

## ST ANDREWS AND DEERNESS COMMUNITY COUNCIL

### MAINTENANCE OF ST ANDREWS KIRKYARD

For the Period APRIL – OCTOBER 2026, 2027 and 2028

#### **DESCRIPTION OF WORK, GENERAL CONDITIONS AND OBLIGATIONS**

1 The St Andrews Kirkyard grass extending to an area of approximately 0.92 acres requires to be cut and gathered **12** times as follows:-

1 <sup>st</sup> cut	April/May – weather/growth dependent
2 <sup>nd</sup> to 11 <sup>th</sup> cut	May to September – at appropriate intervals
12 <sup>th</sup>	Last cut and tidy late September/October

2 The grass area as described must be kept tidy and well maintained. Each grass cutting operation must include strimming where necessary. At all times the work will be executed to the satisfaction of the Community Council. Any defective work must be remedied within 5 working days at the Contractor's own expense.

3 The Community Council may request additional cuts to be undertaken during the contract period, if necessary, at the rate detailed on the Tender document.

4 All litter, stones and other debris must be removed from the site by the Contractor prior to grass mowing. Moveable obstructions such as glass globes should be carefully set aside during grass cutting operations and reinstated on completion of the work. Withered wreaths can be removed after one month. Artificial flowers or ornamental mementoes should be left, providing they are securely in place, **but** for ease of maintenance and grass cutting, those adornments could be placed at the concrete plinth/headstone base.

5 Grass cuttings and debris must be removed from the site and disposed of appropriately.

6 The Contractor will ensure that all current health and safety regulations are complied with. Contractors are reminded of their duty to carry out their work in such a way that persons not in their employment (including members of the general public) are not subjected to any health or safety risk.

7 Contractors should note that machinery and fuel will not be provided by the Community Council.

8 Contractors should note that the Community Council has Public Liability insurance **only**. This insurance would cover any claim from a member of the public, which may result from kirkyard maintenance operations.

Contractors should ensure that they arrange their own insurance to cover risks to themselves, staff, sub-contractors and their equipment.

9 Payment for the work will become due on production of invoices, made out to Orkney Islands Council.

10 The contract shall be for a three-year period and can be terminated on one month's notice by either party.

11 The Community Council reserves the right to withhold part of payment if work is not carried out to the reasonable satisfaction of the Community Council.

**ST ANDREWS AND DEERNESS COMMUNITY COUNCIL**

**MAINTENANCE OF ST ANDREWS KIRKYARD**

**For a Period of Three Years – 2026, 2027 and 2028**

**TENDER**

St Andrews and Deerness Community Council  
c/o Mrs J Lennie - Clerk  
Nearhouse  
Tankerness  
KW17 2QT

Dear Sirs

I/We have read the Contract Particulars overleaf in connection with the maintenance of the Kirkyard(s) and having examined the site, and documents, hereby offer to execute the work in accordance with the Conditions of Contract for the sum of:-

£..... **Excluding VAT**

I/We undertake to carry out additional individual grass cutting operations as described for the sum of

£ ..... **Excluding VAT**

This Tender remains open for acceptance, unless previously withdrawn, for 28 days from the date hereof. I/We understand that all or part of the payments detailed above may be withheld if the work is not carried out to the reasonable satisfaction of the Community Council.

Dated .....

Signature .....

Contractor .....

Address .....

.....

.....Postcode.....

Email.....

**Instruction to Tenderers**

The completed Form of Tender should be returned to St Andrews and Deerness Community Council, at the above address, in a sealed envelope marked "Kirkyard Tender" no later than

**Thursday, 19 March 2026**