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Tender

Cemetery and Allotment Maintenance Contract

Great Baddow Parish Council

F02: Contract notice

Notice identifier: 2021/S 000-004678

Procurement identifier (OCID): ocds-h6vhtk-0299b7

Published 9 March 2021, 10:10am

Section I: Contracting authority

I.1) Name and addresses

Great Baddow Parish Council

Parish Hall, 19, Maldon Road, Great Baddow

Chelmsford

CM27DW

Contact

Clare Milligan

Email

clerk@greatbaddowparishcouncil.gov.uk

Telephone

+44 7955787368

Country

United Kingdom

NUTS code

UKH3 - Essex

Internet address(es)

Main address

<https://www.greatbaddowparishcouncil.gov.uk>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.greatbaddowparishcouncil.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Cemetery and Allotment Maintenance Contract

Reference number

Tender1/Feb2021CM

II.1.2) Main CPV code

- 77300000 - Horticultural services

II.1.3) Type of contract

Services

II.1.4) Short description

Great Baddow Parish Council is seeking to enter into a fixed price contract for the provision of Grounds Maintenance to its Lawn Cemetery and Allotment site at Galleywood and Great Baddow Lawn Cemetery, Vicarage Lane, Great Baddow, Chelmsford, Essex, CM2 7SU

The works required are as follows but are not exhaustive:

1. Cut all grass areas in the cemetery including the new extension and mound across the top end of the cemetery.
2. Mow with hand mower/strim around all headstones.
3. Mow with hand mower/strim in and around the cremated remains plots.
4. Strim all hedge and fence lines to keep the areas neat and tidy.
5. Level and seed/re-turf plots after funerals. The plots will be notified by the Grounds office. Topsoil, grass seed/turfs and other necessary materials will be supplied by the Parish Council.
6. Level graves and top up sunken graves. The plots will be notified by the Grounds office. Topsoil, grass seed/turfs and other necessary materials will be supplied by the Parish Council.
7. Collect all dead wreaths and dead flowers from all graves and cremated remains plots. This should be done on a weekly basis. The matter collected can be disposed of on-site in a trade waste bin.

This will be carried out with reference to the Parish Council's Cemetery Regulations, particularly 9 and 16, and any other appropriate regulation.

8. Check all litter bins and empty into the trade waste bin when necessary. Tidy the area around the bins. This should be done on a weekly basis. Collection of the trade waste is on Fridays

9. Edge all the cremated remains plots. This should be undertaken with a lawn edging tool or other appropriate tool.

10. Hoe and keep weed-free all flower and rose beds.

11. Lightly trim and tidy all hedges - Beech, Yew and Native

12. Cut all common paths on the adjacent Allotment Site. Also, strim vacant plots as notified by the Grounds office.

Further guidance and details regarding the contract can be found on the Parish Council's website.

To apply please send your tender to the Parish Clerk, Mrs Clare Milligan, at Great Baddow Parish Council. These can be sent via email however a hard copy will also be required.

II.1.5) Estimated total value

Value excluding VAT: £40,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

Main site or place of performance

Galleywood and Great Baddow Lawn Cemetery,

Vicarage Lane

Great Baddow

Chelmsford

Essex

CM2 7SU

II.2.4) Description of the procurement

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Further guidance and details regarding the contract can be found on all documentation on the Parish Council's website

To apply please send your tender to the Parish Clerk, Mrs Clare Milligan, at Great Baddow Parish Council. These can be sent via email however a hard copy will also be required.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

A possible one year extension.

Section III. Legal, economic, financial and technical information

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

6 April 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

8 April 2021

Local time

11:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Great Baddow Parish Council

Chelmsford

Email

clerk@greatbaddowparishcouncil.gov.uk

Telephone

+44 1245472937

Country

United Kingdom