



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 St Nicholas Churchyard 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
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 ST NICHOLAS
CHURCHYARD, 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 contactor 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:

ST NICHOLAS CHURCHYARD

- a. The regular removal of all litter from the churchyard at not less than weekly intervals and its disposal at an authorised local authority disposal point.
- b. The keeping clear of weeds and grass cuttings from all planted areas, paths /gravel and memorials, both summer and winter to maintain a Satisfactory appearance all year round.
- c. Removal of moss on memorials when required.
- d. 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 regular maintained to a satisfactory standard.
- e. Collection & planting annual plants supplied by the council for the churchyard borders twice a year (summer & winter).
- f. The list of plants intended for use for the forthcoming season will be confirmed following discussion between the contractor & the council.
- g. Summer planting scheme must be displayed by 31 May and removed by 21 September.
- h. Winter planting to be displayed by 31 October and removed by 30 April
- i. Watering of planted areas. The contractor should supply all necessary equipment to water the areas in a safe manner. Liquid fertilizer should be applied once a month.
- j. Cut back the basal growth at the base of the lime trees at least twice a year.
- k. Regular hedge trimming in line with Hedgerows Regulations 1997
- l. Regular manicuring of the yew trees to maintain a consistent shape and presence.
- m. Regular removal of grass and weeds that grow inside the ground lamp cages in the churchyard
- n. Other routine maintenance that is in accord with general good husbandry.

EXTRA CONTRACTURAL WORK

4. The contractor must be prepared to undertake work of the following kind, subject to the amount of payment therefore being mutually agreed.
 - a. Planting of shrubs.
 - b. Planting of bulbs.
 - c. Pruning of shrubs.
 - d. Seeding and 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 'ST NICHOLAS CHURCHYARD 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.