

# 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 Cemetery Extension Field (see Plan on page 3 for extent of area to be maintained)

Cut and collect all grass/vegetation clippings.

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

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

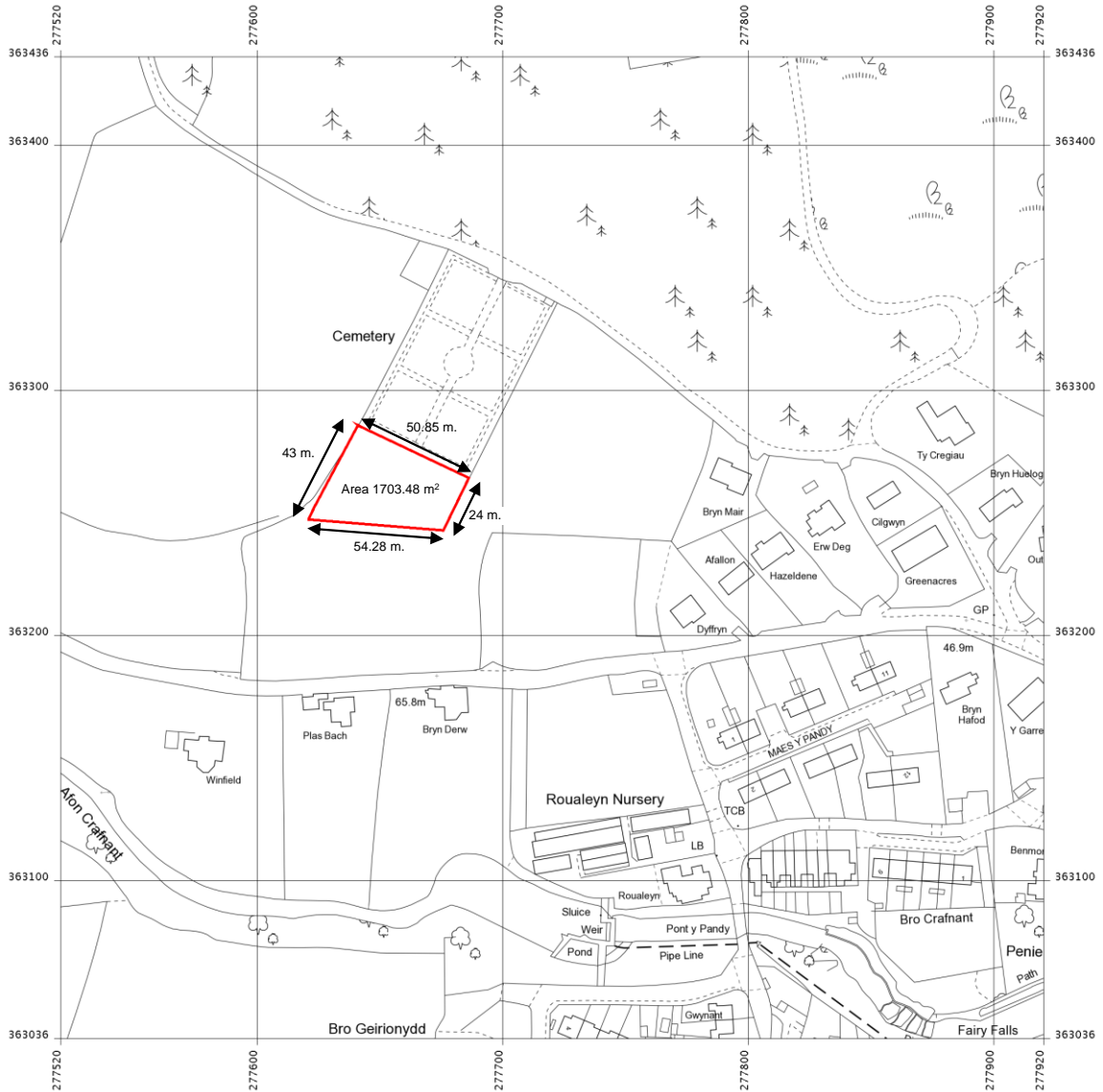
Frequency of cutting: Three cuts per year – early season (no later than 30<sup>th</sup> April), mid-season (no later than 31<sup>st</sup> July) and late season (no later than 31<sup>st</sup> October)

### CONDITIONS

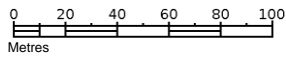
1. All cuttings and clippings shall be removed in their entirety from site unless agreed by prior arrangement.
2. It will be the responsibility of the contractor to ensure the health and safety of all persons who may be on the site when it is carrying out any work under this agreement.
3. Vehicular access 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 1<sup>st</sup> April 2025 until 31st March 2028.
6. Please include separately the hourly charge to be made for any additional cuts and/or 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 no later than **seven days** after the date upon which the work is undertaken. Payment may be delayed if (i) the 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, 19<sup>th</sup> 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 (as edged in red)



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1:2500

The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

Supplied by: Stanfords  
Reference: OI251365  
Centre coordinates: 277720 363236

Land for Cemetery Extension,  
Cowlyd Road, Trefriw.

**TREFRIW COMMUNITY COUNCIL - CEMETERY MAINTENANCE TENDER – PRICING SCHEDULE**

Charge per cut for the required work (3 cuts per annum)	
Add VAT (at current rate) if required	
<b>Total</b>	
Hourly charge for any additional work that may be requested, e.g., grass, hedges, trees etc., to cut and remove vegetation as agreed	
Add VAT (at current rate) if required	
<b>Total</b>	
<b>Contractor Details</b>	
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, 31<sup>st</sup> October 2024**