



Croxdale & Hett
Parish Council

CROXDALE AND HETT PARISH COUNCIL

TENDER INFORMATION PACK

CEMETERY GRASS CUTTING CONTRACTOR

Parish Clerk
Croxdale & Hett Parish Council
c/o 25 Swallow Close
Esh Winning
DURHAM
DH7 9JN

Tel: 07739 776 167

Email: croxdalehettpc@gmail.com

The Parish Council invites tenders and quotes for the cemetery grass cutting contract at the following cemeteries:

Croxdale Cemetery
DURHAM

Hett Cemetery
Hett Lane
DURHAM

Scheme of Works:

To undertake grass cutting services in relation to Croxdale and Hett Cemeteries.

Frequency of Work:

- Approx 16-18 cuts per year
- Commencing in April and finishing in November
- In the event that the works are not carried out as agreed (weather and ground condition permitting), then the works must be carried out as soon as practical.
- Any additional cuts must be agreed in advance with the Council

Workmanship and Equipment:

The workmanship must be of an acceptable standard. The Contractor is responsible for providing all relevant equipment and maintaining it to a good, safe and legal standard in order to carry out the works. The Contractor must have a clean driving licence.

Insurance:

The Contractor is required to have Employee and Public Liability insurance. A current Certificate of Insurance must be produced to the Parish Clerk, prior to the commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons, as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Health and Safety:

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1999 and all other Acts and Regulations in respect of the work comprised in this Contract.

Payment to Contractor:

The Contractor will submit an invoice every month, throughout the grass cutting season for all works carried out. The Council will settle accounts submitted by BACS transfer within 30 days.

Termination of Contract:

Either party may, without reason, terminate the Contract in writing, giving two months' notice. The Council reserves the right to end the contract if the work is not completed satisfactorily.

Terms:

1. Prospective Contractors must be able to demonstrate they have the necessary insurance and certificates to undertake the work safely and competently.
2. Contract Period: 1 April 2021 to 31 March 2022.
3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligation to be accepted by them, if their tender is accepted.
4. Prospective Contractors should note that the Council is not bound to accept the lowest tender and that the Council's decision is final.
5. Quotations are to be submitted inclusive of VAT (if applicable) to provide grass cutting services in 2 cemeteries for a period of 12 months, for the works as outlined above. Note - the cost should also include the removal of waste/grass cuttings, dependant on the machinery used. For example, some machinery operates a 'cut and drop' leaving the grass fine and therefore not requiring the 'cut and collect' option. **Please stipulate if the quote is for a cut and drop service (if your machinery allows) or cut and collect service.**
6. Any queries regarding the interpretation of any part of the Contract document should be addressed to the Parish Clerk before the closing date.

How to Apply:

To apply for this tender, you must be able to demonstrate in your application:

- Experience of providing grass cutting and cemetery maintenance services.
- Proven track record of complying with safe systems of work in areas accessible to the general public.
- You may also supply a copy of your CV.

All tenders are to be marked in an envelope for the attention of the Parish Clerk and clearly marked **Cemetery Grass Cutting Tender** in the top left-hand corner, so that the tendering process will not be prejudiced. Alternatively, email submissions will be accepted to the Parish Clerk.

Closing Date:

Applications must arrive no later than 5.00 pm on Monday 22 March 2021.

Late submissions will not be accepted.

The successful bid / tender will be announced in April 2021.