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Coleford Town Council

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Invite to tender for Cemetery Maintenance Contract

# Overview of the Specification

Coleford Town Council hereby invites tenders for the carrying out of Cemetery Maintenance Contract 1st April 2025 - 31st March 2027, in accordance with details as stated within this specification.

Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, should their tender be accepted.

Any queries regarding any part of this specification should be addressed to the Town Clerk, no later than one week before the closing date.

The successful tender submission, together with Coleford Town Council’s written acceptance, shall form a binding agreement as set out within this specification.

Prospective Contractors should note that Coleford Town Council is not bound to accept the lowest price, or any tender. The Council’s decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.

**The submissions should be received in paper form to the Town Clerk**

**and submitted no later than noon Wednesday 5th March 2025.**

Envelopes must be sealed and clearly written in the top left-hand corner:

***“Cemetery Maintenance Tender Document***

***PRIVATE AND CONFIDENTIAL; NOT TO BE OPENED***

***UNTIL WEDNESDAY 5TH MARCH 2025”.***

# The tender notice and any related documentation can be found at <https://www.gov.uk/contracts-finder>

**Accompanying Documents:**

* Public Liability Insurance
* Certification and training information
* Equipment details
* Breakdown of costs per scheduled task, including hourly rate
* Submission of a written Risk Assessment and Method Statement (RAMS) to the Town Council
* Two references (preferably local authority based)
* Any recommendations or comments on the schedule

**The successful contractor must:**

* comply with all relevant legislation, e.g. the Health and Safety at Work Act, COSHH Regulations and other agreements in respect of safety, health and welfare
* use equipment appropriate and suitable for the relevant job
* use machinery that has been PAT tested, or equivalent
* ensure employees are provided with suitable Personal Protective Equipment (PPE) safety clothing, safety footwear, gloves, goggles, helmets, high-visibility jackets and tabards etc.
* take all necessary measures for the protection of staff, the public and adjoining property and vehicles.

**This specification sets out:**

* Duration of Contract
* Schedule of work
* Compliance, Standards and Communication Protocols
* Penalties for non-compliance
* Payments
* Criteria for assessing quotations
* Timeline for the assessment

# Duration of Contract

Contract duration will be for two years commencing on 1st April 2025 until 31st March 2027.

The Contract will be reviewed annually and there will be no opportunity to alter the rates tendered without prior discussion and approval of the Council.

A possible extension of the contract may be agreed upon by mutual consent, as part of contingency arrangements, subject to performance.

# Schedule of Work

Based on the Landscape and Ecological Management Plan (LEMP)

and Landscape Management and Maintenance Plan (LMMP)

* Weekly site inspection for any damage, or changes in condition of vegetation, reporting any issues to the council office
* Cutting across growing season, to maintain a length of grass in accordance with the LMMP
* Strimming grass around the trees and in front of the fence, and removing all arisings
* Spot treatment of any invasive weeds with a non-toxic, insect-friendly weed killer.
* Natural Burial Ground grass and designated wildlife area grass is removed from scope.
* Annual reseeding of any damaged areas of grass using appropriate grass seed
* Annual cut of one side and top of the boundary planting against the fence
* Annual cut of two sides and top of the boundary hedge in the Cemetery bordering the Natural Burial Ground
* Annual cut of two sides and top of the boundary hedge in Natural Burial Ground
* Annual removal of woody weeds such as brambles from within the boundary shrub planting
* Annual pruning of the shrubs in the centre of the site, according to species, and removing any arisings
* Mole treatment as required to minimise the visual presence of mole activity.

**Compliance, Standards and Communication Protocols**

* Coleford Town Council reserves the right to inspect the service areas at any time to ensure that the work meets the agreed standards.
* Any deficiencies in service delivery must be rectified within 24 hours upon notification by Coleford Town Council.
* Training: All staff involved must be properly trained.
* Any incidents must be reported to Coleford Town Council immediately.
* Any complaints received from the public must be logged and reported to Coleford Town Council within 24 hours.

# Penalties for Non-Compliance

* Failure to meet the standards outlined in this specification may result in deductions from payments, termination of the contract, or other penalties.
* Non-compliance includes:
* Failure to maintain standards expected within the contract work
* Leaving areas unsightly
* Delays in completion of work
* Poor communication
* Use of substandard materials to complete the work required
* Failure to provide necessary documentation
* Non-adherence to environmental and bio-diversity guidelines

**Payment**

Payment will be made by bank transfer to the contractor’s bank.

The contractor should submit invoices monthly, listing all relevant visit dates covering that period of work.

All payments will be made within 30 days of receipt of an invoice.

# Criteria for Assessing Quotations

Quotations for this contract will be assessed based on the following criteria:

# Cost (50%)

* + The overall price of the quotation, including any potential additional charges.
  + Value for money, considering the scope of work and quality of service proposed.

# Quality of Service (20%)

* + Proposed methods for ensuring high standards of work.
  + Quality of equipment proposed for use.

# Experience (20%)

* + Demonstrated experience in providing similar services to other Councils/Trusts or organisations.

# Environment (10%)

* + Evidence of the supplier’s knowledge and experience of environmental issues and how they are addressing the climate emergency within their submission.

**Timeline for Assessments**

1. **Invitation to Tender Issued: Monday 3rd of February 2025**
2. **Deadline for Submission of Quotations: Wednesday 5th March 2025**
3. **Notification of Award: w/c 17th March 2025**
4. **Contract Start Date: 1st April 2025**

**Submission**

Please note that all tenders received in connection with any or all submissions will be opened by an independent panel of members, to be fair and transparent in this tendering process.

**Tenders should be returned to the Coleford Town Council office address above.**

***Coleford Town Council Making a Difference***