

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

Three-year contract, beginning 2 May 2022

Contact	Mrs Sarah Haydon, Chief Officer
Contact details	office@biddulph-tc.gov.uk 01782 498480 Biddulph Town Council Biddulph Town Hall, High Street Biddulph Staffordshire ST8 6AR
Closing Date	Monday 11 April 2022, 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

	<p>and removal of rubbish (including wreaths, as appropriate);</p> <ul style="list-style-type: none"> • Backfilling graves to remove excessive undulations and management of the soil store. <p>Further details are contained below.</p>
1.3	<p>Please provide a written tender submission to the Chief Officer of Biddulph Town Council. We strongly recommend a site visit to ensure that organisations are familiar with the town and the requirements set out below.</p>

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. • All operatives will wear high visibility clothing at <u>all times</u> when on-site. 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.
-----	--

	<p>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.</p> <ul style="list-style-type: none"> • 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. • 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 acceptable 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
-----	--

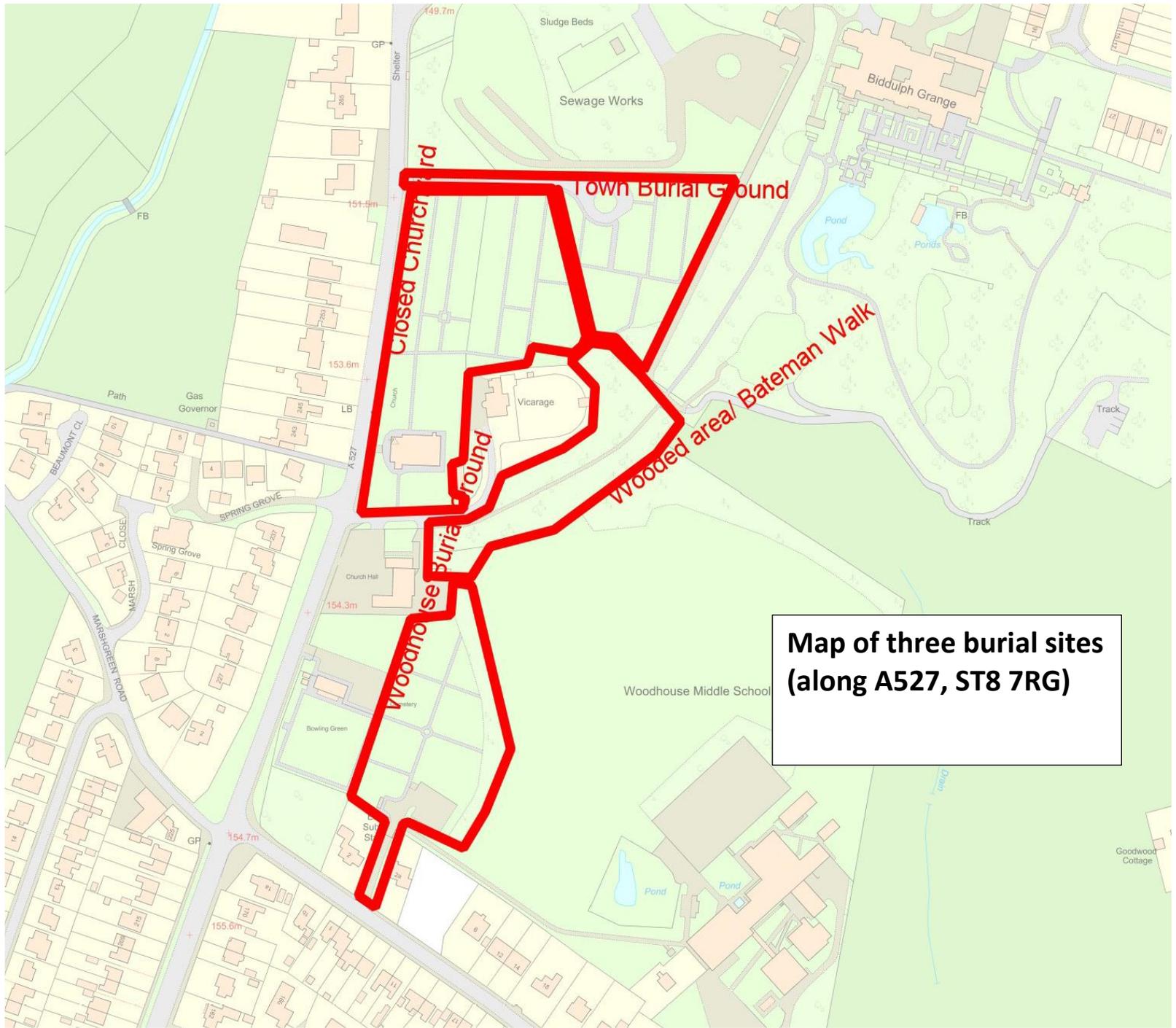
	<p>Services, the Contractor shall remove 'dens' (not constructed by animals), camps and all evidence of anti-social behaviour and then so far as reasonably practicable, remediate the land back to the standards of the general area.</p> <ul style="list-style-type: none"> • In managing the woodland, it 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 areas, to ensure that grass growth is not inhibited. • 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</p>

	<p>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>Complaints/observations procedure</p> <ul style="list-style-type: none"> • The Provider will be required to keep a record of all complaints/ observations, both verbal and written, and the action taken, which must be available to the Chief Officer, on request. • The Provider is expected to deal with any verbal observation or complaint efficiently and courteously. If the customer is not satisfied, the Provider must make a note of the name, address and contact number, and refer the matter to the Chief Officer immediately. • In the event of a written observation or complaint, the Provider must respond in line with the Town Council’s Complaints procedure timescales. They must also send a copy of the original letter, together with the reply, to the Chief Officer. • If any complaint or observation is made which is not within the Provider’s area of responsibility, then the customer must be referred to the Chief Officer immediately. • Where the Provider is aware that a complaint will be referred to the Council, they should contact the Chief Officer as soon as possible to appraise of the situation.
2.6	<p>Staffing and employment</p> <ul style="list-style-type: none"> • The Provider will at their own expense employ suitably qualified and sufficient staff necessary for the purpose of carrying out the service. • The Provider will ensure that all persons employed are suitably and properly trained and instructed for the specific tasks that they are required to perform and that assessment of an employee’s ability to undertake the tasks for which they have been trained takes place. • Such training and instructions shall meet all necessary requirements, statutory, health and safety, customer care, first aid etc. • The Provider will ensure that staff will at all times be civil, sober, honest and of smart appearance, and that they carry out their duties in a quiet and orderly manner.

	<ul style="list-style-type: none"> • The Provider will ensure that all areas of service are ready to commence operation prior to the opening times or commencement of functions/events etc. • The Provider will ensure a smart appearance by all staff at all times with the staff clothing being appropriate to their function.
2.7	<p>Care for the Environment</p> <p>The Town Council aspires to protect, conserve and improve the quality of the environment.</p> <p>Within the Town Council assets, this can be achieved through energy conservation and efficiency, prevention of air, water, land and noise pollution, promotion of the purchase of goods and services which least damage the environment locally and globally.</p> <p>We aim to minimise the production of waste and promote reduction, re-use, repair and recycling, and encourage others to follow our example.</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;

	<p>provision of two relevant referees.</p> <ul style="list-style-type: none"> • 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	The Town Council is not bound to accept any tender.



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