



Invitation to Tender:

Work at Horncastle Woodland Cemetery

Essential Information:

- Tender submission deadline: 12noon on 26/08/2022
- Tender submission method: to be posted in a sealed envelope with 'Woodland Cemetery Tender' notated on envelope, to: Horncastle Town Council, The Stanhope Hall, Boston Rd, Horncastle Lincolnshire, LN9 6NF or by e-mail to tenders@horncastletowncouncil.co.uk
- Site address: Horncastle Woodland Cemetery, rear to Horncastle Community Woodland, Scrivelsby Road, Horncastle, LN9 6HX
- Contact for all tender questions: info@horncastletowncouncil.co.uk (please note this is different to the e-mail address for submitting tenders)
- The selection of the contractor will be on a 'best value' basis.
- More than one contractor may be selected for the work.

Introduction

Horncastle is a small town with a growing population.

Horncastle currently has one open cemetery which serves the residents of Horncastle and the surrounding villages. This cemetery is almost at capacity, so Horncastle Town Council started work in 2017 to provide a new cemetery for the town. The new cemetery named 'Horncastle Woodland Cemetery' is hoped to be open later this year following the completion of the work detailed in this document.

Site Information

A site visit is essential to confirm measurements, although will not be accompanied. The code for the gate to get access into the community woodland and cemetery is 4220.



Specification

Quotes are being sought for the work detailed below.

The work has been split into 3 sections. Please submit an individual price for each section rather than an overall total cost.

It is not necessary for you to submit a quote for each section if you do not wish.

1. Driveway from tarmac car park to cemetery land (through Horncastle Community woodland)

The current surface was created in 2020 and unfortunately has not been as successful as anticipated. The intention was to create a roadway in natural keeping with the woodland environment, but we have ended up with an uneven surface which holds water and become slippery for vehicles to drive along in wet weather, and the grass has not grown through as expected. The Town Council wishes for the driveway to be replaced with a harder wearing surface which will be easier for less mobile visitors to walk along. The approx. size of the road is 115m x 3.5m.

Specification:

- a) To supply all labour, materials and plant
- b) To remove and dispose of (off-site) ground guard matting material and soil root base down to the limestone sub-base (approx. 40-50mm)
- c) To compact the sub-base surface
- d) To supply, lay and roll tarmac at a depth of 75mm (including 50mm base course & 25mm topping)
- e) To barrel the top surface of the tarmac to assist with drainage
- f) To make site tidy on completion

2. Wet area behind storage building

The internal roadways in the cemetery are reinforced with grass reinforcement mesh. Whilst laying this our team discovered a wet section and work is needed to make this area solid enough to continue laying the reinforcement mesh in this area.

Specification:

- a) To supply all labour, materials and plant
- b) To dig out the specified wet area (approx. 20mx2.5m) to a depth of 1.2m
- c) To back fill the hole with suitable compacted subbase material/hardcore to within 300mm of surface level
- d) To top dress with excavated soil
- e) To level, roll and compact the top surface.
- f) To make site tidy on completion.

3. Installation of head borders

Concrete head borders are to be created between rows of graves to fix headstones to, which will make future maintenance of the cemetery much easier.

Specification:

- a) To supply all labour, materials and plant
- b) To dig out and dispose of (off site) turf and soil to create two rows measuring 22m by 1m
- c) To supply and install concrete to a minimum depth of 50mm below surface, and maximum of 50mm above surface
- d) Level concrete and provide signs, lighting and guarding until the concrete has set.
- e) To make site tidy on completion



Location of concrete headborders to be installed.

Wet area

Driveway from tarmac car park to double gates at entrance to Horncastle Woodland Cemetery

Project timetable

The timeline for this project will be as follows:

- Thursday 28th July 2022 – Tender issued by email
- Friday 26th August at 12noon – Tender response deadline: to be posted in a sealed envelope with 'Woodland Cemetery Tender' notated on the envelope, to Horncastle Town Council, The Stanhope Hall, Boston Rd, Horncastle, Lincolnshire, LN9 6NF or by e-mail to tenders@horncastletowncouncil.co.uk
- Wednesday 31st August – Tenders will be considered at the Estates Management Committee meeting that evening
- Tuesday 13th September – Full Council to approve how to fund the work

The Council will carry out due diligence on tender firms and before entering into any contract will ask for H&S documentation, insurance and any other documents required by our team.