

Cyngor Cymuned Trefriw Community Council

Tender for carrying out maintenance at Trefriw Cemetery, Cowlyd Road

APRIL 1st 2014 to MARCH 31st 2016

REQUIRED WORK

Trefriw & Llanrhychwyn Main Cemetery

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. Report any problems encountered to the Clerk.

Frequency of cutting: normally once a month from mid-March to mid-October. (Total 8 cuts per year)

Trefriw & Llanrhychwyn Cemetery Extension

Mow grass ONLY as separately instructed by the Council. (No planned maintenance regime is currently in place.)

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 himself with the requirements
5. The contract will run from 1st April 2014 until 31st March 2016.
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 current public liability insurance cover and current competency certificates for the use of all powered tools to be used to fulfil the contract
8. The Community Council will authorize payment on receipt of invoices following completion of work and may first inspect the site to ensure satisfactory completion of the invoiced work. To ensure prompt payment of invoices please ensure that they are submitted to the

- Clerk not later than **7 days** before the end of the month. Payment may be delayed if work is not satisfactory.
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 it 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 public liability insurance documents and necessary certificates of competency.
 11. This agreement may be terminated by either party on **two months** prior written notice at any time.
 12. This agreement may also be terminated by the Council without notice if the work is not carried out and no reasonable explanation is offered.

**TREFRIW COMMUNITY COUNCIL
CEMETERY MAINTENANCE TENDER**

Charge per cut for required work in Main Cemetery	
Add VAT (at current rate) if required	
Total	
Charge per cut for agreed work in Cemetery Extension	
Add VAT (at current rate) if required	
Total	
Charge per cut for agreed work in Car Park	
Add VAT (at current rate) if required	
Total	
Hourly charge for agreed additional work	
Add VAT (at current rate) if required	
Total	
Contractor	
Name	
Address	
*Telephone	
*Mobile (if available)	
*e-mail	

**Please indicate your preferred mode of communication*

Signed by:..... for Contractor:.....

Dated :.....

Please seal the completed Tender Form in the enclosed envelope and send to:

**The Clerk, Trefriw Community Council, Pen y Bryn, Trefriw, North Wales, LL27 0JU
TO ARRIVE NOT LATER THAN 5.00 PM ON **MONDAY 20th JANUARY 2014****