

# DONISTHORPE CEMETERY

## Grounds Maintenance Contract – Invitation to Tender

### Ashby Woulds and Oakthorpe, Donisthorpe and Acresford Joint Burial Committee

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#### Contract Overview

The Ashby Woulds and Oakthorpe, Donisthorpe and Acresford Joint Burial Committee seeks to appoint a qualified contractor to undertake grounds maintenance at Donisthorpe Cemetery. Full details of the required services are outlined below.

#### Contract Terms

- The contract will be awarded for a fixed term of two (2) years, ( subject to satisfactory performance in year 1) A review will be carried out after 21 months with a view to extending the period.
- Commission period: A period of four weeks will be allowed at the start of the contract as a settling in period, but the contractor will be expected after this time to be performing the contract to the full satisfaction of the committee.
- Start Date: [01]/5/2026
- Contract Period: [01/05/2026] to [30/04/2028]

#### Submission Requirements:

- Fixed-price quotations must be submitted in sealed envelopes clearly marked and delivered to the Burial Clerk no later than 5:00 PM on [01/4/2026].
- Any tender who is related to a member or officer of the Council must disclose this relationship in writing to the Burial Clerk. Failure to disclose may result in disqualification.
- Canvassing any Council member, directly or indirectly, will result in disqualification.
- Insurance Valid Public Liability insurance must be held with a minimum indemnity limit of £5,000,000 and a copy must be provided each year.

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#### Return Address for Tender:

Mrs. S. Beirne  
45 Conway Drive  
Shepshed  
Leicestershire

## General Information

- Committee: Ashby Woulds and Oakthorpe, Donisthorpe and Acresford Joint Burial Committee
- Clerk: Mrs. S. Beirne
- Submission of Accounts: Quarterly in arrears
- Payment Terms: Within one month

## Scope of Work

### Cemetery Maintenance

The contractor shall maintain the cemetery grounds throughout the contract period, providing all necessary plant, labour, and materials to carry out the operations detailed below.

All work must be managed respectfully, ensuring appropriate conduct around mourners and funeral staff.

**Weed Control:** The contractor shall control vegetative growth and treat grassed areas by the application of approved herbicides as specified.

- 1. Non-Selective:** The contractor shall control vegetative growth around kerb graves, headstones, the base of trees, posts, fences, walls, hedge lines, etc., by the application of an approved total herbicide. On earth graves and unattended squares, the total ungrassed area shall be sprayed out. Applications will be made at the appropriate time and strictly in accordance with the manufacturers' instructions. Any sites where it is apparent treatment has been ineffective the contractor shall at his own expense treat the area again.
- 2. Selective:** The contractor shall annually treat one quarter of the grassed areas; therefore, each area will be treated once every four years, with an approved selective herbicide. Applications will be made at the appropriate time and strictly in accordance with the manufacturers' instructions.

**Edging:** Grass edges to footpaths, roadways and borders, etc., shall be trimmed, and if not, sprayed with herbicide on 7 occasions at regular intervals during the growing season.

- 1.** Where the area of grass abuts shrubbery, flower beds, borders, channels, etc., the grass shall be neatly trimmed back on each alternate visit to mow the site. All clippings shall be collected up and removed from the site.

2. Where grass areas abut walls or extend below fences and no channels are present the grass shall be strimmed on each ultimate visit to mow the site. Any clippings that are thrown onto adjacent paved areas shall be swept back, collected and removed from site to the contractor's tip.
3. Where grass areas abut footpaths, paved areas, kerbs, etc., most of the grass will be cut during mowing. Where grass is left uncut by mowers it shall be neatly cut by an appropriate method before its length reaches 150mm.
4. Moss on all paths and area near the entrance to the cemetery to be cleared on a regular basis .

**Re-Cut Edges:** During the winter the contractor shall re-cut grass edges to footpaths, roadways and borders, approximately a quarter of the edges to be cut each year.

1. During the winter the contractor will recut grass edges to a straight line or curve as appropriate. All arisings shall be collected up and removed from site. When recutting edges along mowing channels and around the base of trees the contractors' tender price shall also include for the cultivation of the soil.

#### **Graves:**

1. If any memorials have become soiled during burial operations, they will be thoroughly cleaned.
2. Once floral tributes on recently opened graves have become unattractive, they will be removed from the grave for disposal.
3. The contractor shall allow for making good any settlement in graves by bringing in spoil to make up the levels were necessary. There will be an average number of 10 graves per year to attend to.

#### **Removal of moss**

1. Moss on the top carpark area to be jet washed

#### **Grass Cutting General:**

1. The contractor will carry out the regular cutting of all grassed areas. They will provide all plant, labour and equipment necessary to carry out the required number of cuts to the specified heights.
2. The tender for mowing should include for the spraying or trimming of vegetative growth around obstacles and along edges of grassed areas as specified

**Mowing:** Grass cutting in the cemetery shall be carried out to mowing standards as specified below

1. **Mowing Method :**The contractor will ensure that all areas are cut on a rotational basis, that mowing is carried out in an orderly manner so that no grass is missed and that the

cemetery is left with a neat and tidy appearance. Any cuttings that fly onto footpaths shall be swept off and removed to the contractors own tip.

2. **Extent of Mowing:** Mowing will cover the total area of grass at the site up to paving, fencing and other boundaries, and as close as possible to any obstacles without causing any damage to the said obstacles. The contractor shall at his own expense make good any damage caused to fences, furniture, trees or any other obstacles during grass cutting operations as informed by the clerk. All parts of the grassed area where mowers cannot cut will be strimmed or cut by hand or spot treated with a herbicide or growth retardant. Strimming must not take place next to young trees that could cause damage to the bark.
3. **Mowing - Area Marked Red:** cutting in the area marked red will be carried out with cylinder or tractor rotary machine type at a frequency of 12 cuts per season to a cut height of 30 – 40mm. An anticipated number of mowings is shown, although it is not possible to predict the actual number, therefore in the event that the actual number of mowings shall be more or less than that specified then the cost will be adjusted pro-rata. The maximum growth height will be 70mm. [see appendix 1]
4. **Mowing - Area Marked Blue:** Grass cutting in the area marked blue will be carried out with tractor rotary machine type at a frequency of 6 cuts per season to a cut height of 40mm. The maximum growth height will be 100mm. [see appendix 1]

## Special Conditions

1. In very wet conditions all grass cutting shall cease until operations can continue without causing damage to the grass surface, levels or contours of the ground.
2. In very dry conditions grass cutting shall cease until grass attains the maximum growth height.

## Tree Maintenance

### Maintenance of Young Trees (Under 10 Years Old)

1. During the period of the contract the contractor shall inspect all the trees at the cemetery annually, additional visits may be necessary if required. During this inspection visit the contractor will attend to the tree ties and supports adjusting or refitting as necessary.
2. Unwanted, dead, diseased or damaged branches shall be pruned, in the case of cross rubbing branches one branch will be removed, bark wounds shall have any ragged edges cut back and all trees planted as standards shall have any side growth removed.
3. When no longer necessary, stakes will be removed to encourage natural development. To reduce risk of attack from pests and diseases the contractor shall maintain a weed free ring around tree bases as specified in 'Grass Maintenance'.
4. The contractor shall have visited the cemetery, made himself thoroughly conversant with the work required, estimated for this and included for it in his tender price.

### Maintenance of Mature Trees

1. Normally the contractor will only be required to carry out the works specified below.
2. To comply with the relevant Highways Acts the contractor shall carry out necessary pruning of mature trees to ensure a clearance of 2.2m above footpaths and 5m above carriageways.

This standard shall also apply to all internal footpaths in the cemetery and any individual specimen trees identified by the clerk.

3. On an annual basis the contractor will undertake an inspection of all mature trees to ascertain their condition and safety submitting a written report to the clerk.

## **Shrub maintenance**

1. All shrub planted areas will be cleared of leaves, litter and weeds, etc., on the first maintenance visit of the year. Weeds will be totally removed, and all beds will be completely forked over with all arisings being taken from site to the contractors own tip. Any areas underplanted with bulbs should also be treated in this manner and not treated with herbicides.
2. The contractor will be required to visit the beds at a frequency of 6 occasions evenly spaced during the growing season to maintain them to a neat, tidy and weed free standard.
3. The pruning shall be carried out to ensure that shrubs retain healthy and vigorous growth, maintain their shape and balance, that the maximum amount of flowering wood is produced and that the shrubs are kept so that they do not create a nuisance or danger to the public or traffic.
4. The severity of pruning will depend upon the species of shrub, its age and growing position but should be carried out in accordance with accepted standards and methods. All prunings shall be collected and removed from the site to the contractors own tip.
5. Where any shrubs are pruned incorrectly or damaged the contractor will carry out any remedial pruning or replace the plant as deemed necessary at his own cost.

## **Removal of Rubbish and Arisings**

The contractor will arrange for the removal and disposal of all incidental rubbish, including branches, leaves, twigs, stones, litter, tin cans and bottles prior to mowing operations. All grass cuttings, trimmings, weeds, moss, prunings, plant growth and other excess materials arising from the service shall be removed from site to the contractors own tip

## **Pests and Diseases**

The contractor shall notify the clerk promptly of the presence of any pests or diseases attacking the plants or evidence of any rodent or animal infestation. The contractor shall upon the receipt of an instruction treat any such pests or diseases with suitably approved chemicals.

## **Machinery**

Machines must be of the type stipulated and must adhere to the following criteria:

1. No excessive oil or fuel leaks which could cause damage to the grass.

2. All blades to be sufficiently sharp and correctly adjusted to cut cleanly and not tear the grass.
3. Safety guards and covers must be fitted at all times.

## **Unsatisfactory Standards**

Where the clerk deems the grass cutting of an area to be unsatisfactory due to defective or improperly adjusted mowers or the negligence of a contractor's employee, the contractor will be required to re-cut the area immediately as directed and shall only be paid for the original cut.

In the event of the contractor failing to meet the required standards the following procedure will follow

1. The contractor will be notified of the failure by the Clerk
2. A meeting will be arranged where the contractor and the Burial board Members will establish the nature of the failure and an agreed procedure to rectify the same within 14 days will be agreed.
3. Failure to rectify will result in a formal 'Notice of Failure to Perform' . The contractor shall respond in writing advising when the rectification will take place.
4. In the event of three notices being issued in a three-month period then the Burial Board reserve the right to deduct up to 15% of the contract value.
5. Continued failure to meet the required standard will result in a notification of a breach of contract to the contractor and the contract will be determined giving the contractor four working weeks to complete existing schedules.
6. In the event of the contractor disputing the condition, then the contractor has the right to put their case verbally and in writing before the Burial Board at the next Burial Board meeting.

## **Services and Statutory Undertakings**

The contractor will be responsible for enquiring with the various authorities as to the exact position of their installations that may be under or over the area of the site and for complying with the requirements of the various statutory authorities.

Should the contractors damage any of these services the statutory authority and the clerk will be notified immediately, and the contractor will accept responsibility and the subsequent cost of making good any such damage.

## **Vandalism**

The contractor shall report immediately to the clerk any vandalism or other damage caused to any plant, feature, monumental or any part of the cemetery for which the contractor is responsible.

## **Pesticides**

All pesticides used in the cemetery shall be approved under whatever regulations prevail at the time of use. The contractor will ensure the method of application and the undertaking of the work proceeds so as to cause no contamination to any watercourse or water supply or any damage to any plant,

animal or item of equipment. Any such damage caused will be the responsibility of the contractor and he will be required to make good any damages or any claims for compensation arising from his acts or omissions.

## **Working Arrangements**

The services under the contract shall normally be carried out from Monday to Friday. No extra payment will be made to the contractor for weekend working.

Where horticultural machines are used the contractor shall not use them before 7.30am and must cease using them by 6.00pm.

The cemetery shall remain open to the public during the progress of the service except where for safety reasons it is considered necessary to exclude members of the public and animals (i.e., during spraying operations). In these circumstances the contractor shall take appropriate measures to keep the public, etc, away from the hazard.

Any additional expenditure incurred by the Grounds Maintenance contractor at the request of the Committee will be charged to the Committee at cost.

The fees may be subject to change with the agreement of both parties.

The fees relating to future years of this agreement shall be such as may be agreed between the parties.

## Appendix A

[this appendix shows the outlined areas of the cemetery grounds

- Red mowing area
- Blue mowing area

