



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

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✉ enquiries@newportshropshire-tc.gov.uk

1st August 2022

To Whom it May Concern

Newport Town Council Cemetery Grounds Maintenance Contract

Newport Town Council are pleased to inform you that you have been invited to submit a tender for the above contract and, accordingly, I attach the following documentation:

Contract Specification

Location Plan

Map of Area

Contract Monitoring Form

References Form

Tender Form

Contractors are to post their submission in a sealed envelope (bearing no mark of the company on the outside of the envelope) to:

Newport Grounds Maintenance Tender
C/o Mrs Louise Tunks
Newport Town Council
The Guildhall
High Street
Newport
Shropshire
TF10 7AR

By 10.00 Monday 31st October 2022

Your tender submission must comprise the following information:

- A covering letter stating you agree to execute the works referred to in the Contract Specification and General Terms of Contract.
- Completed references form along with examples of work
- Completed Form of Tender

If you require any further information please give me a call, the office is open between 10 am – 3 pm Monday to Friday.

Yours sincerely

Louise Tunks
Deputy Town Clerk/ RFO

Newport (Shropshire) Town Council

SPECIFICATION FOR THE GROUNDS MAINTENANCE OF THE NEWPORT GENERAL CEMETERY, AUDLEY AVENUE, NEWPORT TO BE USED AS THE BASIS FOR A FIXED PRICE CONTRACT TO OPERATE FOR ONE YEAR COMMENCING THE 1 April 2023 (WITH AN OPTION TO EXTEND TO THREE YEARS)

GENERAL TERMS OF CONTRACT

1. The successful contractor shall satisfy the Town Council through the Cemetery & Amenities Officer.
 - a. That they have available suitable, well maintained equipment to carry out the work.
 - b. That all persons to be engaged in the work have been properly trained in the use of equipment, weed killers and other materials, and that they have been made fully aware of the nature of the equipment and materials, and possible dangers to themselves and others arising from their transport, storage or application.
 - c. That they have adequate insurance cover against third party claims which might arise from his negligence whilst performing the work.
 - d. That they have adequate Employer's Liability insurance cover in respect of the employees engaged on the work.
 - e. That they are in a position to comply with all statutory requirements with regard to the performance of the contract.
 - f. Newport Town Council are committed to going peat free to protect the planet and therefore, encourage peat free or reduced options.
2. The successful contractor shall undertake to inform the Town Clerk immediately they become aware of any deficiency with regard to 1a to 1e as above and respond promptly to any questions or requests for evidence from the Town Clerk on matters relating to the contract.
3. The Successful contractor will be required to submit a regular contract monitoring form to the Council in a format similar to the example provided within this documentation.

WORK TO BE CARRIED OUT UNDER CONTRACT

4. The work to be carried out under the terms of the contract shall comprise the following:

CEMETERY

- a. The regular removal of all litter from the cemetery at not less than fortnightly intervals and its disposal at an authorised local authority disposal point.
- b. Regular emptying of litter bins before they become full, the shredding and composting of the green waste at the worm farm.
- c. The keeping clear of weeds and grass cuttings paths and driveways, whether or not marked on the enclosed plan.
- d. General good maintenance of flower beds.
- e. Pruning of shrubs and trees.
- f. Removal of low hanging tree limbs.
- g. Re seeding of lawned areas.
- h. The annual trimming of all thorn hedges between in line with Hedgerows Regulations 1997.
- i. The cutting and strimming of all grassed areas, (leaving arising's); the timing of the work to be as regular as climatic and seasonal conditions permit in order that the cemetery is regularly maintained to a satisfactory standard.
- j. As far as is practicable, the keeping free of weeds of all shrubbery beds.
- k. Levelling of ground (due to subsidence caused by decay of coffin).
- l. To maintain the grassed walkways so that reasonable access can be obtained to the woodland area and the seasonal cutting of the remainder of the woodland area.
- m. Other routine maintenance that is in accord with general good husbandry.

EXTRA CONTRACTURAL WORK

4. The contractor must have the ability to undertake work of the following kind, subject to the amount of payment therefore being mutually agreed.
 - a. Minor tree works.
 - b. Planting of shrubs and trees.
 - c. Planting of bulbs.
 - d. Laying of turf.

REFERENCES

5. Applicants are required to supply examples of similar works undertaken.

VARIATION TO COST

6. The Town Council will consider an annual variation of the cost of the contract due to inflationary pressures.

SUBMISSION OF TENDER

7. Tenders must reach the Town Clerk, at the address given on the tender invite letter, in a sealed envelope endorsed 'NEWPORT CEMETERY GROUNDS MAINTENANCE CONTRACT' by not later than 10 am Monday 31st October 2022.
8. The Town Council does not undertake to accept the lowest tender.

FORMAT OF CONTRACT

9. The formal contract between the successful tenderer and the Town Council shall comprise this written specification, the written tender submitted by the contractor and the Town Council's written acceptance of the tender. Subsequent variations to the contract shall be by exchange of letters between the Council and the contractor.
10. Termination of contract can be exercised by either party by giving in writing six months notification or at any time where the provisions of this contract are not being served in the opinion of the council.