

Cyngor Cymuned Trefriw Community Council

Tender for carrying out maintenance at Trefriw Cemetery, Cowlyd Road, Trefriw

APRIL 1st 2025 to MARCH 31st 2028

REQUIRED WORK

Trefriw & Llanrhychwyn Main Cemetery (see Plan on page 3 for extent of area to be maintained)

Cut and collect vegetation on all verges, between and around graves to preserve the reasonable safety of users. Care should be taken not to damage the gravestones and kerbs. Care is to be taken not to cover headstones and kerbstones where present with cuttings and any excessive cuttings should be brushed / blown off. Grass and any other vegetation growing over path edging to be cut back when required. Leaf clearance to be carried out when required.

Damage to footpaths caused by tree roots to be monitored and actioned ONLY where damage is likely to pose an immediate trip hazard otherwise prior approval for the works must be sought and confirmed by the Council before any such work is undertaken

Paths to be checked regularly for signs of damage and defects and notified to the Council.

The Contractor to report as referred to above or in the event of any other problems so encountered to the Clerk to Trefriw Community Council (herein referred to as "the Council").

Frequency of cutting: once a month from mid-April to October. (Total 7 cuts per year)

Trefriw & Llanrhychwyn Cemetery Car Park

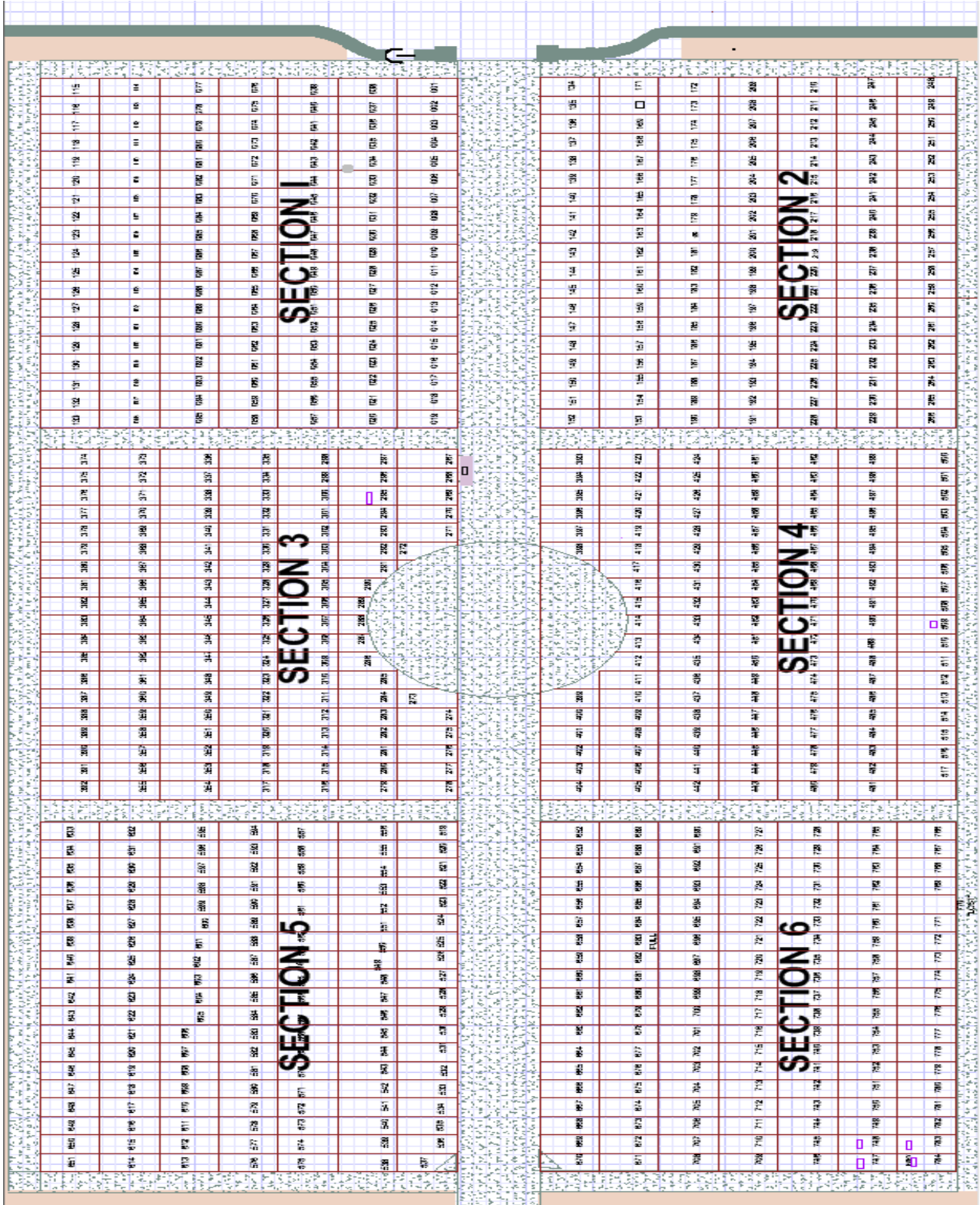
Once a year in the Autumn. Cut and collect vegetation over whole area. Remove cuttings from site. Make additional cuts as requested and agreed with the Council.

CONDITIONS

1. Grass cut on the main cemetery shall be placed in the areas specified by the Council. Large amounts of vegetation and hedge trimmings resulting from works shall be removed from site unless otherwise agreed.
2. It will be the responsibility of the contractor to ensure the health and safety of all persons who may be on the site when it is carrying out any work under this agreement.
3. Vehicular access to the cemetery can be obtained through the gate directly off the adjoining highway.
4. Before tendering the contractor should visit the site and familiarize themselves with the requirements
5. The contract will run from 1st April 2025 until 31st March 2028.
6. Please include separately the charge to be made for any additional cuts to the cemetery and an hourly rate for any additional maintenance work to the site that may be requested and agreed by the Council.

7. The contractor must have a minimum of £5 million public liability insurance cover and current competency certificates for the use of all powered tools to be used to fulfil the contract
8. The Council will authorize payment on receipt of invoices following completion of the work and will first inspect the site to ensure satisfactory completion of the invoiced work. To ensure prompt payment the contractor will ensure that all invoices are received by the Clerk to the Council not later than **the last working day** of the month in which the work is completed. Payment may be delayed if (i) work is not satisfactory or (ii) an invoice is not received in accordance with the foregoing.
9. The contract price shall include all costs in respect of labour, materials, tools, equipment maintenance, fuel and transport and all other things necessary for the work to be undertaken.
10. Before starting work the contractor will:
 - a) Provide and agree method statements showing how they will go about the work (e.g., erecting safety signs, disposal/removal of trimmings, tools to be used).
 - b) Agree how they will comply with Health & Safety Regulations and COSHH requirements.
 - c) Provide the Council with copies of current public liability insurance documents and necessary certificates of competency. Where documents are time limited, the contractor will ensure that updated documentation is supplied to the Council at least seven working days before any document or documents expire. Failure to provide valid documentation may result in the contract being terminated immediately.
11. This contract may be terminated by the Council on **one month's** prior written notice at any time
12. This contract may also be terminated by the Council without notice if the work is not carried out and no reasonable explanation is offered.
13. The contract will run from 1st April 2025 to 31st March 2028 unless either item 11 or 12 above is enforced. The Council does however retain the right to extend the contract for up to two additional years with the incumbent contractor without the need to undertake a tendering process.
14. The Council can, if it so wishes, request additional cuts / works or reduce or cancel any of the Schedule by giving seven working days' notice in writing.
15. All documents are to be returned as detailed below in the pricing schedule and all contractors will be notified by email no later than Tuesday, 19th November 2024 of the outcome of their tender.
16. By issuing this invitation the Council is not bound in any way and does not have to accept any tender so received

Area to be maintained (Main Cemetery)



TREFRIW COMMUNITY COUNCIL - CEMETERY MAINTENANCE TENDER – PRICING SCHEDULE

Charge per cut for required work in Main Cemetery	
Add VAT (at current rate) if required	
Total	
Charge for spraying the Main Cemetery path with appropriate weed killer if requested	
Add Vat (at current rate) if required	
Total	
Charge per cut for agreed work in Cemetery Car Park	
Add VAT (at current rate) if required	
Total	
Hourly charge for agreed additional work e.g., hedges, trees etc., to cut and remove vegetation as agreed	
Add VAT (at current rate) if required	
Total	
Contractor	
Name	
Address	
Contact No:	
E-mail	

Signed by:

for and on behalf of Contactor:

Dated :.....

Signed by..... for Trefriw Community Council

Dated.....

To be signed and returned to the appointed contactor on acceptance of the rates and award of the Tender.

Please return the full tender document, including evidence of all required documents as referred to in Condition 7 above, to:

**Mrs V Teasdale
Clerk to Trefriw Community Council
Angorfa, Trefriw LL27 0JJ**

TO ARRIVE NOT LATER THAN 5.00 PM ON

Thursday, 31st October 2024

