**Tender Notice: Cemetery Maintenance Contract**

Coleford Town Council are seeking a contractor to undertake a range of cemetery maintenance tasks

**Contract Duration:** 1st April 2025 – 31st March 2027  
**Submission Deadline:** Noon, Wednesday 5th of March 2025

**Overview:** Coleford Town Council invites tenders for a two-year Cemetery Maintenance Contract, starting 1st April 2025. The contract will be reviewed annually, with no changes to rate, without prior Council approval.

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

**Submission Requirements:**

All submissions should be in paper format to Coleford Town Council office at:

4, Mushet Walk, Coleford, Glos GL16 8BQ

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
* Two references (preferably local authority based)
* Any recommendations or comments on the schedule

**Contractor Responsibilities:**

* Compliance with all relevant legislation (Health and Safety at Work Act, COSHH Regulations, etc.)
* Use of appropriate and PAT-tested equipment
* Provision of suitable PPE for employees
* Protection measures for staff, public, and property
* Submission of a written Risk Assessment and Method Statement (RAMS) to the Town Council

**Contact Information:** For further details, please see the below information:

🌐 Website: [Contracts Finder - GOV.UK (www.gov.uk)](https://www.gov.uk/contracts-finder) or

<https://www.colefordtowncouncil.gov.uk/>

📞 Phone: 01594 832103

📧 Email: [ctcoffice@colefordtowncouncil.gov.uk](mailto:ctcoffice@colefordtowncouncil.gov.uk)

**Office opening hours: Monday – Thursday 9:30am – 5:00pm / Friday 9:30am – 3:00pm**

**Schedule of Tasks**

**Cemetery Maintenance**

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.

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