

# COTHERSTONE PARISH COUNCIL

Clerk: Judith Mashiter, Moor Edge, Snaisgill, Middleton-in-Teesdale, County Durham DL12 ORP  
Tel. 01833 640893 Email: cotherstoneparishcouncil@hotmail.com

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## COTHERSTONE CEMETERY GRASS CUTTING – Tender invitation

The Parish Council intends to award a contract for the cutting of grass in Cotherstone Cemetery for the 2018 season. This invitation to tender is subject to contract and the Parish Council is not obliged to accept any tender it receives, shortlists or otherwise considers.

### 1. The specification

The area to be cut is the Cotherstone cemetery. The area is shown on the attached map. Edges shall be strimmed and left tidy.

### 2. Payment

Payment will be made by cheque in the middle of each month starting after the first cut. You should send your invoice for work to the Clerk before the second Wednesday of each month. A single payment at the end of the season can be arranged if preferred.

### 3. Insurance and certifications

Potential contractors must confirm what insurance(s) are in place (eg public liability), and present information about relevant certifications (eg. health and safety, equipment handling).

### 4. Frequency of cuts

A maximum of 12 cuts in total at fortnightly intervals; any increase in frequency is at the discretion of the Clerk. Daffodils should not be cut until May.

### 5. Inspection of areas to be cut

The cemetery is open to the public and can be inspected at any time. Before putting in your price, you should be familiar with the site as extra payments cannot be made to cover things that you could have foreseen. Any questions should be put to the Clerk to the Parish Council before submitting your prices.

### 6. Length of contract

Although the length of this contract is for 12 months, the Parish Council may, with the agreement of the successful contractor, extend the contract by a further 12 months.

### 7. Submission of tenders

Any tender must be submitted on the Tender form provided.

Tenders must be received **by 5pm on Friday 9 February 2018.**

Tenders should be submitted, in a sealed enveloped marked 'Grass cutting tender', to

The Clerk, Cotherstone Parish Council

Moor Edge, Snaisgill, Middleton-in-Teesdale, Co. Durham DL12 ORP

Tender submission by email is not acceptable.

### 8. Contacting councillors

Prospective contractors must not contact any councillor or the Clerk in order to encourage or support their tender outside the prescribed process.

### 9. Questions or clarifications

If you need clarification of anything in this specification, please contact the Clerk on tel. 01833 640893 or by email: cotherstoneparishcouncil@hotmail.com

Map showing grass cutting areas — Cotherstone Cemetery



**Tender form – Grass cutting 2018 - Cotherstone Cemetery**

**Tender submitted by:**

Contact name:

Company:

Address:

Tel:

Email:

Website:

**Prices**

<b>Location</b>	<b>Price per cut, 2018 season, excluding VAT</b>	<b>Price for 12 cuts, excluding VAT</b>	<b>Hourly rate for any additional work, excluding VAT</b>
Cotherstone Cemetery (max. 12 cuts per season)			

**Declaration**

- I confirm that the above prices include:
- Cutting the grass
  - Strimming edges
  - Removing any litter, twigs etc
  - Removing all grass from footpaths adjoining the cut areas
  - Daffodils not to be cut until May.
- I confirm that the above prices are guaranteed until the end of the 2018 season.
- I have read and understood the conditions for the work and I have visited the area concerned. I understand that the Parish Council does not have to award the contract to the lowest or indeed any bidder.
- I confirm that neither I, nor anybody connected with this tender submission, have contacted any councillor or the Clerk in order to encourage or support their tender outside the prescribed process.
- I confirm that appropriate public liability insurance will be in place and I will provide evidence of this on request.
- (optional) I attach any further information supporting this tender, including evidence of insurance, certifications etc.

Signed:

Date: