

Sitlington Parish Council

Grave Digging Contract

2027-2030

Sitlington Parish Council



Grave Digging contract

2027-2030

Contact-Parish: Clerk: Mrs Julia Talbot

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Introduction

Sitlington Parish Council ("the Council") invites suitably qualified and experienced contractors to submit a tender for the provision of grave excavation and associated cemetery services.

The Council is responsible for the management and maintenance of its two cemeteries. and is committed to providing a professional, dignified and respectful burial service for residents and their families.

- Middlestown Cemetery >New Road Middlestown (8,409.88m²)
- Netherton Cemetery<Upper Lane Netherton (3,873.97 m²)

See Images in Appendix C

The Council seeks to appoint a competent contractor capable of delivering grave excavation services safely, reliably and in accordance with all applicable legislation, recognised industry good practice and the Council's Cemetery Regulations.

The successful contractor will work alongside the Council, Funeral Directors and Memorial Masons, ensuring all burials are carried out with dignity, professionalism and respect.

The council has two cemeteries in the Parish of Sitlington Middlestown and Netherton.

1.Grave Digging and Cemetery Excavation Services

Issued by: Sitlington Parish Council

Contract Reference: PC/GD/2026/09

Issue Date: 21/09/2026

Tender Return Deadline: 30/10/26

Contract Commencement: 02/01/2027

Contract Period: Three (3) years with the option for the Parish Council to extend for two further periods of twelve months, subject to satisfactory performance. 2027-2030

Invitation to Tender

Sitlington Parish Council ("the Council") hereby invites tenders for the carrying out of grave digging in accordance with the contract documents attached, which comprise:

- o Standard Conditions of Contract
- o Health and Safety
- o Mandatory Evidence to be Submitted
 - Appendix A: Form of Tender
 - Appendix B: Questionnaire
 - Appendix C Cemetery images

a. Prospective Contractors should ensure they are fully familiar with the nature and extent of the obligations to be accepted if their tender is successful.

b. Any queries regarding the interpretation of any part of the contract documents should be addressed to the Parish Clerk no later than one week before the closing date.

c. The tender shall be submitted on the 'Form of Tender' attached as Appendix A

d. Prospective Contractors should note that the Council is not bound to accept the lowest or any tender. The Council's decision is final, and no correspondence will be entered into regarding the reasons why a tender has been rejected.

e. The successful tender, together with the Council's written acceptance, shall form a binding agreement in the terms of the contract documents.

f. If, having examined the tender documents, you wish to submit a tender, you should:

a. Fully complete and return the following documents:

- Appendix A: Form of Tender
- Appendix B: Questionnaire

b. Return tenders and all related documentation to:

Julia Talbot – Parish Clerk

by 5 pm on Friday 30th October 2026 either by post or via email.

Tenders received late will not be considered.

c. Ensure the package containing the tender is clearly marked:

“Grave Digging Tender” on the outside.

2. Standard conditions of the contract

The successful contractor shall provide all labour, supervision, plant, equipment and materials necessary for the excavation and reinstatement of graves within the Council's cemetery.

The services shall include, but are not limited to:

- Excavation of new graves.
- Re-opening existing graves.
- Excavation of ashes plots.
- Temporary covering of graves.
- Installation of grave shoring where required.
- Safe storage of excavated spoil.
- Attendance at burials.
- Backfilling immediately following the burial.
- Topping up graves during settlement periods where required.
- Removal of surplus spoil.
- Saturday and Bank Holiday burials where requested.
- Making safe any excavation left unattended.

The contractor shall provide all necessary machinery, equipment, personnel and supervision to complete the works safely and efficiently.

3. Health and Safety

The Contractor shall comply with all current UK health and safety legislation and guidance, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Control of Substances Hazardous to Health Regulations 2002 (where applicable)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Personal Protective Equipment at Work Regulations

The Contractor shall ensure:

- Suitable and sufficient risk assessments are completed.
- Site specific method statements are available.
- Safe systems of work are implemented.
- Operatives are competent and appropriately trained.
- Appropriate PPE is worn at all times.
- Excavations are protected from collapse.
- Public safety is maintained throughout the works.

4.Mandatory Evidence to be Submitted

Tender submissions shall include copies of the following: -

Company Information

Company Registration Certificate (if applicable)

VAT Registration Certificate (if applicable)

Registered Office Address

Key Contact Details

Insurance

The Contractor must maintain public liability insurance of at least £10,000,000. A current Certificate of Insurance must be provided to the Parish Clerk before the contract commences. The Contractor shall indemnify the Council against any claims for injury, damage, or poor workmanship.

Public Liability Insurance (£10 million minimum)

Employers' Liability Insurance (£10 million minimum where applicable)

Motor Insurance

Professional Indemnity Insurance (if applicable)

Health and Safety

Health and Safety Policy

Risk Assessment Procedures

Method Statement

Accident Reporting Procedure

First Aid Arrangements

Near Miss Reporting Procedure

Competence

Copies of relevant training certificates including:

CPCS or NPORS Excavator Operator

Manual Handling

First Aid

Emergency Procedures

Plant information

Contract Documents to be completed.

The contract documents will comprise:

Standard Conditions of Contract

- Appendix A: Form of Tender
- Appendix B: Questionnaire

Parish Council Officer

The Officer will be the Parish Clerk.

Extent of Work

Site Details

Site visits

Various sites within Sitlington Parish, Contractors are advised they can attend a site visit during daylight hours between 9am -4PM. This will allow for an understanding of the full extent of the contract specification. No claims for failure to do so will be accepted.

Workmanship and Equipment

The workmanship must be of the highest standard and must conform to all relevant British Standards, Specifications, and Codes of Practice.

Duration of Contract

The contract will last for three years. Tenders should be priced on an annual basis. There will be no opportunity to alter the rates tendered during the contract term.

Payment to Contractor

The Contractor will submit a monthly account, in arrears, throughout the cutting season for all work completed. Alternative invoicing arrangements can be made to suit both parties.

Termination of Contract

Either party may terminate the contract by giving three months' written notice.

Notes to Tenderers

- a) Contractors must carefully read the specification, including the **Form of Tender** and carefully read the Standard Conditions of Contract.
 - b) Prices on the **Form of Tender** should reflect the full value of the work
 - c) No alterations should be made to the **Form of Tender**.
 - g) Invoices must include a schedule of completed works and the dates they were done.
 - h) Contractors should contact the Parish Clerk for clarification if required.
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Form of Tender -Appendix A

Individual costs of work	2027	2028	2029
New Grave for 1	£	£	£
New Grave for 2	£	£	£
New Grave for 3 (where applicable)	£	£	£
RE open for 1	£	£	£
RE open for 2	£	£	£
Additional charge where the coffin size is larger than 6'6"x 26"	£	£	£
Vaulted Graves for 1	£	£	£
Vaulted Graves for 2	£	£	£
Exhumations/burial graves	£	£	£
Exhumations /Cremated Remains	£	£	£
Cremated remains digging and back fill for one	£	£	£
Cremated remains digging and back fill for two	£	£	£
Cremated remained reopen	£	£	£
Topping up of graves as required	£	£	£

Additional fees for attendance out of hours. Mon-Fri 10-4pm	£	£	£

Sitlington Parish Council

Grounds Maintenance contract 2027-2030

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract

Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that Sitlington Parish Council is not bound to accept the lowest or any Tender and

that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement

with any other person, firm or company and that the amount of the Tender has not been

communicated to any person and will not be communicated to any person until after the closing date

for the submission of Tenders.

Signed: Name:

Position: Date:

Company:

Address:

Tel No: Mobile:

Appendix B

Questionnaire

Details relating to Prospective Tenderer

Name:

Address:

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Contact Telephone Number:

Email Address:

Contact Name & Position in Company:

Nature of Business:

If the Business is a Company:

Is it a Subsidiary of another Company?

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If YES, please give details:

Date of Business formation:

Are you VAT Registered:

Please state the number of Employees:

Please state which branch the Contract will be serviced from (if applicable)

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Please give any other details which you feel may be relevant, for example, similar Contracts in the area or for similar authorities etc (using a separate sheet if necessary) or references that could support your tender application.

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Signed:

Name:

Date:

Position:

Appendix C

Middlestown Cemetery



Netherton Cemetery

