



Coleford Town Council

BRIEF FOR CEMETERY MAINTENANCE CONTRACT

Coleford Town Council manages the town's cemetery at Victoria Road, Coleford, GL16 8DS and needs to appoint a contractor for a range of maintenance work.

Skills required

To carry out the specified schedule of tasks, the contractor should have:

- Experience of carrying out a range of such work
- Appropriate qualifications and safety certificates
- Suitable equipment

Information about any other skills or services on offer would be appreciated.

Contract timeline

The Council is seeking bids for a 3-year contract, being 1 year from 1st March 2021 to 28th February 2022 in the first instance with extension for a further 2 years, depending on performance.

Tenders

Bids for taking on this contract should give a breakdown of the charges for each task in the schedule, including an hourly labour rate and other likely charges. This detail together with a note of insurance cover, qualifications and previous experience, and any comments or recommendations on the schedule, should be returned by noon on Thursday 10th December 2020 to:

Chris Haine
Assistant Town Clerk (Seconded)
Coleford Town Council
No 2, The Town House
Lords Hill Walk
Coleford GL16 8BD

or by email to Chris at ctcoffice@colefordtowncouncil.gov.uk .

Contact

Please contact Chris on 01594 832103 Monday - Thursday 9am to 4pm for any further information – Many thanks.

SCHEDULE OF TASKS

Based on the Landscape Management and Maintenance Plan posted at <http://www.colefordtowncouncil.gov.uk/tenderInformation>, the following tasks:

- Weekly site inspection for any damage, or changes in condition of vegetation, reporting any issues to the council office
- Weekly grass cuts between February and November, plus one extra cut in late December or early January, strimming grass around the trees and in front of the fence, and removing all arisings
- Spot treatment of any invasive weeds with a non-residual herbicide
- Twice-yearly cut of long grass area, to encourage wildflowers
- Annual reseeding of any damaged areas of grass using appropriate grass seed
- Annual cut of one side and top of the boundary planting against the fence
- Annual cut of two sides and top of the boundary hedge
- Annual removal of woody weeds such as brambles from within the boundary shrub planting
- Annual pruning of the shrubs in the centre of the site, according to species, and removing any arisings