

# COSBY PARISH COUNCIL

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## **Re: Cemetery Upgrade 2024**

Cosby Parish Council are inviting tenders for works to the Cemetery on Narborough Road, Cosby, Leicestershire. The work is to include the development of the currently unutilised area at the top left-hand corner of the cemetery to accommodate the interment of and scattering of ashes and placement of memorial plaques to those who's ashes have been scattered.

It is the Parish Councils intention to provide an area solely for the interment of cremated ashes and tenders are invited from suitably qualified and experienced providers.

The development area measures is approximately 21 metres square with a large golden cypress tree in one corner taking up approximately 4 square metres. The bottom edge and right-hand edge will be reserved for two rows of traditional cremation plots. This will compliment other areas of the cemetery. *(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 rural nature of Cosby Cemetery.

Under the terms of the Audit Regulations and the Council's Standing Orders, I am 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 advertising on the Cosby Parish Council website.

### **Outline contract requirements:**

- a) Design and build one or more areas where ashes can be scattered or interred, and a structure or structures where engraved memorial plaques can be installed (leaf shape preferred).
- b) Design and install minimum #3 x 2 metre bench plinths of the suppliers recommend material
- c) Supply and install minimum #3 x 2 metre benches which have provision for memorial plaques. (Appendix B)
- d) Wheelchair accessible pathways are to be constructed to give access to the memorial structure(s), benches and scattering area(s). These should be as natural as possible whilst not causing grass maintenance issues.
- e) Permanent natural screening to be supplied and installed for compost storage.
- f) Natural screening to the adjacent primary school playground to be supplied and installed.
- g) Wildlife features (i.e. bird feeders and water) would be favourably looked upon but are not essential.
- h) Two outline designs are attached at the end of this document and are for guidance only – see appendix A.

## **Tender process:**

- a) Tenders should be submitted no later than **Friday 7<sup>th</sup> June 2024** in a sealed envelope bearing “Confidential Tender - Cemetery” on the front to the address above.
- 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 required.**
- c) The Council aims to consider tenders prior to **Thursday 20<sup>th</sup> June 2024**.
- d) Subject to Parish Council approval on the **20<sup>th</sup> June 2024**, Bidders will be notified of the outcome within 28 days of this date.
- e) Any points of clarification required are to be emailed to the Parish Manager or Assistant Parish Manager only.
- f) No contact is to be made with any Parish Councillor during the tender period.

## **Key Contacts:**

The Cosby Parish Council, Parish Manager or Assistant Parish Manager will be the main point of contact. 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 service and internment.

Contractors to consider screening 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 Parish 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 and the invoice received.

## **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 edges of surfacing to ensure 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.

All waste should be removed from site. Please make your own arrangements for waste removal including any licences/permits required and include any costs within the tender.

A comprehensive after sales service should be available in order 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 area(s) for the interment of ashes**
- c) Installation of structure(s) where memorial plaques can be placed**
- d) Installation of areas or plinths for the siting of benches (minimum three) (Appendix B)**
- e) Pathways to be installed to access the new interment areas, Memorials and benches.**
- f) Natural screening to be installed to mask area from school playground and compost heap.**
- g) All surfaces to be made good. All edges to be back filled and any holes to be filled/ covered to avoid trip hazards.**
- h) All spoil and waste to be removed from site**
- i) Removal of any fencing, storage & welfare facilities once all works completed**

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# Appendix A

Idea of layout (1) ~ (Guidance only)

## Cemetery Top Left: Layout Idea

### Key:

Trees

Traditional Cremation Plots

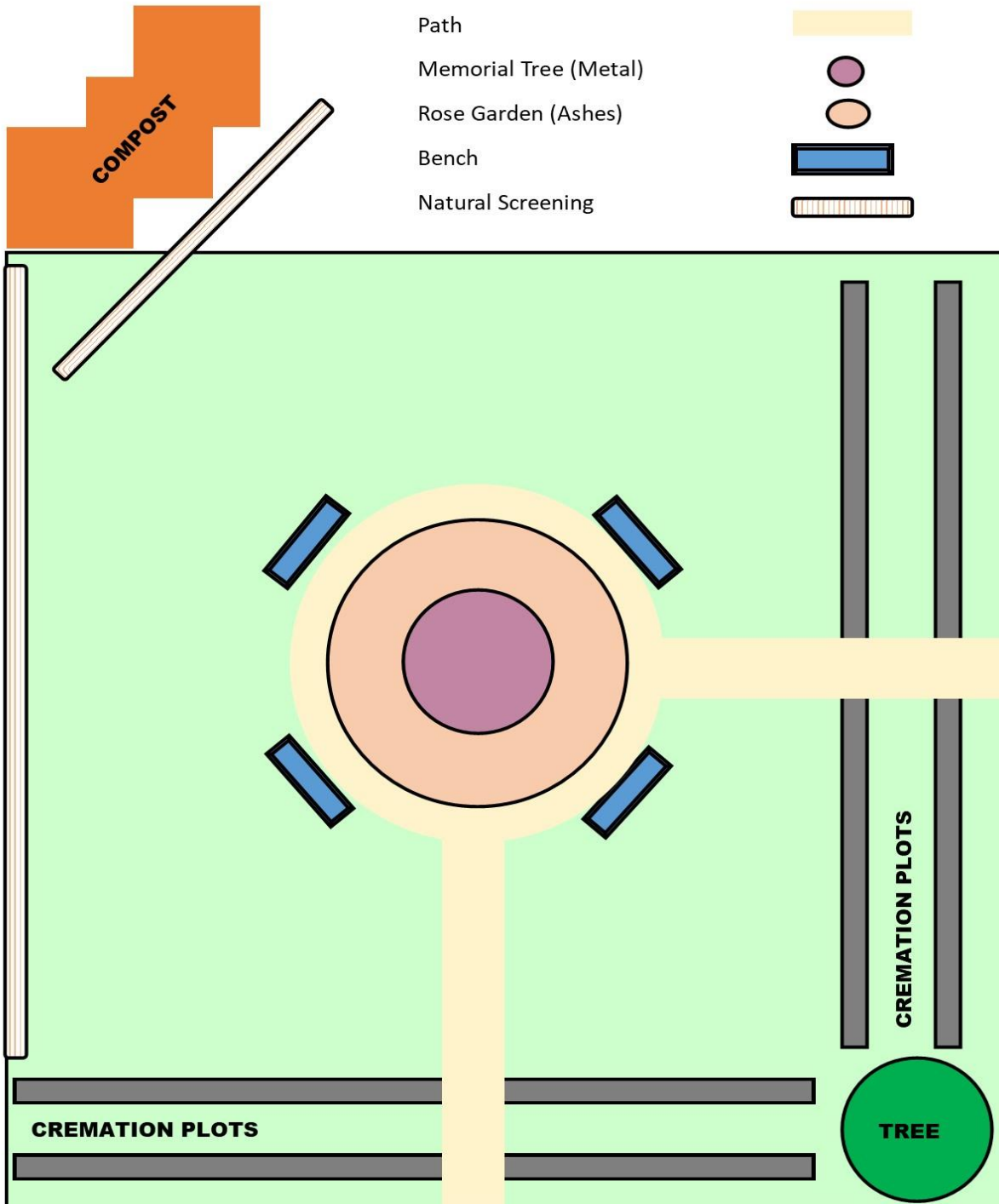
Path

Memorial Tree (Metal)

Rose Garden (Ashes)

Bench

Natural Screening



Alternative Idea of Layout (2) ~ (Guidance only)

**Cemetery Top Left: Layout Idea**

Key:

Trees

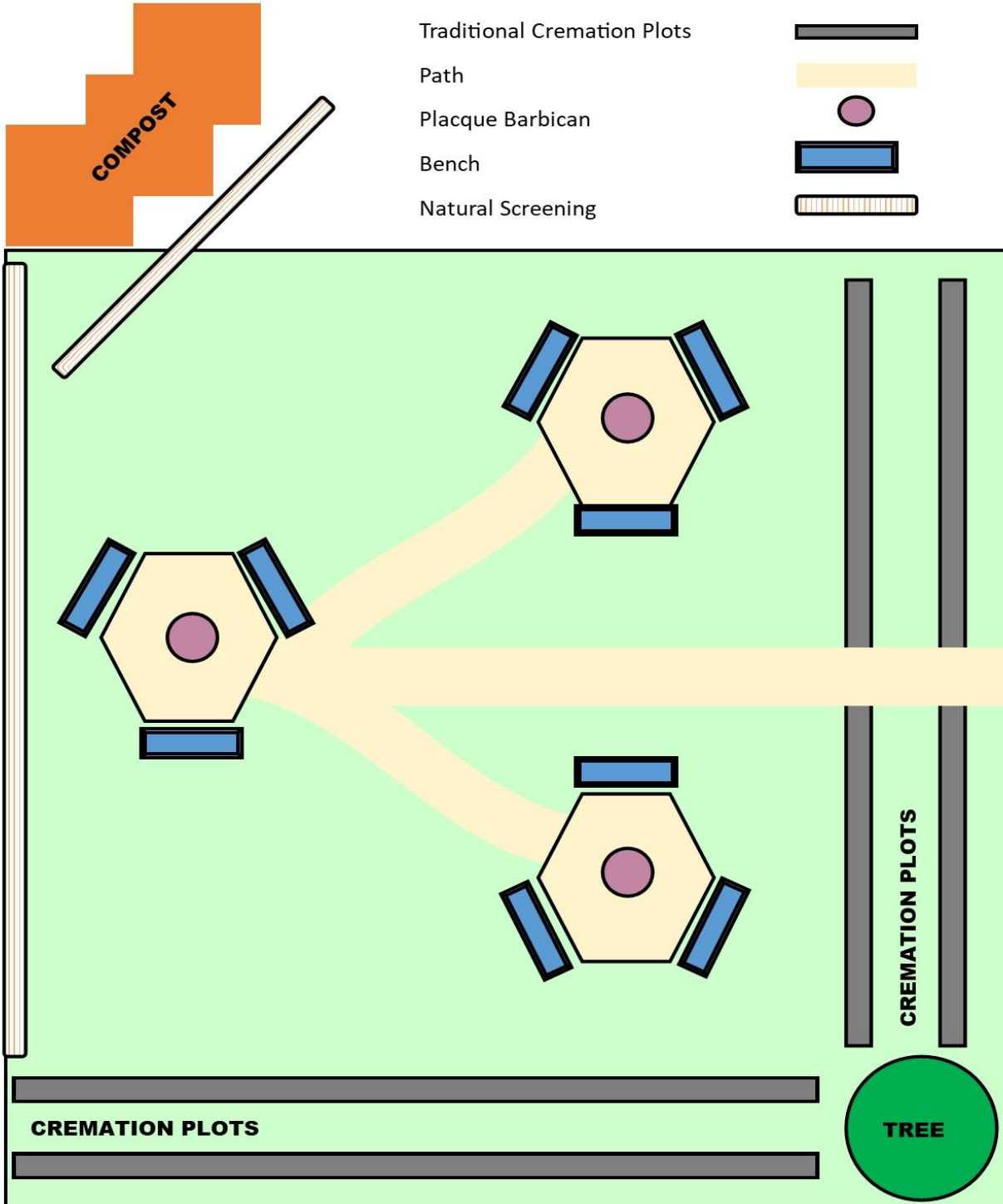
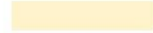
Traditional Cremation Plots

Path

Placque Barbican

Bench

Natural Screening



## Appendix B ~ (Guidance only)



### Stanford™ Seat & Bench

#### DESIGN FEATURES

- 100% recycled aluminium seat ends.
- Traditional styling.
- Rigid steel frame.
- Vandal-resistant, robust design.
- Tamper-resistant construction.
- Minimum maintenance.
- Weather-resistant materials.
- Co-ordinates with other Glasdon street furniture.

#### MATERIAL & COLOUR OPTIONS

Slats: Black Enviropol® material, Brown Enviropol material, Timberpol® material.

Seat Ends: 100% recycled cast aluminium.

Frame: Steel with Armortec® coating.

#### SPECIFICATIONS

	Seat	Bench
Length:	1875mm	1891mm
Depth:	715mm	645mm
Seat Height:	439mm	468mm
Overall Height:	864mm	620mm
Total weight including:		
Enviropol slats:	96kg	78kg
Timberpol slats:	108.5kg	85kg

Supplied fully assembled for immediate use.

#### FIXING OPTIONS

We strongly recommend ground fixing for safety and security.

Surface fixing bolts and tamper-resistant cover caps supplied as standard.

Optional kits are available for fixing to paving slabs or to suit below-ground concrete foundations.

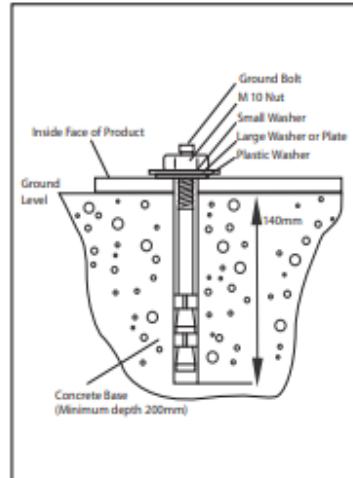


Stanford™ Bench

## INSTRUCTIONS FOR CONCRETE FIXING KIT (INTO PREPARED CONCRETE FOUNDATION)

DISTANCE FROM EDGE OF FOUNDATION TO CENTRE OF GROUND BOLT  
TO BE NO LESS THAN 110MM

- 1) Place seat in desired position onto the concrete foundation and mark all four hole positions through seat ends with drill tip.
- 2) Remove the seat and drill holes to depth of 140mm using a 10mm diameter masonry drill.
- 3) Ensure holes are free from any obstructions caused by drilling.
- 4) Ensure that washers and nuts are screwed into position at the top of the bolts supplied.
- 5) Re-align seat holes with drilled holes and tap down all four fixings.
- 6) Tighten up the nuts with 17mm socket until tight - (maximum recommended torque setting is 20lbs/ft/27Nm).
- 7) If the seat is to be removed, tap the protruding stud into the hole, until at ground level, to allow for the concealment of the fixing.



## INSTRUCTIONS FOR PAVING FIXING KIT (INTO PRE-LAID CONCRETE PAVING SLABS)

DISTANCE FROM EDGE OF PAVING SLAB TO CENTRE OF GROUND BOLT  
TO BE NO LESS THAN 110MM

- 1) Place seat in desired position onto the paved area, Glasdon recommend bridging two paving slabs, ensuring 110mm minimum distance is maintained from any edge to the centre of intended fixing points. Mark fixing positions through both seat ends with drill tip.
- 2) Remove the seat and drill holes through paving slabs at all four points.
- 3) Ensure holes are free from any obstructions caused by drilling.
- 4) Ensure that washers and nuts are screwed into position at the top of the bolts supplied.
- 5) Re-align seat holes with drilled holes and tap down all four fixings.
- 6) Tighten up the nuts with 17mm socket until tight - (maximum recommended torque setting is 20lbs/ft/27Nm).
- 7) If the seat is to be removed, tap the protruding stud into the hole, until at ground level, to allow for the concealment of the fixing.

