

**TENDER FOR CEMETERY and CHURCHYARD MAINTENANCE.**

**OLD ST. ENODER CEMETERY MAINTENANCE**

**Tender contract to commence 1<sup>st</sup> April 2022 FOR 4 YEARS**

**Specification**

**ALL GRASS** areas in the old St Enoder Cemetery including grass around headstones, trees, paved areas and seats to be cut monthly March to December (10 cuts), grass to be left. November cut to be 1 week before Remembrance Sunday and ensure War Memorial is clean and tidy.

**PATH** edges to be kept tidy.

**HEDGES** and **SHRUBS** to be trimmed & pruned 6 monthly ensuring clippings are removed (not 1<sup>st</sup> March to 31<sup>st</sup> August due to nesting birds). Leaves to be cleared & removed November & January.

**TREES:** to inspect trees regularly and to report to the Parish Clerk any dangerous/dying trees.

**GRAVE MAINTENANCE:** Ensure graves are kept level and top up any sunken graves.

**ENTRANCE:** ensure gravel entrance (outside of the gate) remains weed free either spraying or manually.

**ST ENODER CHURCHYARD**

**Specification**

**ALL GRASS** areas in the St Enoder Churchyard including grass around headstones, trees, paved areas and seats to be cut monthly March to December (10 cuts), grass to be left.

**PATH** edges to be kept tidy and weed free, by spraying or manual.

**NEW INDIAN QUEENS CEMETERY EXTENSION (only)**

**ALL GRASS** to be cut 10 times a year March to December (10 cuts), grass to be mulched/left.

**HEDGES** to be strimmed and kept tidy.

**DRAINAGE CHANNEL** around the edges of the Cemetery walls to be kept free from weeds.

**TREES** to inspect trees regularly and to report to the Parish Clerk any dangerous/dying trees.

**TOTAL PER ANNUM..... 4 YEAR TOTAL .....**

**NAME.....**

**ADDRESS.....**  
.....

**Additional information:**

1. Have you undertaken any relevant training courses? YES/NO

*If yes please provide copies of certificates obtained.*

2. If you are intending to use an employee(s) to assist have they undertaken any training courses? YES/NO/ NO EMPLOYEE(S)

*If yes please provide copies of certificates obtained.*

3. Do you hold Public Liability Insurance YES/NO

We require a minimum of £5,000,000 PLI, if successful you will have to provide a copy of your cover.

4. If successful we will require Risk Assessments & Method Statements are you able to provide this? YES/NO

**Please return the completed form in a sealed envelope by Noon 18<sup>th</sup> January 2022 to:**

**Mrs Amanda Kendall, Parish Clerk, St Ender Parish Council, Foxleigh, Treviglas Lane,  
Probus, Truro, TR2 4LH**

**Please ensure you mark the outside of the envelope 'TENDER OLD CEMETERY' so it is not opened in error before the closing date.**