



# Helsby Parish Council

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## **HELSEBY CEMETERY, ALLOTMENTS AND GENERAL MAINTENANCE CONTRACT 2024-2027**

### **Tender Invitation**

The Parish Council intends to award a 3-year contract for the cutting of grass and other maintenance work in Helsby Public Cemetery, some grass cutting/strimming and general maintenance work at both the Old Chester Road and Queens Drive allotment sites and some other general maintenance work around the village. This invitation to tender is subject to contract and Helsby Parish Council is not obliged to accept any tender it receives, shortlists or otherwise considers.

### **THE SPECIFICATION**

Prospective contractors are expected to quote for the following elements of work:

#### **Helsby Public Cemetery**

1. Cut all paths and accessible areas in the main cemetery and in the extension area with a mower (every 2 weeks during growing season).
2. Remove litter from all areas, including A56 entrance/stairway, prior to mowing (every 2 weeks during growing season).
3. Strim around graves, verges, shale area for cremated remains, trees and tree stumps, railings/wall, garage and benches (at least every 4 weeks during growing season – a 3-weekly interval may occasionally be necessary depending on weather conditions).
4. Weed spray gravel area in A56 entrance (every 8 weeks during growing season).
5. Trim yew hedge in main area/extension and shrubs in A56 entrance/stairway once per year.
6. Clear bracken and weeds from yew hedge/railings in main area and extension and shrubs in A56 entrance/stairway once per year.
7. On the main pathways of the cemetery, all grass cutting should be removed on the same day as the grass is cut. Grass cuttings may be left in place in all other areas (with possible clearance in some areas around graves subject to further discussions). Other arisings from the above should be removed from site as soon as possible.

#### **Old Chester Road, Queens Drive Allotments and Helsby Village Produce Association (VPA) Areas**

1. Cut grass at Old Chester Road allotment site (every 2 weeks during growing season). All areas except 'wildlife area' at end of allotment site adjacent to cemetery extension.

2. Cut grass at Queens Drive allotment site and the VPA area (every 2 weeks during growing season).
3. Strim at Old Chester Road allotment site including in between plots (as required but at least every 4 weeks during growing season). All areas except 'wildlife area' at end of allotment site adjacent to cemetery extension.
4. Strim at Queens Drive allotments (including in between plots) and the VPA area (as required but at least every 4 weeks during growing season).
5. Arisings from the above may be left in place.

**Other General Maintenance Work (quote to be based on 12 hours per week)**

1. Maintenance of 9 village planters (2 at Land of Beds, 1 opposite Maltby Triangle, 2 at Helsby Community Sports Club, 3 at Sherwood Court, 1 on A56 opposite Old Chester Road junction) and 2 Welcome to Helsby entranceway signs. Maintenance to include planting, watering and weeding as required.
2. Maintenance of village flower beds at Maltby Triangle, including planting, watering and weeding as required. General tidying in this area.
3. Removal and control of weeds, moss and other vegetation at allotments and other selected locations as required.
4. Litter picking and removal of fly posters and graffiti on Parish Council's land/assets, and other areas of Helsby as required.
5. Cleaning, re-painting and minor repairs of notice boards, benches, picnic tables and other Council-owned assets.
6. Emptying Parish Council owned bins in the play area as required.
7. Safety checks of playground equipment play area (weekly), outdoor gym equipment (every 2 weeks), parish field and shelters (monthly).
8. Weekly defibrillator checks.
9. Queens Drive allotment site water tap meter readings, seasonal switch on/off and minor tap repairs as required.
10. Reporting of any faults and safety defects in the village to the Clerk.

Inspections should be reported via an app at least once every 2 weeks. Time sheets should also be submitted to the Clerk at least monthly.

**PAYMENT**

Payment will be made by bank transfer in the middle of each month.

## **INSURANCE AND CERTIFICATIONS**

Prospective contractors should hold public liability insurance cover for £5m and, if they employ staff, employer's liability insurance cover. Workers should also have any relevant certifications (e.g. health and safety, equipment handling, herbicide handling). A risk assessment will be expected to be completed by the contractor and shared with the Parish Council prior to starting any work on site.

## **INSPECTION OF AREAS OF WORK**

All areas in the specification are open to the public and can be inspected at any time. Before putting in your price, you should be familiar with each site as extra payments will not be made to cover things that you could have foreseen. Any questions should be put to the Clerk before submitting your quote.

## **LENGTH OF CONTRACT**

The contract will run from 1/4/2024 to 31/3/2027 subject to a review at the end of the first year.

## **GENERAL REQUIREMENTS**

Allowance should be made for the use of own tools, machines and materials, including weed treatments and personal protective equipment. Chemical weed killer may be used. The Parish Council will provide refuse sacks and plants/materials for the planters. The appointed company will be expected to work closely on a day-to-day basis with the Clerk and to report any urgent maintenance issues within 24 hours.

## **SUBMISSION OF TENDERS**

Any tenders must be submitted on the tender form provided below. Tenders must be received by **5pm on Friday 8<sup>th</sup> December 2023**. Tenders can either be submitted in a sealed envelope marked 'Helsby Cemetery, Allotments and General Maintenance Tender' to: The Parish Clerk, Helsby Parish Council, Helsby Community Sports Club, Callender Way, Helsby, Cheshire, WA6 0FX. The Council will respond in writing to any bidders by 1<sup>st</sup> February 2024.

## **CONTACTING COUNCILLORS**

Prospective contractors must not contact any councillor or the Clerk in order to encourage or support their tender outside the prescribed process.

## **QUESTIONS OR CLARIFICATIONS**

If you need clarification about anything in this specification, please contact the Clerk, Claire Jones, on tel: 01928 726433 or by e-mail at: [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk).

## HELBY CEMETERY, ALLOTMENTS AND GENERAL MAINTENANCE CONTRACT – Tender form

Tender submitted by:

Contact Name:

Company:

Address:

Tel:

E-mail:

Website:

Prices excluding VAT (based on specification listed above)

### Helsby Public Cemetery

	Total annual price (£)	Hourly rate for any additional work (£)
2024-25		
2025-26		
2026-27		

### Old Chester Road and Queens Drive Allotments and VPA area

	Total annual price (£)	Hourly rate for any additional work (£)
2024-25		
2025-26		
2026-27		

### Other General Maintenance Work

	Total annual price (£)	Hourly rate for any additional work (£)
2024-25		
2025-26		
2026-27		

**Total contract value for 2024-2027 (excluding any additional hours) = £**

### Declaration

- I confirm that the above prices include all elements of work as set out in the specification.
- I confirm that the above prices are guaranteed until the end of March 2027. However, the total price of the contract will be reviewed annually. If the projected costs are significantly greater or lower than the Retail Price Index for the previous year (April to March inclusive), the prices set out above may be subject to negotiation between the Parish Council and the Contractor.
- I have read and understood the conditions for the work and I have visited the area concerned. I understand that Helsby Parish Council does not have to award the contract to the lowest bidder, or indeed, to any bidder.
- I confirm that neither I, nor anybody connected with this tender submission, have contacted any councillor or the Clerk in order to encourage or support their tender outside the prescribed process.

- I confirm that appropriate public liability insurance will be in place and I will provide evidence of this on request.
- (optional) I attach any further information supporting this tender, including evidence of insurance, certifications, etc.

Signed:

Date: