

Stroud Town Council: Tender Specification: 2-year contract for Grass Cutting Stroud Cemetery 2023–24

Introduction:

There is a requirement for a grass cutting contract to run throughout the 2023 and 2024 growing seasons. The works include the regular cutting of the majority of the grassed area. As the site is a working cemetery, it is important that the grass surfaces are kept in a tidy and orderly manner, so that visitors and mourners' expectations of standards of keep are met.

The site:

The site is approximately 1.9 hectares gross area, including all graves, hard-standings and roads. Nearly all ground is on a south facing slope of varying gradient. Photos within this document give an indication of site, but site visit is recommended. Any area figures are for guidance only, and the tenderer must satisfy themselves of actual areas on site.

Location:

The site is along Horns Road in Stroud, nearest postcode being GL5 1ER, with Crown and Sceptre public house being nearest landmark (GL5 1EG). See figure 1 for location map.

Ambience:

The site is a working cemetery, and as such is used by mourners, relatives and other loved ones as a quiet place of reflection and often sadness. Whilst it is understood that grass cutting and clearing from memorials can be noisy work, it is envisaged that noise will be limited where possible in both intensity (for example by using cordless equipment) and in time (i.e., minimising the number of days that work is ongoing by using more operatives, where risk zones allow).

Sensitivities:

The work involves strimming very close to many graves, some very recent. It is imperative that flowers and other memorials are not damaged by the work, and so the operatives must take extreme care whilst working necessarily very close to graves. Some graves, such as cremation burials, are very close together.

Hazards:

There are various site hazards that the contractor should be made aware of, including but not limited to the following:

- Slopes
- Natural trip hazards in the form of dips and bumps, possible mammal holes, and vegetation such as bramble
- Artificial trip hazards from grave memorials, kerbs and articles at graveside
- Glass and other harmful substances. Whilst glass is not permitted on graves, some glass items are inevitably added to graves
- Dog faeces

- Adders – unlikely but possible. All reptiles are protected species so to be left alone
- Potentially unstable headstones and other memorials
- Vehicles: the cemetery is open to third parties arriving in vehicles
- Mourners and other persons who may be emotional and possibly under the influence of alcohol or substances.

Site Visit:

The site is open access during daylight hours every day, and it is recommended that prospective tenderers undertake a site visit prior to submitting a price, and preferably with the Acting Green Spaces Manager (GSM), Pete Bradshaw. Please contact the GSM on 07772 490225 if you wish to meet him on site, at a mutually convenient time.

Work specification:

1. Undertake regular cutting of all vegetation (*except areas highlighted as an annual cut on plan*) to ensure that grass is kept in a tidy looking condition between 20 and 60mm height, throughout the growing season. This includes graves where these are covered in grass, or become weedy. Extreme care must be taken to avoid damage to graves and grave items. If in any doubt, request clarity from GSM.
2. Cut paths through and above annual cut area 1 as shown on plan (likely to be 3 rather than 5 as shown on map). Please note that no other works are required within the 2 annual cut areas, and that the area to be left uncut in the annual cut area no1 may differ slightly on the ground from the plan below – however, the boundary between regular and annual cutting should be visible.
3. The new graves area below the steep bank in the south eastern sector is to be included in cutting regime, plus a margin by meadow area, with the boundary being an agreed sinuous line. There will be further rows of graves in this area that will need strimming.
4. Check the stability by a gentle push test as necessary of any memorials/headstones prior to cutting near to, to ensure safety of operatives. Inform GSM immediately of any that are not secure. This is purely to safeguard operatives.
5. Removal of unsightly grass cuttings on day of cutting. (This is not required if cut before reaching 60mm.) Such arisings to be piled neatly onto compost heap area on site.
6. Strim/cut all boundaries such as roads to ensure tidiness and avoid invasive weed growth. Includes 1m strip bounding all roads and paths except when particular flowers are present.
7. Strim carefully around all graves ensuring that no damage occurs to memorials or associated items placed by mourners.
8. Strim weed growth on hard surfaces such as road edges every second cut. This may not be required, but please include within quote.
9. Remove any cut material on memorials, headstones and hard surfaces such as paths and roads. Use of a leaf blower is acceptable, ideally battery operated for quietness. It is strongly advised that all cutting is undertaken during dry weather to reduce the amount of debris attaching to memorials. The contractor will need to allow to remove any such stuck debris.

10. Any known defects with any part of the cemetery and anything brought to the contractor's attention, will be relayed to the Green Spaces Manager without delay.
11. Compliance with instructions to avoid days when burial or other services are booked.
12. Unless agreed in advance with GSM, all works will be weekdays only, between 0800h and 1700h.

Burial Services:

Due to its very nature, there are burial services on some days. As a guide, burials occur on average one service per week. The contractor will be given as much notice as possible of such days, and on no account is any work to be undertaken during such dates or times.

These dates or times will be instructed by Stroud Town Council in advance, and the contractor must confirm receipt of each such time restriction. It is intended, but not guaranteed, that a minimum of 48 hours' notice will be given.

Equipment:

- Contractor to provide a list of intended equipment to be used, ensuring best finish and suitable health and safety requirements when working near headstones.
- If possible, and where the equipment is up to the required output, use of cordless equipment is preferable to petrol for noise and carbon reduction.

Health and Safety:

1. The successful contractor is to provide a site-specific risk assessment and method statement outlining how the works will be undertaken safely, with due regard to the open-access nature of the site, close proximity of headstones, and potentially unstable headstones.
2. All operatives will be suitably trained and a record of meaningful training will be required prior to contract commencement. NPTC/LANTRA is ideal but not mandatory.
3. Any current Covid-19 restrictions and social distancing measures to be included in risk assessment.
4. All operatives will wear the appropriate PPE for the task, which will be in a fit-for-purpose condition, plus a minimum of hi-vis vest.
5. All necessary risk zones will be included in risk assessments and adhered to, and operatives will be particularly conscious of members of the public or dogs entering risk zones.
6. Warning signage as necessary will be supplied by contractor and displayed.
7. All equipment will be supplied and maintained by the contractor in a fit-for-purpose condition.
8. Any refuelling will be undertaken on hardstanding areas and appropriate spillage kits will be supplied by the contractor and available to operatives.

Frequency of cuts:

The contractor is to supply Stroud Town Council with a fixed price quote per visit, based on a likelihood of between 10 and 15 cuts between March and October 2023 and between 10 and 15 cuts between March and October 2024 inclusive. It is likely

that cuts will be required on a fortnightly basis, but the GSM reserves the right to increase or decrease the frequency depending on grass growth. Grass will not be cut if it is not necessary. The initial and final cut timings will be agreed between the contractor and the GSM.

Sustainability:

Stroud Town Council has declared a climate emergency and committed to being carbon neutral by 2030. As part of this commitment, we are keen to work with contractors who have made a similar commitment. Bidders are invited to include a statement setting out the steps they are taking towards carbon reduction, for example, switching to electric vehicles or tools. The statement will form part of the tender evaluation.

Insurances:

The successful contractor will supply a copy of their Public Liability Insurance providing cover for at least £5million.

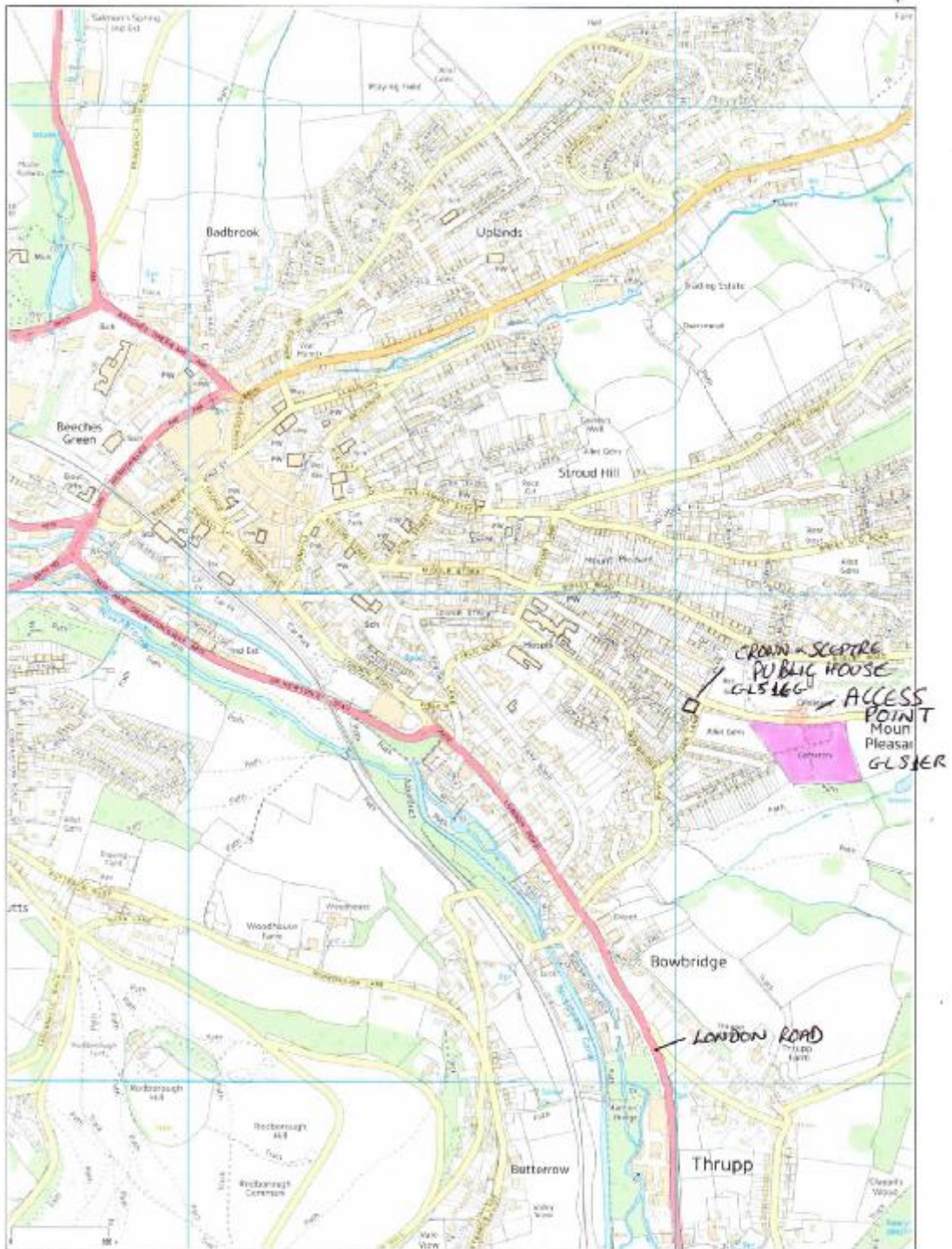
Foundation Living Wage:

Stroud Town Council is a living wage employer. All third-party contractors need to be already paying the Foundation Living Wage (currently £10.90 per hour) or have plans to implement this in the near future. For more information please see:

www.livingwage.org.uk/

Tender Evaluation Criteria

Criteria	Evidence	Weighting
Health and Safety commitment	Tender form question	Pass/fail
Public Liability Insurance commitment	Tender form question	Pass/fail
Foundation Living Wage commitment	Tender form question	Pass/fail
Commitment to carbon reduction	Tender form question	30%
Contract price	Tender form	70%



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Figure 1 Location map Stroud Cemetery



Figure 2 Aerial photograph showing approximate regular & annual cut area. Annual cuts are excluded from this contract



Figure 3 Photo showing part of cemetery

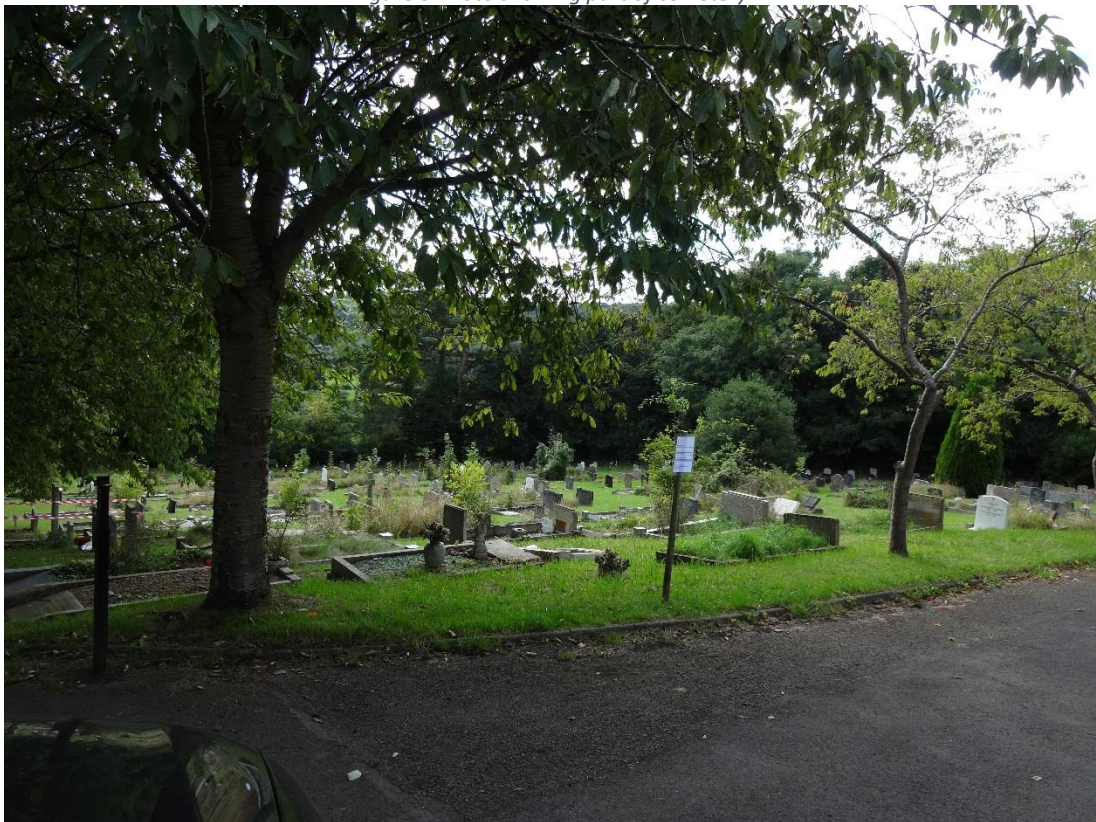


Figure 3 Photo showing part of cemetery



Figure 4 Photo showing part of cemetery

Tender form – Grass Cutting Contract Stroud Cemetery, Horns Road 2023-24

To be submitted to the Town Clerk, by **midday Wednesday 21st December 2022**,
by email to clerk@stroudtown.gov.uk

1. I/we have read the Tender Specification and, subject to and upon the terms and conditions contained in the said documents, I/we offer to provide the services specified, at the rates or prices quoted by me/us.
2. Terms and Conditions. I/we agree that this quotation and any contract which may result from it shall be based on the Tender Specification.
3. Law. I/we agree that any contract that may result from this quotation shall be subject to English law.
4. I/we confirm that we have taken account of our legal and statutory obligations, as well as all relevant Government codes and policies (e.g. taxes, environmental protection, employment protection and working conditions) in our tender, where they would be applicable to the supply of the Services.
5. The price quoted is valid for 60 days from the submission date.
6. I/we confirm that all copy material submitted is identical in every respect to the original, regardless of the format or media in which it is submitted and that any electronic copy has been virus checked and is clear at the time of despatch.
7. I/we understand that we are prohibited from contacting Councillors or Staff to encourage or support their quotation outside of the prescribed process and note that the Bribery Act 2010 applies to this quotation.

I/we confirm that a risk assessment and method statement will be provided before commencement of the contract.	(tick)
I/we confirm that evidence that Public Liability Insurance providing cover for at least £5million will be provided before commencement of the contract and maintained for the duration of the contract.	(tick)
I/we confirm that all employees and any subcontractors working on this contract will be paid at least the Foundation Living Wage.	(tick)
I/we have attached a Sustainability Statement detailing the steps I/we are taking to reduce carbon.	(tick)
Price per regular cut, based on 10 to 15 cuts per year, March to November 2023 & 2024.	£

SignedName (in BLOCK CAPITALS).....

in the capacity ofduly authorised to sign

quotations for and on behalf of (in BLOCK CAPITALS)

Postal Address

Telephone No. E-mail.....

Date