



Pattingham and Patshull Parochial Church Council

Registered Charity Number: 1151604

TENDER DOCUMENTATION FOR CHURCHYARD MAINTENANCE CONTRACT AT ST. MARY'S CHURCH, PATSHULL, WOLVERHAMPTON WV6 7HY

Tenders are invited for maintenance work in the churchyard to include grass cutting but excluding work on trees.

Contract duration – the initial contract will be from 1/1/26 to 31/12/26 and reviewed thereafter.

Contract requirements

1. Periodically cut the grass and trim all edges including paths, around headstones, kerbed graves and other memorials and where necessary remove leaves.

<i>Period</i>	<i>Frequency</i>
March to October	Once per month
November to February	Bi-monthly

If appropriate the contractor can split the monthly or bi-monthly maintenance into more than one visit

2. Graves with plants and other decorations – where items have been left on the grass by or on a grave, they should not be moved but the grass be cut as close as can be done reasonably.
3. Kerbed graves – areas within kerbed graves are not included in the contract.
4. Waste including grass cuttings, weeds, and vegetation to be removed and disposed of by the contractor.

Churchyard maintenance standard

- Grass cutting - Strim grass around the base of monuments and benches. Cuttings to be removed and disposed of by the contractor

- Maintenance of Paths - paths edges to be trimmed and any overhanging or abutting vegetation be cut back.
- Monitoring of churchyard – the churchyard will be periodically inspected by the churchwardens to monitor maintenance standard.

Submission of Tenders:

The deadline for receipt of tenders is **1.00pm on Tuesday 9th December 2025.**

The tender should include:

- Total annual cost including VAT if applicable.
- Names and contact details of at least three current or former clients who we may approach for a reference.
- Copy of your Public Liability Insurance,

Your tender or any queries should be sent by email to:

clive.pendrell@pattinghamchurch.org.uk

A decision on the award of the contract will be made by the Parochial Church Council as soon as possible and applicants notified accordingly.

25th November 2025