



## Costessey Town Council - Cemetery Improvements 2024

Costessey Town Council are inviting contractors to tender for works to the Cemetery located on Longwater Lane, Costessey, Norfolk, NR8 5AH. The work is to include the development and improvement of the currently unused area at the top part of the cemetery (see figure 1) to accommodate a pathway creating access for future burials and the placement of memorial plaques and/or furniture where appropriate.

The location of the proposed pathway is shown on the attached plan (see figure 2). Your tender must comply with the 'Instructions to Tenderers' in this statement. The Scope of Work is included in line with the required Terms and Conditions of Contract are included and the location of the site is shown in figure 3. Measurements are approximate and it is highly recommended that you take your own measurements before submitting any plans. Designs and materials should be sympathetic to the environmental nature of Cemetery Town Council Cemetery.

Under the terms of the Audit Regulations and the Council's Standing Orders, the council are required to seek more than one tender for the contract and this invitation is being advertised through the Public Sector Contracts Finder (Open Procedure) and also advertised on the Town Council website.

### Outline contract requirements

#### Tender process:

- a) Tenders should be submitted no later than Thursday 30 November 2024 via email bearing "Confidential Tender – Cemetery Project Improvements" in the header or in a sealed envelope to the address: Town Clerk – Costessey Centre, Longwater Lane, Costessey, Norfolk, NR8 5AH.
- b) Tenders should include a copy of your Public Liability Insurance, PPE policy and evidence of any accreditation. Photographic and location evidence of previous work is also required.
- c) The Council aims to consider tenders prior to Tuesday 9 December 2024, subject to Town Council approval at the Full Council meeting on the 9 December 2024.  
Bidders will be notified of the outcome within 28 days of this date.
- d) Any points of clarification required are to be emailed to the Town Clerk only.
- e) No contact is to be made with any Town Councillors during the tender period.

#### Key Contacts:

The Town Clerk will be the main point of contact: S. Kent - Town Clerk, Head of Services and Responsible Financial Officer, Costessey Town Council, Telephone: 01603 742958  
[clerk@costesseytc.org](mailto:clerk@costesseytc.org). Contractors will be required to provide a main point of contact with direct telephone and email access and demonstrate adequate supervision of workers while on site.

**Health and Safety:**

- Staff employed to work on the contract must be fully trained, be aware of the risks associated with working in the public domain and adhere to any method statements, codes of conduct and working practices set out by the Contractor.
- All work must stop, and contractors vacate the cemetery during periods of burial services and/or internments. There will be ongoing communication with officers regarding dates.
- Contractors are to screen the working area off during the construction phase.
- Where an unexpected matter of the health, safety and welfare of members of the public within the public domain has been identified, the contractor must be prepared to respond to requests from the Town Council for support within 24 hours as a general rule.

**Invoice and payment terms:**

A deposit will be paid if required, on confirmation of the order. The remainder of the invoice will be paid within 30 days of the works being completed and signed off upon satisfactory completion of the work.

**Standards of Operation:**

- No secure storage will be provided – please make your own arrangements and include any costs within the tender. There are no welfare facilities available on site – please make your own arrangements and include any costs within the tender.
- This cemetery will be in use by the general public during the time of works. Please ensure the working area is fenced off for the safety of other users.
- Please make your own arrangements to provide fencing and include any costs within the tender.
- All surfaces should be made good on completion of works. No trip hazards should be left. Soil should be backfilled, and reseeded with grass if required, around the edges of surfacing to ensure a consistent ground level.
- All existing paths should be kept clear and clean for the benefit of the general public who will have access to the cemetery at all times or cordoned off to allow for health and safety measures.
- All waste should be removed from the site and agreed in advance with council officers.
- Please make your own arrangements for waste removal including any licenses/permits required and include any costs within the tender.
- A comprehensive after-care ‘snagging’ service should be available to cover any guarantees or repairs in the future. Please confirm details of any after sales service.

**Principle Scope of Works:**

- a) Set up of site to include any fencing required, storage required and any welfare facilities
- b) Creation of new road surface area(s) for suitable access for burials including:
  - Supply and erect site safety fencing.
  - Supply site welfare facilities.

- Set out site.
  - Dig out area approximately 350mm deep and dispose of all spoil into wooded area.
  - Install Geotextile Terram.
  - Set out kerb runs and levels.
  - Install 6x5 bull nose kerb edgings bedded and haunched in ready mix concrete.
  - Install 250mm layer of compacted type one granite.
  - Install 60mm layer of ac10 open grade tarmac base course.
  - Install 40mm layer of ac10 open grade tarmac wearing course.
  - Leave the site clean and tidy on completion of work.
- c) All soil can be re-allocated to an area agreed with the Town Council Officer team in advance. Materials deemed and agreed with the council as 'waste' must be removed from the site at the cost of the successful contractor.
- d) Removal of any fencing, storage & welfare facilities once all works completed

### **Terms and Conditions**

The following terms and conditions shall apply to any contract resultant from this invitation to tender: The work shall be completed by the completion date defined in the contract. Delays to the completion date shall be subject to liquidated damages of 1% of the contract value (excl. VAT) per week of delay.

Delays that are outside of the Contractors control (weather etc.) shall be notified to the Town Council immediately and a revised end date agreed. In such cases the liquidated damages clause shall not apply. Any changes to the Scope of Work shall be agreed prior to the commencement of work. The tenderer must hold appropriate levels of insurance cover and provide copies of documentation relating to this.

### **Instructions to Tenderers**

- Upon receipt of this tender please e-mail the Town Clerk [clerk@costesseytc.org](mailto:clerk@costesseytc.org) who will confirm receipt and provide a point a contact.
- Clarification questions regarding this tender shall be sent by e-mail to [clerk@costesseytc.org](mailto:clerk@costesseytc.org)
- Tenders must be received by the Council by 5:00pm on 30 November 2024. Any questions received after this date may not be addressed.
- Costessey Cemetery is open to the public and can be accessed at any time for the purposes of compiling your tender response.

- Your tender must detail your plans to ensure the safety of the public and the security of the site during the preparation and implementation and should include a copy of your public liability insurance.
- Your tender must state any caveats, assumptions or exceptions that are appropriate to your bid.
- Your tender must be fully compliant with the Scope of Work, Instructions to Tenderers and Terms and Conditions. It shall include a statement confirming this.
- Your tender shall outline similar works conducted with references if available.
- Your tender shall define the program of work relative to the Contract Award date and shall provide an outline of key activity dates and milestones.
- Your tender shall provide a 'Fixed Price' against the Scope of Work. Your prices shall not be subject to variation whatsoever.
- The tenderer is responsible for all necessary survey work that will enable a 'Fixed Price' quotation defining a payment schedule, and payments must be linked to clear project milestones.
- All tenders received shall be assessed against the Scope of Work. The preferred tenderer will be notified of the result after 9 December 2024.
- The winning tenderer will be invited to commence work on a date agreed with the Council, subject to agreement of terms and conditions including proof of insurance cover.
- On completion, the tenderer will be required to provide all necessary certificates to comply with current legislation.

### **Key Dates and Timeline:**

1 November 2024: issue of tender documents to interested tenderers.

20 November 2024: final date for clarification of queries

30 November 2024 by 17:00 hours: closing date/time for receipt of tenders

9 December 2024: approval of successful tender by Town Council

20 December 2024: notification of result of tendering process

Stacey Kent - Town Clerk, Head of Services and Responsible Financial Officer  
 Costessey Town Council, Telephone: 01603 742958 [clerk@costesseytc.org](mailto:clerk@costesseytc.org)



Fig 1. Cemetery location, Longwater Lane - Aerial View  
[Source: Google Map Data 2024]

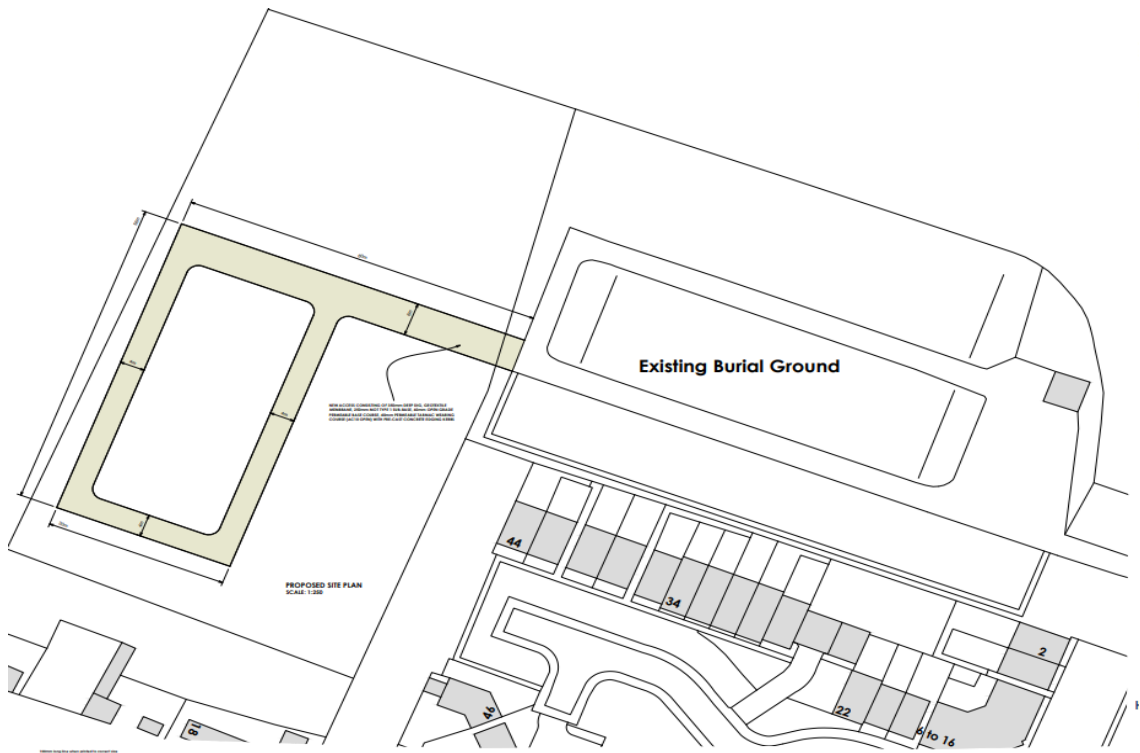


Fig 2. Drawing in relation to specification  
[Source: Holt Architects]



Fig 3. Costessey Cemetery – area of work  
[Source: Parish Online - 28 September 2024]

\*This PPN provides advanced notification of the new threshold values to apply for the purposes of the Public Contracts Regulations 2015, Utilities Contracts Regulations 2016, Concession Contracts Regulations 2016 and the Defense and Security Public Contracts Regulations 2011. This PPN also sets out a change to the methodology for estimating contract values to be inclusive of VAT for the purpose of applying the thresholds. This does not require a change to the publication of procurement notices.