



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL TENDER SPECIFICATION

On behalf of Ware Town Council, I have the pleasure of inviting you to submit a fixed price tender for the following project.

Yours faithfully,

Terry Philpott
Town Clerk

Project name	Ware Cemetery maintenance contract
Project objective	To maintain the ware cemetery
Project location	Ware Cemetery Wulfrath Way Ware Hertfordshire SG12 0DN
Contract value	
Timescales	Preferred start date April 2023
Contact details for further information and site visits	Matt Watkins, Maintenance Manager. Email: matthew@warepriory.co.uk Phone: 01920 460316 Mobile: 07988624510
Contact details for invoice queries	Sean Higgins, Finance Manager

	sean@waretowncouncil.gov.uk Phone 01920 460316
Primary contact details during the project period.	Matt Watkins, Maintenance Manager. Email:matthew@warepriory.co.uk Phone: 01920 460316
Contractor requirements essential	All tender applications need to of performed a site visit before submitting the tender
Contractor requirements desirable	Previous experience of similar work with a cemetery or burial authority.
Return date for tender submissions	30th November Preferred method by email to tenders@waretowncouncil.gov.uk . If large documents such as maps or visuals are submitted, please provide a paper copy to Ware Town Council The Priory High Street Ware SG12 9AL Postal tenders or additional information should be submitted in an envelope marked, Ware Cemetery maintenance contract Please do not submit enquiries of a general nature to tenders@waretowncouncil.gov.uk as the inbox is only monitored at the time a tender is due to close.
Performance management	This specification is based on a performance model and the site will be regularly inspected by Council staff.
Detailed specification	Works to be undertaken The work to be undertaken are to maintain all grassed areas within the site Clearance of leaves and removed from site Maintenance of all beds

Clearance of litter from site

All works as specified are to be provided by the Contractor within the Annual Sum except where otherwise provided in this specification or elsewhere in the Contract Documents.

The whole of the work shall be carried out in accordance with the principles and practices of accepted and recognised horticultural standards.

The Contractor must ensure that the Employer's property and that of the memorial owners is protected against accidental or negligent damage which may be occasioned through undertaking the works specified.

Any damage occasioned by the Contractor in carrying out the works contracted shall be immediately reported to the Employer. The property shall be made safe and further repaired to the satisfaction of the owner or agent of the property at the earliest convenient time, or as directed, and at the sole cost of the Contractor.

The Contractor shall be responsible for acquiring any necessary permits to complete the Schedule and any repair works. 1.1.10 Any proposals relating to tree surgery on the site are to be referred to the Employer for their consideration and prior agreement.

Ground and Weather Conditions

The Contractor shall make due allowance for climatic variations which may impact on their scheduled programme of operations. 1.1.2 Work shall not be carried out with any machinery when ground conditions are such that puddling, deep rutting, or any other detrimental effects may occur.

Grassed Areas

General Conditions (Grass Cutting)

The Contractor shall make full provision within the Tendered Rates for all costs that the Council shall incur in maintaining the areas specified for Grass Cutting and for the periodic tasks that are stipulated in the Schedule.

The general conditions shall apply to each type of cutting regime and should be allowed for in items referring to grass cutting. Some locations may have a mix of regimes which must be noted when cutting the site. Grass cutting shall take place whenever required to ensure standards are met throughout the full calendar year.

Grass shall be cut up to the hedge, roadway, fencing, walls and memorials, all obstacles shall be cut around and beneath to the same height as the majority

of the site at each visit.

All temporary obstacles that can be moved, shall be moved to facilitate cutting and replaced immediately the grass beneath has been cut.

Allow for any temporary obstacle on the site (e.g. mounded earth from recently dug graves) and allow for returning to the site to cut such sites when the obstacles have been removed.

Ensure that the bases of all seating, signs and monuments are clear of vegetation.

Extreme care shall be taken when cutting around tree bases to avoid damage to tree or plant material.

Prior to grass cutting, inspect all areas to be mown and remove litter, including dog faeces and all items and obstructions which may cause damage or injury to people, property or machinery. Where hypodermic needles etc. are encountered, take all necessary handling and disposal precautions.

The finish shall be free of ribbing, skids, ruts, excessive tyre marks, or divots. Any accumulations of arisings in areas that are mown with un-boxed mowers shall be removed. Soft vegetative growth other than grass shall be deemed to be part of the agreement where it falls within the sites of grass.

All persons operating grass maintenance machinery must be satisfactorily trained, conversant with relevant legislation, including all relevant Health & Safety Legislation and competent in the operating methods.

Ensure that all blades, guards, belts and boxes are of the correct type with the correct fixing nuts or bolts and all equipment is used entirely in accordance with the manufacturer's instructions.

All non-grass areas shall be kept free from arisings created by any grass cutting operation and any arisings deposited on non-grassed areas shall be removed immediately.

Inform ware town council immediately if local site ground conditions prevent cutting and as a result excessive grass growth occurs.

The Contractor shall ensure that mowing regimes are adhered to, using all relevant forms of cutting equipment.

Grass Areas – Performance Standard for Grass Maintenance

Feature	Summer Season cutting height (April – end of October)		Winter season cutting height (November – end of March)	
	Min.	Max.	Min.	Max.
Cemetery Areas	3cm	5cm	5cm	7cm
	3cm	5cm	5cm	7cm

Growth Regulators

During the period of the Contract no growth regulators of any form shall be applied to any area of grass without the Council staff sanctioning such applications.

Subterranean Animals

On all high amenity areas, clear all soil arisings where moles are active prior to cutting of site. Areas which present mowing difficulties or become potentially injurious to members of the public must be communicated to the Council staff.

Should the Contractor cause damage to the surface or levels of the ground, during grass cutting operations, the Contractor shall make good such damage to the satisfaction of the Council staff.

During periods of drought Council staff may instruct that grass cutting operations be suspended and may require the omission of a planned cut or cuts.

Strimming

The Contractor shall be required to strim or clip around all obstacles within the confines of the various categories of grass areas described in this Specification, to maintain the height of grass to the mean level of the grass on the surrounding areas. all at no additional cost to the Parish Council. No quantities of obstacles are detailed: it is for the tenderer/contractor to determine at tender stage the full implications of this task.

Vegetation Control and Pesticide Application

General

The Contractor shall make full provision within the Tendered Rates for all

costs that the Council shall incur in maintaining Vegetation Control and Pesticide Application.

All herbicides and growth regulators to be used in the undertaking of the works shall be approved for use in public areas.

Legislation

- The Health and Safety at Work Act etc 1974;
- The Food and Environment Protection Act 1985 Part III;
- The Control of Pesticides Regulations (as amended) 1986;
- The Plant Protection Products Regulations 2005;
- The Control of Substances Hazardous to Health Regulations as amended (COSHH) 2002;
- Environmental Protection Act 1990;
- The Water Resources Act 1991.

Health and Safety

The Contractor shall ensure that employees to be engaged in such works are suitably qualified and assessed and provided with all protective clothing (PPE) applicable to the materials being applied, and shall give their staff access to such washing and cleaning facilities necessary.

The Contractor shall ensure that all materials are properly stored and transported, providing secure storage as required under current legislation.

All machinery used in the application of materials shall be carefully maintained throughout the period of the Contract to ensure correct application takes place, and that no leakage occurs.

The Contractor shall ensure that the method of application and the undertaking of such works proceeds in such a manner as to cause no damage or injury to desirable plants or vegetation, animal, machine or item of equipment. Any such damage shall be held to be the responsibility of the Contractor and he shall be required to make good any damage and shall be responsible for any claims for compensation arising from his actions of omissions.

In carrying out mixing of chemicals the Contractor shall ensure that no spillage of chemical takes place so that no damage results to vegetation, surfaces, plants or equipment. Any such damage shall similarly be held to be the responsibility of the Contractor. In carrying out the application of materials the Contractor shall ensure that no area is over dosed, and that dosages of each particular treatment are in accordance with the manufacturer's recommendations.

The timing of works shall be such that no spraying takes place during

inclement weather, or when rainfall is expected or within a time period which is less than that specified by the manufacturer of the chemical being used.

The Contractor shall ensure that the method of application and the undertaking of works does in no way lead to the pollution of any water course or water supply.

Any such pollution shall be held to be the responsibility of the Contractor and he shall be required to make good any damage and shall be held to be responsible for any claim for compensation arising from his actions or omissions.

The Contractor shall ensure that all waste containers and chemicals are disposed of correctly and safely in accordance with current legislation.

The Contractor shall undertake the works in such a manner as to avoid contamination of any person, animal or property, and take particular care to protect water, wildlife and natural habitats.

No spraying work of any kind shall take place when sites are in use if this is likely to endanger or inconvenience users, and the Contractor shall modify his working cycles to take this limitation into account.

Litter Picking

The Contractor shall make full provision within the Tendered Rates for the costs that shall incur in litter picking the sites as specified in the Schedule of Works.

The Contractor may dispose of litter in the bins at each site.

The Contractor shall empty each specified bin weekly, take away and dispose of said waste in accordance with the Contractor's own Waste Carrier Licence.

The Contractor shall provide all necessary equipment associated with litter picking.

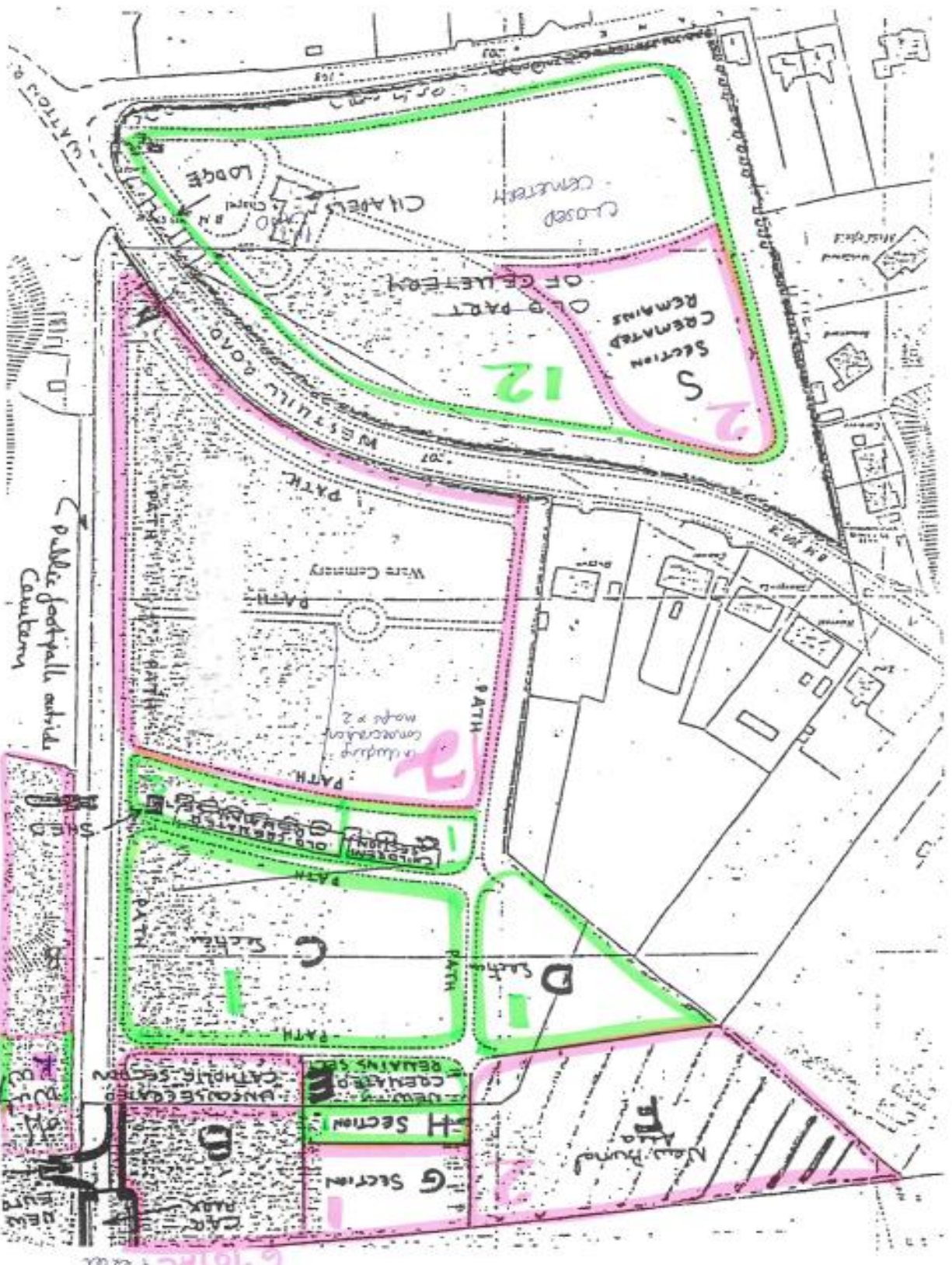
Additional Works

The Council may from time to time issue an Instruction Notice to the Contractor requiring him to undertake Additional Works at the specified

	<p>rates provided by the Contractor on the Schedule of Charges.</p> <p>For work outside the Schedule of Charges, the Contractor may provide an hourly rate or quotation which must be approved by the Council before any works are carried out.</p>
Waste disposal	This specification is based on a performance model and the site will be regularly inspected by Council staff.
Access and possible restrictions in the delivery phase of the project.	<p>Access to the Cemetery site is seven days per week between the hours of 8am and 8pm.</p> <p>The Cemetery is operational with interments scheduled at various times, coordination with the cemetery officer will be required with no work undertaken during an interment which average one per week.</p> <p>Visitors to the cemetery will expect a suitable level of respect and dignity particularly for those that are grieving and visiting the graves of loved ones.</p>
Progress reporting	The council will require reporting to the council maintenance manager
Payment terms	Please specify in the pricing schedule the requirement for any phased payments. WTC seek to pay all correct invoices within 30days.
Retention value / period	WTC will retain 0% of the contract value for a period of X months.
Penalty clauses	Clause to be inserted as required.
Conditions of contract	<p>The Council require assurances from all potential contractors through the provision of appropriate documentation that:</p> <ul style="list-style-type: none"> • All operatives are suitably trained and qualified to use any machinery involved in the work. • Operatives will at all times wear suitable protective clothing and high viz jackets. • Safety and advisory signage will be required as necessary • Contractors will be required to supply details of public liability insurance with the tender papers. • Contractors will be required to undertake a COSHH assessment for all

chemicals used during the delivery of the contract.

- Contractors will be expected to provide a method statement detailing how the various elements of the work will be undertaken.
- Project timescales will be provided where applicable.



6 TOTAL + ex. all

Pricing schedule

Contractor name	
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Project name	Ware Cemetery maintenance contract
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	Pricing (excluding VAT) for all works as included on the specification, in the component parts as requested.
A	
Total	
	The council seek to pay invoices within 30days of the receipt of a correct invoice after completion or delivery of the project. If there is a requirement for phased payments, please detail below.

I / We hereby offer to carry out the works as scheduled and contained in the attached specification.

Signed

Dated

Contractor name	
Address	
Name of primary contact	
Email	
Office phone number	
Mobile phone number	

Contractor name	
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Contract Evaluation

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors may be invited to an interview

	Max score	score	
Price	50		
Quality of work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		

Reliability (Equipment strategy / contingency plans/ method statement / project plan)	10		
Proximity to Ware (Location of equipment / contractors)	5		
Environmental factors (Please attach environmental policy)	5		
Total	100		

The Council reserve the right to not accept any or the lowest tender.

Contractor name	
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References:

Please provide two References below....

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		

Address		
Type of contract		

Tender submission checklist

Contractor name	
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		Office use
Cost breakdown (excluding VAT)		
References		
Environmental policy		
Public liability insurance		
Method statement detailing how the various elements of the work will be undertaken.		
Project timescales.		
Further information to support the tender evaluation as required		