



A tender for provision of grounds maintenance at the Biddulph Burial Grounds

Three-year contract, beginning 1 April 2019

Contact	Mrs Sarah Haydon, Chief Officer
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Closing Date	Monday 11 February 2019, midday

1. BACKGROUND AND INTRODUCTION

1.1 Biddulph Town Council takes pride in the maintenance of the Biddulph Burial Grounds. The sites play a significant part in the lives of residents and the wider community

Maintenance responsibilities cover three sites:

1. the closed burial ground at St Lawrence's Church;
2. the Town Burial Ground behind the church site; and,
3. the new Woodhouse Burial Ground, which links via a wooded area known locally as the Bateman Walk.

Please see the map attached.

1.2 Biddulph Town Council is seeking a professional and qualified company that can deliver an exceptional value for money service.

Tenders should include costs for:

- Grass cutting
- Hedge and low branch management
- Management of wooded areas (Bateman Walk)
- General maintenance of the site, including treatment of weeds and removal of rubbish (including wreaths, as appropriate)
- Backfilling graves to remove excessive undulations and management of the soil store.

Further details are contained below.

1.3	<p>Please provide a written tender submission by email to the Chief Officer of Biddulph Town Council by Monday 11 February 2019, midday. This should be emailed to: biddulph@staffordshire.gov.uk; a confirmation of receipt will be provided.</p> <p>No extensions will be granted as this will be considered by the Burial Grounds Sub-Committee on Tuesday 12 February 2019.</p> <p>We strongly recommend a site visit to ensure that organisations are familiar with the town.</p>
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2. THE SPECIFICATION	
2.1	<p>Grass cutting</p> <ul style="list-style-type: none"> • To mow or strim Biddulph Town Burial Ground, Woodhouse Burial Ground and Churchyard once a fortnight during the growing season. • All grass shall be cut cleanly to the same height on each site, without damaging the existing surface. • Any wreaths/ flowers which are laid out by headstones will be photographed, removed, the grass will be cut and the items re-laid, within reason. The photograph will then be deleted. The Town Council will manage items left by headstones, if not in keeping with the rules and regulations of the site. • Prior to cutting any area, the Contractor shall remove all debris and litter, including paper, tins, bottles and large stones. All such material will be removed. • To collect grass after each cut to ensure that large amounts of grass are not left on the grave area/ headstones, and dispose of appropriately off-site. • To clear cut-grass off headstones (within reason) and dependent upon weather conditions on the actual day the service/ work is being undertaken. • To mow the un-used parts of the Woodhouse Burial Ground every 2-3 weeks during the growing season. • When working on public footpaths and adjacent to highways all operatives will wear high visibility clothing. All protective clothing and equipment relevant to an operation will be correctly worn /used. • If inclement weather prevents the Contractor from meeting the required standard, the Chief Officer shall be advised of the work not done. The Contractor shall resume work as soon as possible. During periods of drought which may inhibit the amount of growth and subject the grass to high levels of stress, the Contractor may be asked to cease mowing or raise the height of the cut until the turf regains satisfactory turgidity. • Care must be taken when strimming in all areas to avoid the throwing up of stones, etc. Any damage caused will be deemed to be the Contractors responsibility.

2.2	<p>Hedges and Trees</p> <ul style="list-style-type: none"> • The Contractor will be required to cut low-maintenance hedges twice per year. Care should be taken to ensure that bird nesting is not affected. • The pollarding of the smaller lime trees that run the length of Congleton Road (from the small gateway to the main drive) will take place annually in line with recommended practise regarding such trees. • When cutting hedges adjacent to the highway, extreme care will be taken to avoid any danger to road-users and to the Contractor. All relevant warning signs, road cones, etc, will be provided by and put in place prior to commencement of the work by the Contractor. All operatives working on such hedges will wear high visibility clothing. • The existing heights of hedges shall be maintained unless otherwise instructed by the Chief Officer. It shall be ensured by the Contractor that the width of the hedges does not present a hazard or obstruction to pedestrian or vehicular traffic. Uncharacteristic growth shall be pruned out. • All hedge cutting machinery/ tools shall be kept sharp at all times to achieve a clean cut. Chewed and torn shoots will not be accepted following a cut. • The Contractor shall undertake such maintenance as is necessary on trees so far as it does not necessitate the need to climb or fell major trees; removal of small low-hanging branches will be appropriate to ensure these do not present a health and safety risk for those attending the sites.
2.3	<p>Woodland Area- Bateman Walk</p> <ul style="list-style-type: none"> • The Contractor shall inspect and maintain the woodland area, removing litter, fly- tipping, invasive vegetation, keeping pathways clear and cutting back as required to encourage regeneration and promote local biodiversity. In undertaking these Services, the Contractor shall remove ‘dens’ (not constructed by animals), camps and all evidence of anti-social behaviour and then so far as reasonably practicable remediate the land back to the standards of the general area. • In managing the woodland, it is acceptable to make hibernacula areas (habitat piles) and to produce wood chippings for the use of sustainable mulch. • The Contractor shall undertake such maintenance as is necessary on trees so far as it does not necessitate the need to climb or fell major trees. • For the avoidance of doubt, the routine audits of the tree stock are undertaken by others.
2.4	<p>General Maintenance</p> <p>Across the sites, the Contractor will be required to:</p> <ul style="list-style-type: none"> • Ensure paths are kept clear of grass and weeds (including mowings) • Remove fallen leaves from paths and (as appropriate) from grave

	<p>areas, to ensure that grass growth is not inhibited.</p> <ul style="list-style-type: none"> • Spray for weeds, as needed • Remove Christmas wreaths from graves after 31 January each year • Use the soil store at Woodhouse Burial Ground to level graves (Town Burial Ground and Woodhouse Burial Grounds only) • Manage the level of soil at the soil store, advising the Chief Officer if this needs to be reduced. • Work with the Rotary Club of Biddulph, as necessary, in relation to areas that they routinely maintain. <p>The Contractor shall provide all plant, labour and equipment necessary to maintain the requisite standard, which will be maintained consistently throughout the year.</p> <p>The Contractor will have particular regard to the peak grass growing season which generally falls within the period, third week in March to the first week in November.</p> <p>The Contractor shall make good at his own expense any damage caused to memorials, furniture, fences, paths, roadways, shrubs, trees or any other property, during grass maintenance operations by its machinery or staff.</p> <p>Mechanical equipment shall not be left unattended at any time on site, it shall be removed so it is not accessible to members of the public.</p>
2.5	<p>Biddulph Town Council are seeking to agree a three-year tender (April 2019-March 2022).</p> <p>Your tender documents must include a three-year summary and breakdown of costs.</p> <p>Time and transport costs must be incorporated within any tender submission.</p>
2.6	<p>The sites are well used and respected, and the Contractor is expected to abide by the same rules and regulations as other visitors. Biddulph Town Council expects the following behaviours:</p> <ul style="list-style-type: none"> • Visitors should be treated with dignity and respect. • Visitors should be able to move around the site with the minimum of disruption, except where their health and safety is at risk. Appropriate signage should be displayed in these areas. • Where visitors approach the Contractor directly at the site with concerns or queries, the Contractor should refer them to the Town Council as discreetly as possible. • No mowing/ strimming should take place during funerals or on Sundays.
2.7	<p>Please note, only tenders for all tasks will be accepted.</p>

3. REQUIREMENTS OF THOSE WISHING TO TENDER FOR THIS WORK

3.1	<p>The Contractor shall provide full details of all costs that are to be charged to the Council. This should be based on the activities included within the specification above.</p> <p>There is no set format for this information. Please ensure costs are clear and transparent and that all expenses are included within this figure, for each year of the contract.</p>
3.2	<p>In addition, please provide the following information:</p> <ul style="list-style-type: none">• Name and contact details for your organisation• Organisation information: sole trader, public limited company, etc.• Are there any court actions and/ or tribunal hearings outstanding against your organisation which relate to the provision of this contract?• Please confirm that you hold Public Liability, Personal Liability and Professional Indemnity Insurance, and the value of this cover.• Current staffing levels and ability to undertake activities alongside other contractual relationships.• Please confirm whether you propose to provide part or all the proposed service through another organisation.• Previous experience of providing contracts of a similar nature; provision of two relevant referees.• Include details of relevant training completed within the previous two years.• Outline your approach to the protection of information when providing your services.• A copy of your organisation's Health and Safety at Work Policy, to include site specific risk assessment and method statement.• A copy of your organisation's Equality and Diversity Policy.
3.3	<p>The Town Council is not bound to accept any tender.</p>

Map of three burial sites (along A527, ST8 7RG):

