

**KIRBY MUXLOE PARISH COUNCIL**

**Parish Council Office**

**Station Road**

**Kirby Muxloe**

**Leicester**

**LE9 2EN**

**Tel - 0116 2386408**

**Email – [admin@kirbymuxloeparishcouncil.org.uk](mailto:admin@kirbymuxloeparishcouncil.org.uk)**

**Web - [www.kirbymuxloeparishcouncil.org.uk](http://www.kirbymuxloeparishcouncil.org.uk)**



7<sup>th</sup> January 2026

To Whom It May Concern

You are invited to tender for the below contracts:

1. Grounds Maintenance
2. Grave Digging

Kirby Muxloe Parish council has prepared the schedule in good faith believing areas and quantities stated to be correct. However, it is the responsibility of the Contractor to satisfy him/herself that they are correct. The Parish Council will not be responsible for any errors not checked by the Contractor.

You are requested to attend the site for inspection of the works to be undertaken by arranging an appointment with the Clerk.

The completed tender must be received by the Clerk no later than 12 noon on Wednesday 11<sup>th</sup> February 2026 in a sealed envelope marked 'Tender 1' and/or 'Tender 2' addressed to:

Ms Rachel Atkinson  
Clerk to the Council  
The Parish Office  
Station Road  
Kirby Muxloe  
Leicester  
LE9 2EN

Tel: 0116 2386408

Email: [clerk@kirbymuxloeparishcouncil.org.uk](mailto:clerk@kirbymuxloeparishcouncil.org.uk)

It is anticipated that the approved Contractor/s will commence on 1<sup>st</sup> April 2026





## **KIRBY MUXLOE PARISH COUNCIL**

### **Tender Document/s for:**

- 1. Grounds Maintenance**
- 2. Grave Digging**

# Grounds Maintenance/Grave Digging Tender Document (2026-2029)

## 1. SECTION 1 - INTRODUCTION

Kirby Muxloe Parish Council are responsible for the maintenance of various areas of green space throughout the parish and need to appoint a Contractor to undertake the maintenance of these areas (Tender 1) on behalf of Council.

Additionally, Kirby Muxloe Parish Council are responsible for the Cemetery in the parish and need to appoint a Contractor to undertake the gravedigging (Tender 2) on behalf of Council.

### Instructions for Tendering

- 1.1. Tenderers shall treat the details of this tender document as private and confidential.
- 1.2. The tender should be made on the Form of Tender incorporated herein. It should be signed and submitted with the following, all of which must be properly completed.
  - 1.2.1. All sections contained within, requiring completion and any associated documents, requested.
  - 1.2.2. Confirmation of how the Contractor proposes to carry out the contract, including the number and type of machines available.
- 1.3. The whole document shall be returned to the address below and not later than the time stated in paragraph 1.9 of section one of this document.
- 1.4. No unauthorised alterations or additions should be made to the Form of Tender or to any other component of the tender document. If any such alteration or addition is made or if the schedule of prices is not properly completed, or if these instructions are not fully complied with, the tender shall be rejected.
- 1.5. Tenders must be submitted strictly in accordance with the tender document. Any point of doubt or difficulty should be cleared with the Council Office as early as possible in the tender period.
- 1.6. Unit rates and prices must be quoted in pounds and decimal fraction of a pound, such fractions should be restricted to three decimal places.
- 1.7. The prices inserted in the Schedule of Prices shall include but not limited to profit, transport, labour, materials, fuel, and insurance. Expenses incurred under the Conditions of Contract are to be borne by the Contractor.
- 1.8. The Council does not bind itself to accepting the lowest tender.
- 1.9. Tenders should be sent by post or delivered by hand in a sealed envelope marked:

**PRIVATE AND CONFIDENTIAL**

Parish Clerk  
Kirby Muxloe Parish Council  
Station Road  
Kirby Muxloe  
Leicestershire  
LE9 2EN

To arrive no later than 12 noon on Wednesday 11<sup>th</sup> February 2026

## **SECTION 2 – INFORMATION FOR TENDERERS**

This information is provided for the assistance of Tenderers.

- 2.1. Kirby Muxloe Parish Council has decided to invite Tenders for the provision of the following contracts:
  - Grounds Maintenance
  - Gravedigging
- 2.2. Maps of the Parish are enclosed within Appendix A, indicating the areas to be covered under the contract.
- 2.3. The contract will be for a three-year period and will commence on 1st April 2026. The rates detailed in the contract will be fixed for the term of the contract.
- 2.4. In the event that mowing cannot be carried out, owing to inclement weather and ground conditions, the Council will expect that the cut be completed as soon as possible, and the Contractor will be required to liaise with the Parish Clerk.
- 2.5. Tenderers should seek to clarify any points of doubt or difficulty before submitting a tender.
- 2.6. The tenderer will be required to keep the tender submitted valid for acceptance for a period of 90 days from the date of return of the tender document.
- 2.7. The successful tenderer will be given notice of the date required to commence operations.
- 2.8. The contract awarded is subject to an annual performance review. If works are deemed unsatisfactory, the Parish Council reserves the right to terminate the contract providing a minimum of 4 weeks' notice.
- 2.9. The tenderer is advised to visit the parish and thoroughly acquaint themselves with the extent and nature of the proposed works and will be deemed to have done so before submitting a tender.
- 2.10. The Contractor shall for the duration of the contract be responsible for compliance with all relevant statutory requirements relating to licensing of plant and equipment.
- 2.11. Tenderers are asked to note the level of insurance required is a minimum of £10,000,000. A copy of insurance documents should be submitted to the Council annually.

### **3. SECTION 3 - SPECIFICATION / ITEMS FOR SUBMISSION**

#### **3.1. Description of Works**

The works to be carried out under the contract are set out in the accompanying Specification and Schedule of Prices.

#### **Standard or Work**

- 3.2. All grass shall be mown to a close finish, depending on the ground conditions. All grass growing within the cut area around memorial headstones, street furniture, play equipment and signage is to be strimmed. All work shall be to the specification of the Parish Council.
- 3.3. The Parish Council may terminate the contract if, following the annual performance review, the work is deemed unacceptable or if midway through the seasons work is unsatisfactory and appropriate attempts have been made to engage and rectify concerns with the Contractor.
- 3.4. The Parish Council will inform the Contractor in writing if work undertake is unsatisfactory.
- 3.5. The Contractor is to undertake work as soon as practicable in the event of unfavourable weather and/or ground conditions. This is to include extended and/or additional hours as necessary to accomplish the overall total number of cuts as specified in any one season. No additional payment will be made as a result of inclement weather and additional work undertaken to mitigate the effects.
- 3.6. Any damage caused to private property/memorials by the Contractors' vehicles or workmen shall immediately to notified to both the owner and/or occupier and the Parish Council. The damage shall be remedied as soon as practicable. In the event of the Contractor failing to remedy any damage, the Parish Council will arrange for repairs to be carried out and the appropriate amount will be deducted from the next payment to the Contractor.
- 3.7. Valuables and any other articles manifestly not rubbish, found by the Contractor during the usual grass cutting schedule, shall be taken to the Parish Council offices withing 48 hours and a receipt obtained for the said article.

#### **Working Procedure**

- 3.8. The Contractor shall take care to avoid damage to all footways and all other objects sited on or all the named locations, including private property. The cost of any repairs will be borne by the Contractor.
- 3.9. Plant and equipment shall not remain on any part of the highway when not working.
- 3.10. Complaints received by the Contractor shall be recorded and a copy provided to the Parish Council. The record shall include the name and address of the complainant(s), date of complaint and details of action taken by the Contractor. The Contractor should inform the complainant(s) that the complaint and their data will be provided to the Parish Council.
- 3.11. The Parish Council will have all areas of work inspected regularly to ensure that the contract is being complied with.

- 3.12. The Parish Councils normal working hours in respect of the contract are from 8:30 to 15:30 Monday to Friday.
- 3.13. Working outside normal working hours and at weekends will normally be allowed. Approval must be obtained from the Parish Council before the works are carried out, due to health and safety reasons and also event/activities which may be taking place at the named locations. No extra payment shall be made for such works.

#### Safety Control Measures

- 3.14. Every employee shall wear approved PPE, reflective clothing conforming to British standards.
- 3.15. Without prejudice to other provisions of the contract, the Contractor shall ensure that no action by them or their employees or sub-contractors or employees of sub-contractors are executed in such a manner as to cause hazards or safety risks to themselves or members of the public.

#### Health and safety

- 3.16. The tenderer will be wholly responsible for the health and safety of any persons working on this contract. The Contractor is required to ensure that safety measures are taken to protect those working on or off Parish Council owned land.
- 3.17. The tenderer should have in place rigorous health and safety policies and procedures and risk assessments for work to be undertaken as part of this contract. Copies of such risk assessments should be submitted with the Tender Form.
- 3.18. The tenderer is required, as part of this tender submission, to submit copies of current liability insurance documents and insurance documents for vehicles to be used. Such documents are to be submitted annual thereafter by the successful tenderer.
- 3.19. The tenderer is required to submit, as part of this tender, details of the number and type of plant proposed for use, to undertake the work required. The tenderer must submit evidence, as part of the tender submission, of having the capacity in the form of labour resource and equipment to undertake the work as per the contract.
- 3.20. The tenderer shall, as part of the submission provide details and evidence of any accreditations held and associations that they are a member of.
- 3.21. The tenderer, as part of this submission, is required to provide the contact information of two references and confirm if the Parish Council have permission to contact those referees.

#### **SECTION 4 – SCHEDULE OF WORKS**

Copies of maps (Appendix A) correspond with the schedule as detailed.

TENDER 1 - GROUNDS MAINTENANCE

TENDER 2 - GRAVE DIGGING



Kirby Muxloe Parish Council

**Schedule for Grounds Maintenance Contract**

**1st April 2026 to 31st March 2029**

**TENDER 1 - GROUNDS MAINTENANCE**

**Memorial Garden, Pond and Village Hall Area**

<b>Task:</b>	<b>Occasions per year:</b>
Box mow and edge all grass and collect cuttings	16
Rake all gravel areas and sweep all paths	6
Shear sides and top of all hedges	2
Shear yew trees to a conical shape	2
Prune all shrubs	2
Weed kill the car park and memorial gardens	2
Hoe shrubbery and flower beds and refresh bark mulch	1

## The Recreation Ground/Park

Task:	Occasions per year:
Clear litter from the brook (From Station Road to Court Close)	52
Gang mow the main grass area	15
Mow/strim all grass areas and edges, not gang mown	15
Box mow and strim the Playground grass	15
Strim all grass areas by the benches & bollards	9
Strim around the fence at the Library	9
Edge Millenium Way & other paths	6
Strim between the path and the hedge at the Nursery	6
Remove weeds from the planted border next to the Bowls Club	6
Flail around the Park/Play Area	2
Trim sides and tops of all hedges	2
Edge Playground paths & benches	2
Weed kill around the benches and bins in the playground area	2
Shear hedge by path leading to the Primary School	2
Shear hedge near Primary School/Play Area gate	2
Shear hedge on path by the Primary School	2
Clear leaves from path by the Primary School	2
Clear debris from the brook (From Station Road to Court Close) - Once in October	
Slice Millenium Path	1
Refresh bark mulch to the planted border next to the Bowls Club	1
Cut back ivy on 'wild' hedges by 50%	1
Shear shrubs around football pavilion	1

### Cherry Tree Ave

Task:	Occasions per year:
Bow mow all grass	15
Edge cut all areas	15
Prune all shrubs	2
Hoe and mulch all flower beds	1

### Tennis Courts

Task:	Occasions per year:
Moss kill the tennis courts Playing area	12
Strim along the rear fence of the tennis courts	6
Sweep leaves and mow grassed area	4
Shear all hedges	2
Weed kill the tennis courts (Spring)	2

### Castle Road Car Park

Task:	Occasions per year:
Shear sides and tops of all hedges	2

## Glenfield Lane Wildlife Verge

Task:	Occasions per year:
Cut in September and collect cuttings 7 days later	1

## Shrubbery by Ratby Lane Village Sign

Task:	Occasions per year:
Prune all shrub by the Village Sign at Ratby Lane	2

## Allotments

Task:	Occasions per year:
Shear sides and tops of all hedges including the roadside	1

N.B

*Any waste from the above tasks is to be removed*

*Any litter/waste is to be removed*

*Update required at each Leisure, Parks and Cemetery Committee meeting (approximately 8 per year)*

## Cemetery

Task:	Occasions per year:
Empty the litter bins	52
Ensure all grave items remain tidy (in accordance with Cemetery Rules and Regulations. i.e. Christmas wreaths removed, etc)	52
Box mow all grass areas and place in the compost bins	18
Remove weeds and self setters from the flower beds in the Rose Gardens	6
Weed kill all required areas	4
Hoe the flower beds in the Rose Gardens	3
Edge and sweep clean all footpaths	3
Trim sides and tops of all hedges (including Rose Gardens)	2
Reapply bark mulch to the flower beds in the Rose Gardens	1
Moss kill the Rose Gardens	1
Remove soil/grass from the compost bins	1
Rotate the use of the three compost bins, using the compost on the flower beds	1
Remove moss from Sexton Hut roof	1
Turn water off at the end of October and switch on 1st March	1

### N.B

*Any waste from the above tasks is to be removed.*

*No grass cuttings are to be left on headstones/foundations and care must be taken with floral tributes/items.*

*Kerbed graves should be kept tidy and weeds removed from the gravel.*



## **SECTION 5 – SCHEDULE OF PLANT/EQUIPMENT**

[illegible]

## **SECTION 6 – FORM OF AGREEMENT AND TENDER**

To Kirby Muxloe Parish Council I/We hereby tender and undertake to execute and complete all the works required to be performed within the period specified and in accordance with the conditions of contract and specification, at the rates set out in the Schedule of prices prepared hereto.

I/We hereby agree that the said Conditions of Contract, Specification or Schedule of Price and this Tender, together with your acceptance thereof in writing, shall constitute a contract between us.

I/We understand that you are not bound to accept the lowest or any tender and may accept the whole or any part of any tender.

I/We undertake, and it shall be a condition of any contract, that:

(a) The amount of approximate of my/our tender has not been calculated by agreement or arrangement with any person and that the amount of my/our tender has not been communicated to any person until after the closing date for the submission of tenders except where the disclosure of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

(b) I/We shall not enter into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tenders to be submitted.

(c) I/We shall not offer or pay or agree to pay or give any sum of money of valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above

As witness

This day

of

2026

For and on behalf of:

Signature:

Capacity:

Address:

Contact No.:

Email Address:




## **SECTION 7 – ANTI COLLUSION CERTIFICATE**

- 7.1. We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of tender by or under in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not before the award of any contract for work.
- 7.2. Communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of tender was necessary to obtain insurance premium quotations required for preparation of the tender.
- 7.3. Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender submitted.
- 7.4. Pay, give, or offer to pay off, give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the sort described at 7.1 or 7.2 above
- 7.5. We further certify that the principles described in paragraph 7.1 above have been, or will be, brought to the attention of all of the Tenderers sub-contractors, suppliers, and associated companies, to ensure compliance with the above principles by all parties.
- 7.6. In this certificate, the word 'person' includes any persons and anybody or association, corporate or unincorporated: 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and work means the work in relation to which any tender is made,

As witness

This day

of

2026

For and on behalf of:

Signature:

Capacity:

Address:

Contact No.:

Email Address:


## **SECTION 8 – INSURANCE CERTIFICATE**

TO Kirby Muxloe Parish Council

I/We hereby certify that the below mentioned insurance policies are held by:

**Name of Insured:**  
**Employers Liability Policy**  
**No.**  
**Insurance Company**  
**Name: (Employers**  
**Liability)**  
**Public Liability Policy No.**  
**Insurance Company**  
**Name: (Public Liability)**  
**Motor Policy No.**  
**Insurance Company**  
**Name: (Motor)**

- 8.2 That the policies contain a Principal's Clauses which will indemnify the Council in respect of claims which may arise in connection with the insured carrying out works under a contract with Kirby Muxloe Parish Council.
- 8.3. That the indemnity provided by the Public Liability Policy is not less than £5 million for any one accident or any one claim and by the Motor Vehicle Policy(s) is not less than £5 million for any one accident or any one claim: Total in each case unlimited.
- 8.4. That policy premiums have been paid and the policies are in force until the following dates:

**Employers Liability**  
**Public Liability**  
**Motor Insurance**

## **SECTION 9 - TENDER COSTS**

**Company Name:**

Please refer to Section 4 of this document to help you complete the below form correctly.

Please complete all forms in full under Sections 5 to 9 of this document and ensure you include a copy of your current insurance documents with this application form and submit it all by the deadline given. Any applications received after 12 noon on Wednesday 11<sup>th</sup> February 2026 will not be considered.

### **TOTAL CONTRACT COSTS**

#### **TENDER 1 – GROUNDS MAINTENANCE**

Per Annum Costs (April – March)		
	Exc VAT	Inc VAT
2026/2027 Contract Fees		
2027/2028 Contract Fees		
2028/2029 Contract Fees		

#### **TENDER 2 – GRAVE DIGGING**

**BURIAL:**

Per Annum Costs (April – March)		
	Exc VAT	Inc VAT
2026/2027 Contract Fees		
2027/2028 Contract Fees		
2028/2029 Contract Fees		

**CREMATION in main cemetery**

Per Annum Costs (April – March)		
	Exc VAT	Inc VAT
2026/2027 Contract Fees		
2027/2028 Contract Fees		
2028/2029 Contract Fees		

**CREMATION in Rose Gardens (kerb set)**

Per Annum Costs (April – March)		
	Exc VAT	Inc VAT
2026/2027 Contract Fees		
2027/2028 Contract Fees		
2028/2029 Contract Fees		

**SCATTERING in Rose Gardens:**

Per Annum Costs (April – March)		
	Exc VAT	Inc VAT
2026/2027 Contract Fees		
2027/2028 Contract Fees		
2028/2029 Contract Fees		

## **APPENDIX A – PARISH/LOCATION MAPS**



Kirby Muxloe Village Hall



Memorial Garden, Pond and Village Hall Area



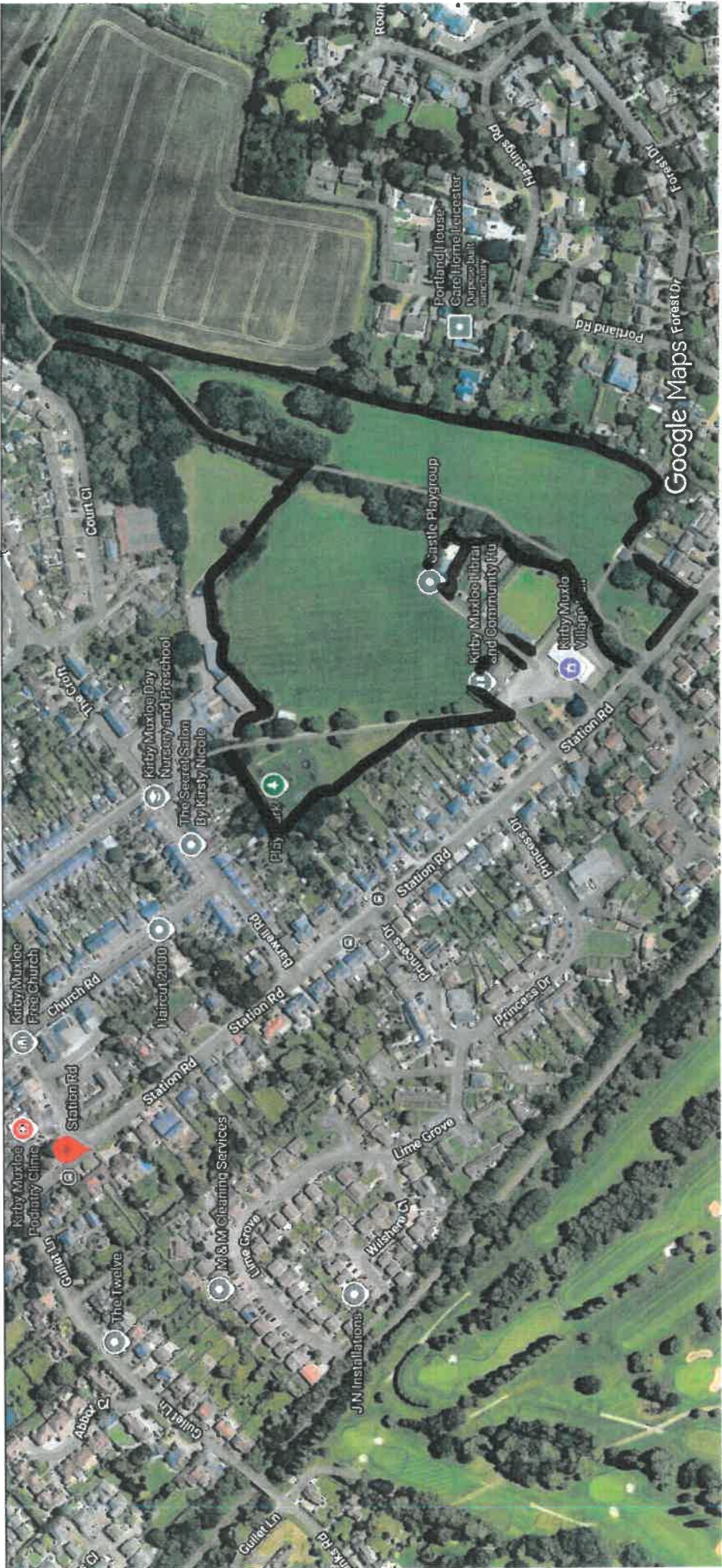




Station Rd



The Recreation Ground/Park

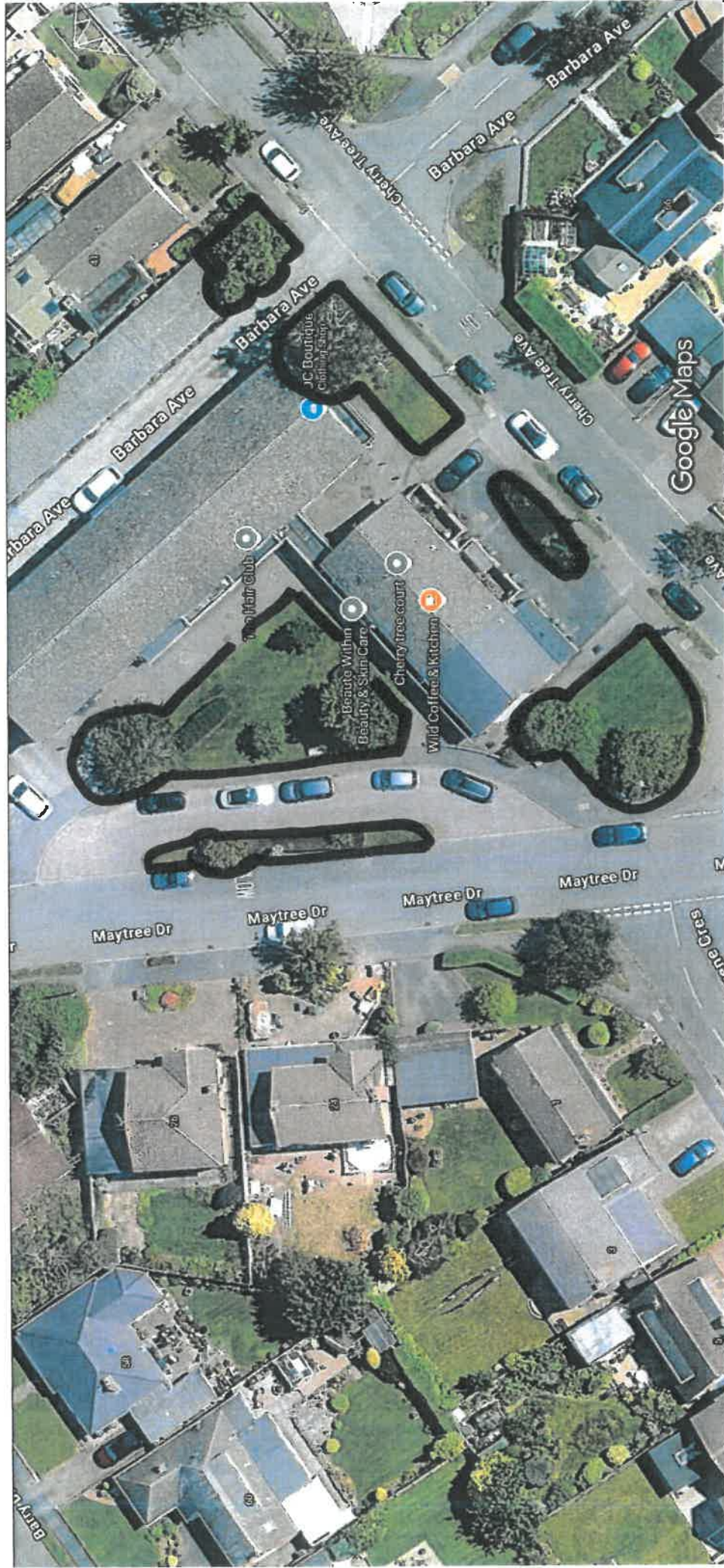


Google Maps forest Dr









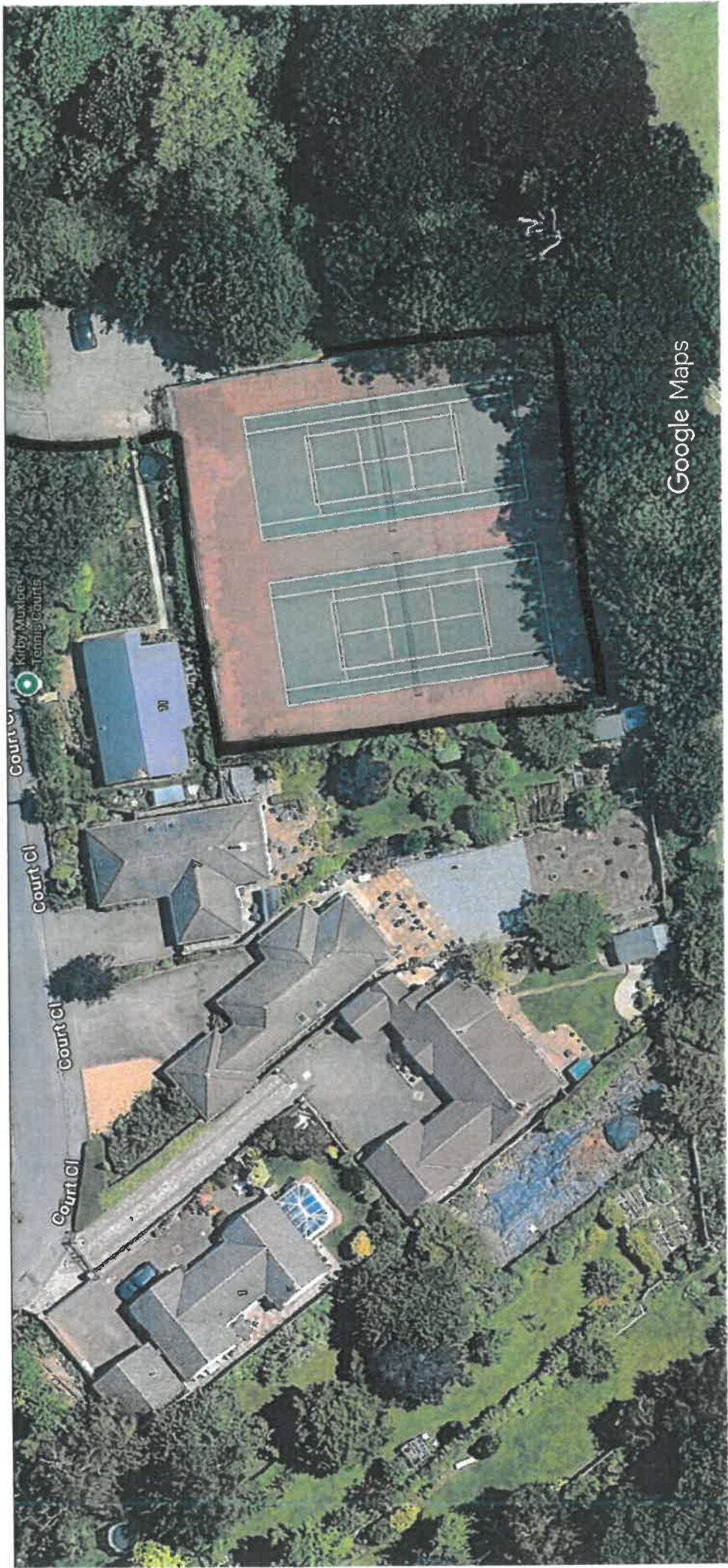




Court Cl



Tennis Courts



Imagery ©2026 Airbus, Map data ©2026 10 m









Castle Road Car Park



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 10 m







Glenfield Lane Wildlife Verge



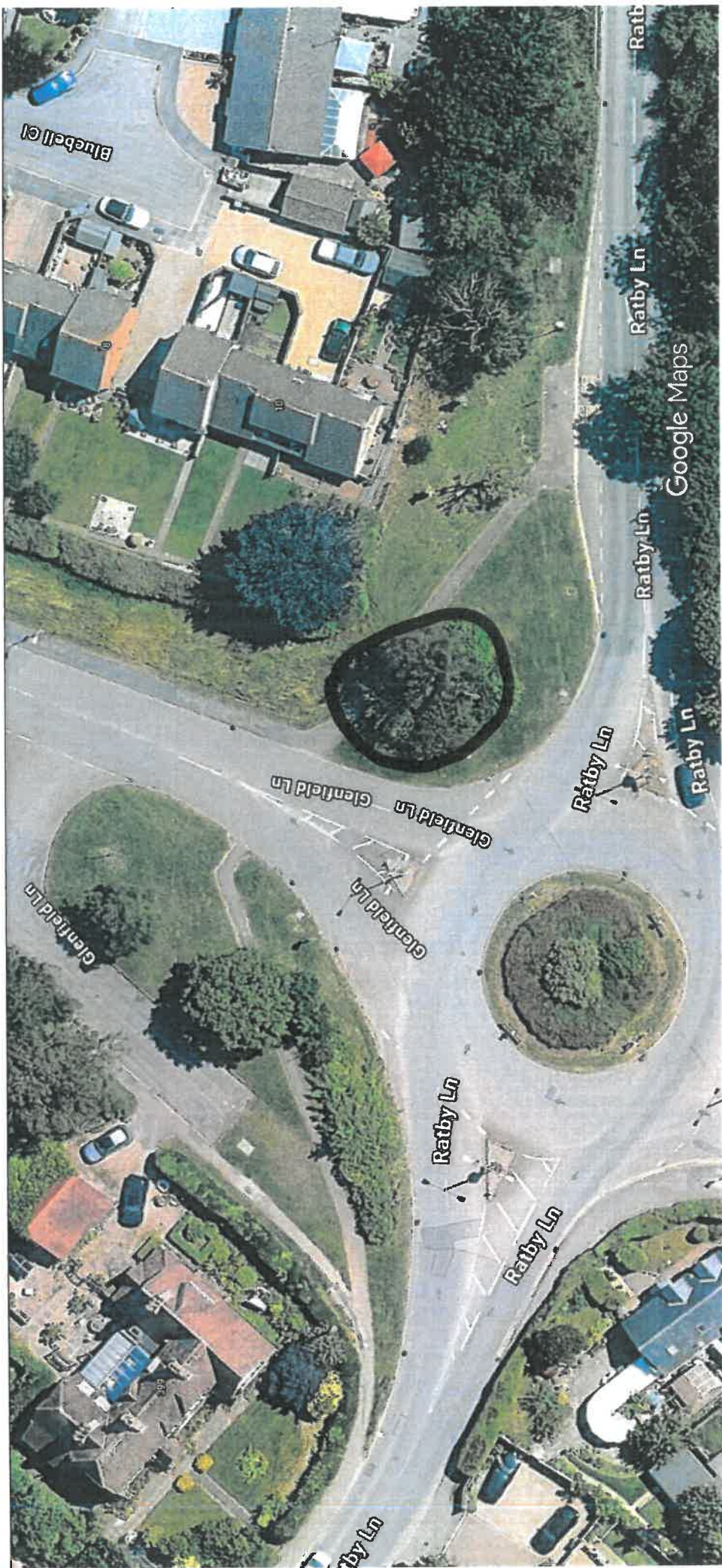




## Glenfield Ln



Shrubbery by Ratby Lane Village Sign



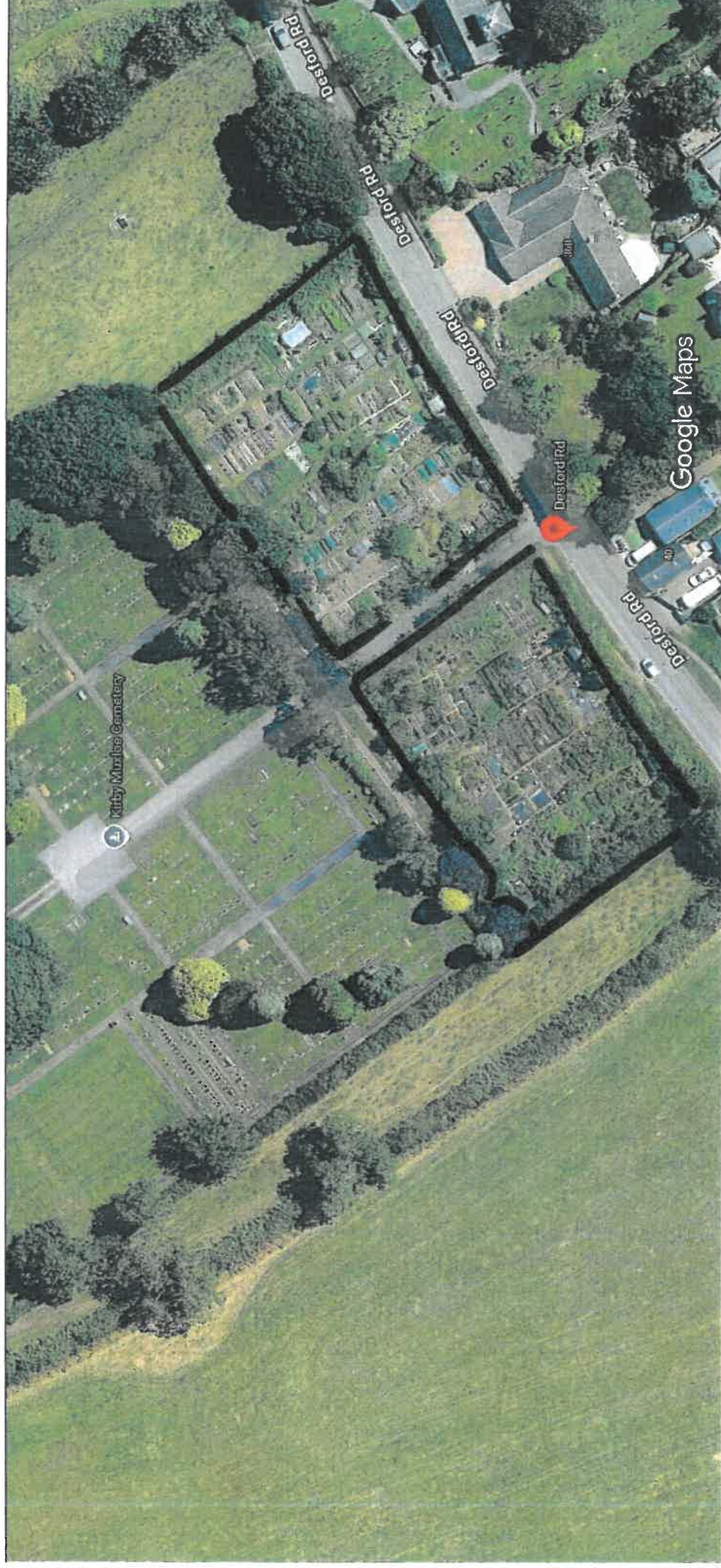




## Desford Rd



Allotments



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 20 m









COOKES

GLASSMEAD

ROMA

KIRBY TAKENS