**Clay Cross Parish Council – Cemetery Drainage Diversion**

**Introduction**

Clay Cross Parish Council own and manage Clay Cross Cemetery, located at 1 Cemetery Rd, Danesmoor, Chesterfield S45 9RL.

In order to increase capacity of the Cemetery, Clay Cross Parish Council are reviewing a range of options; including diverting the combined sewer and surface water drains located in the Cemetery. Diverting these would create space for approximately 30 additional burials and prolong the lifespan of the Cemetery. (**Appendix 2** contains location of the combined sewer and surface water drain).

The Parish Council has contacted Yorkshire Water who have advised that the sewers are small diameter and they would in principle, allow the Parish Council, subject to a full application to Yorkshire Water and associated agreement, to divert the sewers.

In order to comply with the Parish Council’s Financial Regulations the Parish Council are seeking quotations of potential suppliers of these services.

**Quotation Requirements**

Clay Cross Parish Council are seeking quotations from Civil Drainage Engineering Companies who can manage the project end-to-end including drafting, submitting the application to Yorkshire Water; liaising with Yorkshire Water (and other interested parties) on behalf of the Parish Council AND undertaking associated works to divert the sewers and drain. Potential suppliers are asked to provide quotations to:

1. Draft and submit the application to Yorkshire Water seeking formal permission for diversion of the combined sewer and surface water drain.
2. Subject to (1) above being agreed with Yorkshire Water to undertake all associated works with regards to diversion of the sewers and drain in line with Yorkshire Water requirements/other regulatory requirements; and undertaking appropriate consultations with the general public and/or landowners regarding diversion of the sewer and drain
3. Potential suppliers should complete **Appendix 1** in support of their application and email it as per point 5 below.
4. Potential suppliers should read **Appendix 2** – **Yorkshire Water Protection of Mains Services**
5. Deadline for submission is midnight September 1st 2020 – preferably via email to [admin@claycross.gov.uk](mailto:admin@claycross.gov.uk) – please mark the email “Quotation for Cemetery Drain – Private and Confidential”
6. Clay Cross Parish Council would expect quotations to be valid for a minimum of 3 months

**Visits to the Cemetery**

Should potential contractors wish to visit the Cemetery, they should contact Jane Briggs, Admin Assistant, Clay Cross Parish Council, to arrange a suitable date and time – email [admin@claycross.gov.uk](mailto:admin@claycross.gov.uk), telephone 01246 861406 or Dawn Kershaw, Parish Clerk, Clay Cross Parish Council – email [clerk@claycross.gov.uk](mailto:clerk@claycross.gov.uk), telephone 01246 862812.

**Quotation Evaluation**

All quotations will be reviewed by the Parish Council’s Cemetery Working Group, upon review by the Cemetery Working Group, 3 quotations will then be chosen to be reviewed by the Full Parish Council and the successful contractor shall be notified after full Parish Council Review.

The Parish Council reserves the right to obtain Company References for potential suppliers.

It should be noted that the Parish Council have a “fluid timeline” for this process, due to COVID-19 and the range of other options being considered.

**Important Information**

The Cemetery is a working cemetery and burials take place on a frequent basis. This may result in the temporary suspension of works whilst a burial is taking place.

Contractors will be working in close proximity to existing graves.

Contractors will need to review access/egress to the Cemetery to ensure vehicles and equipment are not too wide as to preclude entry.

Members of the public can gain access to the Cemetery 24 hours per day, as the pedestrian gate is left open.

Contractors are urged not to leave valuable equipment on site; or contractors should provide a suitable safe storage. The Parish Council cannot be held liable for any loss or damage to contractor equipment left on site.

Areas of work should be taped/barriered off to ensure protection of the general public. Barriers etc to be provided by the contractor. Appropriate health signage to be installed by the contractor.

Yorkshire water have indicated they ‘prefer’ a stand-off distance of 5 meters from sewers but may relax this to 3m if space is at a premium – it is expected that the contractor will take this matter up with Yorkshire Water with regards to potential routing of the diversion.

**Appendix 1**

**Section 1 - Company Details**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Registered Office** |  |
| **Company Registration Number** |  |
| **Experience of Company – please provide brief details of the experience of the company in undertaking similar projects** |  |

**Section 2 - Price**

Applicants should provide pricing details as follows:

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| --- | --- |
| **Preparation and Submission of Application To Yorkshire Water** | **£** |
| **Diversion of the combined sewer and surface water drain and associated groundworks (assuming application to Yorkshire Water is successful), and consultations** | **£** |
| **Total (Net of VAT)** | **£** |
| **Total (including VAT)** | **£** |

**Section 3 - Proposed Working Methods**

Please indicate any other information which you consider may be relevant to support

your quotation submission eg. working methods etc.

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**Section 4 - References**

Please provide the details of two organisations who would be willing to act as references to demonstrate your company’s previous experience in providing the type of services required under this contract. Please ensure that the named organisations are able and willing to act as a reference on your behalf before providing their details.

|  |  |
| --- | --- |
| **Contact name and position in organisation** | **Organisation name and full postal address; telephone number; e-mail address** |
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|  |  |

**Signed:**

**Date:**

**Appendix 2 – Yorkshire Water Protection of Mains Services and Location Plan**

See PDF file – accompanying this document.