

# Shadforth Parish Council

Shadforth Parish Council  
Sherburn Hill Community Hub  
Front Street  
Sherburn Hill  
DH6 1PA

## Invitation to Tender for Grounds Maintenance Services 2025/26

### Introduction and Instructions to Tenderers

The Council is seeking to appoint a Contractor to undertake grounds maintenance to its Parish Paths and the Cemetery.

Please email your interest to [shadforthpc@hotmail.co.uk](mailto:shadforthpc@hotmail.co.uk) and a **full specification list of works required will be emailed to you.**

The works will entail the following:

#### Parish Paths

Undertake regular maintenance to the Parish Paths and Bridleways to ensure they remain safe, fit-for-purpose and at an acceptable level of appearance. Works will include vegetation removal, cutting back and clearance in accordance with the enclosed specification.

#### Cemetery

Maintain the Cemetery in accordance with the standards set out in the enclosed Specification as determined by the Parish Council, ensuring agreed mown areas are regularly cut, and headstones, trees, edges, boundary etc. trimmed without causing any damage to them. To maintain flower beds, including weeding, pruning and edging to create an attractive display and grass clippings removed after mowing.

We also require an extended part of the Cemetery to be cut 4 times a year. We are happy to meet with applicants to view the area, which is located behind the Cemetery.

#### Preambles

Tendering Contractors must review the ITT documentation and ensure they have a full and detailed understanding of the requirements. Any queries should be addressed to the Parish Clerk via email at the following address [shadforthpc@hotmail.co.uk](mailto:shadforthpc@hotmail.co.uk).

All bids should be emailed to the above email address or can be posted to the address below:

Annette Simpson  
Clerk to Shadforth Parish Council  
Sherburn Hill Community Hub  
Sherburn Hill  
Co. Durham  
DH6 1PA

Tendering Contractors must complete the attached pricing document and provide a cost breakdown as prescribed, bids presented in any alternative format may not be accepted.

## Preliminaries

The successful Contractor must have Public Liability Insurance for a minimum of £1,000,000 and must produce a Certificate to the Clerk before their contract is awarded. Such insurance must be maintained for the entire duration of the contract.

The Contractor will be responsible for safe working practice and must undertake their own specific risk assessment before commencing any work.

The Contractor must have equipment which is well maintained and suitable for undertaking the works specified in this tender document.

The Contractor must ensure that all employees are made aware of safety procedures, trained to use the required equipment and issued with safety equipment where necessary.

All measures to ensure public safety must be taken, including but not limited to signage, segregation measures, PPE and all measures necessary to protect public safety whilst the works are being undertaken.

**CLOSING DATE 28<sup>th</sup> February 2025**