measures to ensure any growth that occurs that occurs during bird nesting season does not cause visibility or access issues, including cutting back to a greater extent during the winter months.

When paths have been cut, a progress update including the following information;

* a list of paths where works were carried out,
* dates on which the works were completed
* date stamped photographs to demonstrate completion of the works;

is to be sent to the Parish Clerk within 3 working days of completion of the works.

# Pricing Schedule

|  |  |  |
| --- | --- | --- |
| **CONTRACTOR NAME:** | | |
| **Item** | **Description** | **Price excluding VAT (£)** |
| 1.0 | **Cemetery**   * Cut all grass areas in cemetery 14 times * Strim edges and internals of concreate edged graves 14 times * Weed kill internals of concrete edge graves 2 times * Prune back tree suckers and overhanging low tree branches once per year * Remove leaves 3 times during winter months * Top up low graves once in spring * Scrape and Clear paths once in spring * Remove and dispose of wreaths once in spring * Empty bins monthly |  |
| 2.0 | **Parish Paths and Bridleways. OPTION 1**  The Contractor is to allow for the below specified works to be carried out to the below listed Parish Paths and Bridleways **3 times per year outside the nesting season**.   * FP1 * FP2 * FP3 * BW6 * FP15 * BW16 * BW28 * FP34 * BW38 * FP40 * FP41 |  |
| 2.1 | **Parish Paths and Bridleways. OPTION 2**  The Contractor is to allow for the below specified works to be carried out to the below listed Parish Paths and Bridleways **4 times per year outside the nesting season**.   * FP1 * FP2 * FP3 * BW6 * FP15 * BW16 * BW28 * FP34 * BW38 * FP40 * FP41 |  |
| 2.2 | **Parish Paths and Bridleways, EXTRA OVER COST**  Extra over cost for additional visits to all Parish Paths and Bridleways identified in this tender document which may be instructed on an ad-hoc basis at the discretion of the Parish Council. |  |