

Helpston Parish Council

Tenders are invited for Grounds Maintenance at Helpston including The Cemetery and The Village Green (both owned by Helpston Parish Council) and The Churchyard (owned by the Church authorities) for the fiscal year 2018/2019

Written tenders are invited for the following contract.....

1. To maintain those areas consisting of the whole of Helpston Cemetery and Helpston Village Green and of Helpston Churchyard and all shown in red on the attached map. These areas are to be kept neat and orderly by regular mowing (a minimum of 16 times per annum) and by trimming around gravestones, kerbs, walls and boundaries. The Churchyard area now covered by some ivy, elder and bramble stumps is to be kept clear and in a condition suitable for normal grass mowing operations.
2. To keep the walls clear of long grass, weeds and invasive growth that may cause damage to the those walls.
3. To level grave areas in the Cemetery as necessary after burials and to fill any low spots with soil.
4. To suppress weed growth on the path in the Cemetery and on the Buttercross by spraying.
5. To clear old flowers / wreaths from graves and to dispose of them into the brown wheelie bin.
6. To clear fallen leaves from the grassed areas of the Village Green.
7. To mow and clear beneath all Parish benches / seats (7 off) twice per annum.
8. To empty, on a fortnightly basis, the four Parish Council waste bins and responsibly dispose of the contents.
9. The Contractor will be responsible for supplying all equipment necessary for these duties and for all labour and fuels needed to operate same.
10. The Contractor will be expected to work in a safe manner having due regard for the safety and well being of him / herself and of pedestrian and vehicular passing traffic.
11. The Contractor will be responsible for supplying and using any safety equipment necessary consistent with carrying out his / her duties safely.
12. The Contractor must be able to supply confirmation that an annual Health and Safety inspection and a review of equipment and operating procedures has been carried out.
13. The Contractor must be able to confirm that Public Liability and Personal Insurances Policies are current and in place.
14. The Contractor will be responsible for drawing to the attention of the Parish Council any matters not covered by this contract that may need special attention and resolution.

Contract term: 6th April 2018 to 5th April 2019 The Contract will be reviewed every year and subject annually to new tender applications.

Any straightening of gravestones will be by the agreement of the Cemetery Overseers and Parish Council and will be the subject of separate quotations presented to the Parish Council for discussion.

Tenders should be submitted in writing to the Clerk, at the address below, by 5.00pm on the 4th March 2018. Tenders will be opened and discussed at the 5th March 2018 meeting of the Parish Council.

**S Smith,
Clerk to Helpston Parish Council,
36 West Street, Helpston, Peterborough, PE6 7DX**