

THE TENDER

Closing Date: 30th September 2025

Contact details: Gemma Hughes, Acting Town Clerk

Address: Town Hall, Market Square, Crewkerne, TA18 7LN

Telephone: 01460 74001

Email: townclerk@crewkerne-tc.gov.uk

NB: This tender pack is prepared on behalf of the Crewkerne and West Crewkerne Joint Burial Committee but as the host authority, will refer to Crewkerne Town Council throughout.

The Council's Requirements

The Council is seeking tenders for the grounds maintenance of our cemetery.

The contract will be for a period of 3 years to cover the growing seasons of each year, from 1st March to 31st October in each of 2026, 2027 and 2028.

The contract will therefore commence on 1st March 2026.

Evaluation

The Council will evaluate tenders by considering the following principal factors:

- a. Compliance with tender documentation;
- b. Tender submission, including prices;
- c. References.

Canvassing etc.

Any tenderer who canvasses any member or officer of the Council, whether directly or indirectly relating to the award will be disqualified.

A tenderer will also be disqualified if they:

- a. Fix or adjust the amount of the tender by arrangement with any other person or business; or
- b. Communicates to any person or business other than the Council the amount of the tender (unless the disclosure is made for insurance purposes, for example); or
- c. Agrees with any other person or business that they will agree not to tender or as to the amount of any other tender to be submitted; or
- d. Offers or pays any sum of money to any person to induce such a person to accept the tender then the tenderer shall be disqualified from tendering and may be subject to civil and criminal liability.

How to complete the tender

- a. The tender must be calculated with careful reference to the contents of the contract.
- b. Tenderers must also submit with their tender:
 - i. Information about their insurance cover

- ii. Details of two referees for whom a similar service has been provided, unless the contractor has carried out work for Crewkerne Town Council within the past three years. The Council will contact referees as part of the tender process.
- c. Price
 - a. The price quoted should be exclusive of VAT.
 - b. All travelling time and expenses should be included in the tender price.
 - c. No additional payment will be made in respect of any changes in the cost to the successful tenderer in carrying out the work.
 - d. No costs incurred in the submission of the tender, producing any supporting information or additional explanations required will be met by the Council, whether the tender is successful or not.

Compliance with tender documents

Tenders must be made in accordance with all the contract documentation and no changes should be made to tender documents. Similarly, tenders must not be accompanied by statements making them qualified in any way.

General

Any enquiries relating to the contract documents should be addressed to Gemma Hughes, Acting Town Clerk, Crewkerne Town Council, Town Hall, Market Square, Crewkerne TA18 7LN. 01460 74001
townclerk@crewkerne-tc.gov.uk.

How and where to return the tender

Tenderers must complete and sign the form of tender. The signatory must be authorised to sign the tender.

Tenders must be returned in a sealed envelope to the Town Clerk, Crewkerne Town Council, Town Hall, Market Square, Crewkerne TA18 7LN before 5pm on 30th September 2025.

If tenders are hand delivered, a receipt will be issued if requested. The tender envelope and its franking must not bear any indication of the tenderer's identity and the envelope must be marked 'TENDER FOR CEMETERY GROUNDS MAINTENANCE'.

Declaration

You should only complete the tender after you have read and fully understand all the contract documents.

Once a tender has been awarded no allowance can be made for any errors, omissions or misjudgments in tendering.

TO: Crewkerne Town Council, Town Hall, Market Square, Crewkerne, Somerset TA18 7LN

- a. We tender to carry out the work referred to in the tender documents in accordance with details set out below. We agree that this tender together with the Council's written acceptance will constitute a contract between us.
- b. We certify that this is a bona fide tender and we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we agree not to do at any time before the tender closing date any of the following:
 - i. Communicating to a person the amount or approximate amount of the proposed tender except where the disclosure in confidence of the approximate amount of the tender was necessary to obtain insurance premium quotations required in connection with the preparation of the tender.
 - ii. Entering into any arrangement or agreement with any other person or business that he/they should refrain from tendering or as to the amount of any tender submitted.
 - iii. Offering to pay any sum of money or gift to any person for doing any of the acts in (i) or (ii).

SIGNED:.....

Date:.....

Company Name and Address:.....

.....

Telephone:.....

Email:.....

Please supply the following information, using separate sheets if needed:

1. Experience

2. Location

3. Insurance

Please provide details of your insurance and indemnity cover

4. References

Please provide details (names, addresses, telephone number, email address and a contact name) of two organisations or individuals (whichever is the more appropriate) for whom you have provided grounds maintenance works.

NB If you have carried out grounds maintenance work for Crewkerne Town Council within the last three years, references are not required.

Contract Conditions

1. Payment

The Contractor will issue monthly invoices for the works carried out which will show VAT separately.

The Council will consider and verify all invoices submitted by the Contractor in a timely fashion and any undue delay in doing so is not sufficient justification for failing to regard an invoice as valid and undisputed.

2. Employees

The Contractor must employ a sufficient number of appropriately trained and experienced staff to ensure that the service is provided to the agreed standard.

If the Council has grounds for concern about the actions, behaviours or record of any person involved in the provision of the service, the Council shall make representations to the Contractor who shall use its best endeavours to comply with any recommendation made by the Council regarding the provision of the service by that person.

3. Assignment and Sub-Contracting

The Contractor shall not assign or sub-contract the contract or any part of it without the Council's prior written consent.

4. Indemnity and Insurance

The Contractor agrees to indemnify the Council against all actions, claims and costs relating to injury (including death) or loss of or damage to property which arises out of the Contractor's failure to provide the service to the contract standard except where attributable to the Council's own negligence or that of its own servants or agents.

The Contractor shall provide evidence of adequate insurance to cover the potential liability in the above which shall be for the minimum sum of £10 million in respect of any one occurrence.

The Contractor shall also take out and maintain in force employer's liability insurance in a minimum amount for each and every claim, act or occurrence or series of claims, acts or occurrences which may be made.

The Contractor shall provide risk assessments, health and safety certificates, and evidence of any professional indemnity. If these documents cannot be provided, then the Contractor should explain why they are not available.

5. Dispute Resolution

If a dispute or difference has arisen between the Council and the Contractor relating to this agreement both parties shall use all reasonable endeavours to resolve the dispute and to this end shall meet as soon as possible with a view to discussing and resolving the matter. This clause shall not operate to prejudice the rights of either party against the other whether through litigation or otherwise.

6. Breach of Contract

If the Contractor:

- a) Has offered any gift or consideration of any kind as an inducement or disincentive for doing anything in respect of this contract or any other contract with the Council; or
- b) Has committed an offence under the Bribery Act 2010; or
- c) Becomes bankrupt; or
- d) Has a receiving order made against it; or
- e) Presents its petition in bankruptcy; or
- f) Is subject to a winding up order; or
- g) Has a receiver appointed; or
- h) Is in persistent and/or material breach of contract (by failure to achieve the contract standards or otherwise); then the Council shall terminate the contract immediately and recover all losses resulting from such termination.

7. General

All variations shall be recorded in writing and attached to this agreement.

This agreement is governed by English law.

A person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or enjoy the benefit of any term of this agreement.

The Contractor shall not be liable for any default in the provision of the service caused by any relevant factor beyond the Contractor's control (e.g. Act of God, strikes, Act of Government, Force Majeure etc).

Any notice to be served on the Contractor or the Council shall be sent by recorded delivery to their respective addresses referred to in the Agreement.

The Contractor will immediately notify the Council when damage is caused by the Contractor to any assets of the Council.

The Contractor shall make good at his own expense any damage caused by the Contractor to any assets of the Council.



This agreement represents the complete agreement between the Council and the Contractor and supersedes all other undertakings, statements and agreements relating the Service.