



Balsall Parish Council  
295/297 Kenilworth Road  
Balsall Common  
Solihull  
CV7 7EL

25 October 2021

Balsall Parish Council is seeking tenders for:

**The safety inspection of all memorials and the making safe of memorials at Temple Balsall Cemetery Temple Lane, Temple Balsall, Knowle, Solihull B93 0AL**

Companies wishing to tender should be suitably qualified and experienced with cemetery inspection and memorial safety.

Contract commencement date: January 2022

**Closing date for tender submission: 12 Noon on Monday 15th November 2021**

Late tenders will not be accepted.

Balsall Parish Council does not bind itself to accept the lowest or any tender.

Those submitting tenders must ensure they meet the requirements of the Tender Submission Documentation and complete the Declaration.

Any queries regarding the interpretation of any part of the tender documentation should be made in writing to [cemetery@balsallparishcouncil.gov.uk](mailto:cemetery@balsallparishcouncil.gov.uk).

Please provide a copy of your relevant Liability Insurance as specified in the conditions of contract and a copy of your Health and Safety policy.

Please find the tender documentation attached.

Contact:

Judith Parry-Evans

Cemetery Consultant

[cemetery@balsallparishcouncil.gov.uk](mailto:cemetery@balsallparishcouncil.gov.uk)

# Balsall Parish Council

## Tender Submission Document

The safety inspection of all memorials and the making safe of memorials at Temple Balsall Cemetery Temple Lane, Temple Balsall, Knowle, Solihull B93 0AL

### 1. Tender validity

Your tender should remain open for acceptance for a minimum of 6 months.

### 2. Return of your tender

Submission by email to [cemetery@balsallparishcouncil.gov.uk](mailto:cemetery@balsallparishcouncil.gov.uk)

**Closing date for tender submission: 12 Noon on Monday 15th November 2021**

Late tenders will not be accepted.

### 3. Indicative timetable

Deadline for tender submission	15 November 2021
Evaluation and clarification if required	22 November 2021
Decision by Parish Council	8 December 2021
Award of contract	9 December 2021
Contract start date (subject to agreement)	10 January 2022

### 4. Eligibility, Selection and Award Criteria

Tenders will be evaluated on the basis of:

- Technical capacity, expertise and experience 70%
- Health and Safety 20%
- References 10%

In addition, all tenders will be subject to a value for money assessment.

### 5. Standard Conditions of Contract

#### a. Extent of Work

Inspection of all memorials at Temple Balsall Cemetery, Temple Lane, Temple Balsall, Knowle, Solihull B93 0AL. Temporary fixing of dangerous memorials (same day) as the inspection progresses on site. Digital recording of all findings onto the council's system (Epitaph - software produced by Edge IT Systems Ltd). Reporting on health and safety issues.

There are circa 1050 graves although not all have memorials. Memorials date from 1921 to current.

The successful inspection company will be required to ensure that any works are carried out in a sympathetic way and the feelings of the bereaved are considered.

#### b. Workmanship and Equipment

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

#### c. Duration of Contract

The duration of the contract is the minimum time necessary to complete the physical inspection, installation of temporary fixes and completion of report to council.

#### d. Payment to Contractor

The full contract sum will be paid on verification of work completion and submission of invoice via bacs.

#### **e. Re-inspection**

The tender should include a price for revisiting the cemetery to check on the temporary fixes used on memorials on a three-monthly basis until all the memorials have been repaired - or as advised by the tendering company.

#### **f. Insurance**

The contractor is required to have a minimum of £5,000,000 public liability insurance and a minimum of £5,000,000 employers liability insurance. Current Certificates of Insurance to this effect to be submitted with the tender. The contractor should indemnify the council against any claim or proceedings for any injury of damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the council of any action likely to cause injury or damage to a third party.

#### **g. Health and Safety**

The contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this contract.

#### **h. Notes to Tenderers**

The prices to be included are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations including VAT.

A regular inspection will be carried out by the council throughout the period of the contract to ensure that the work is completed as agreed.

### **6. Specification of Works**

The council has prepared a policy statement including a specification of the works to be covered as follows:

#### **a. Inspection Regime**

##### Stage 1: Visual Inspection

Visual inspection to include identifying damaged or eroded bonding; movement of parts from their original position; evidence of kerb stones breaking apart; evidence of undermined or unstable foundations; evidence of the memorial deviated from vertical; structural damage (e.g. cracks); vegetation that may cause damage to worsen.

##### Stage 2:

Memorial tablets and vases:

Tablet and vase memorials will not undergo further assessment. Visual inspection is sufficient to identify a potential (e.g. tripping) hazard.

i. Headstones under 625mm in height:

Hand test.

Owner advised of detached parts or components.

No temporary support required although books on rests may be laid flat.

Cavities below kerbs/foundations to be earth filled.

ii. Headstones over 625mm and below 1500mm in height:

Hand test.

This could be followed by a confirmation test using a force measuring device calibrated to 25kg of pressure.

iii. Headstones above 1500mm in height:  
Hand test.  
Opinion of a structural engineer may be sought.

#### **b. Assessment of risk and action**

Memorials to be classified as:

Priority 3 - Low risk, unstable but safe

Priority 2 – Medium risk, unstable but no immediate danger

Priority 1 – High risk, dangerous. Immediate (same day) temporary remedial action to be taken to make memorial safe. To include signs and a temporary fix, preferably stake and band. Notice to be attached.

If some instability is detected during the hand test, the inspector will assign a risk rating to that instability (which is to be recorded on the inspection report) as a guide to the action she/he recommends should be taken. This is a judgement as to the degree of risk to health and safety presented by the memorial's movement.

#### **c. Commonwealth War Grave memorials**

Temple Balsall Cemetery contains 3 Commonwealth War Graves which will be subject to a visual test only.

#### **d. Implementation**

The inspection work will be co-ordinated with the making safe of memorials. Once a memorial is identified as dangerous, immediate (same day) action must be taken to significantly reduce or eliminate the risk by temporarily making safe with a support system. The inspection process should be managed in such a way as not to allow it to progress too far in advance of the making safe work or delay the continuing inspection process.

#### **e. Records**

n.b The council has a digital system linked to a plot plan which records names and details of those interred – this can be accessed via the council's website ([balsallparishcouncil.gov.uk/cemetery/searchmemorialrecords](http://balsallparishcouncil.gov.uk/cemetery/searchmemorialrecords)) and known as 'HeritEdge'.

Every memorial will be inspected, and a record maintained of the inspection. The essential information required for the initial inspection is as follows:

- Plot section and number
- Name of deceased – normally this will be the name of the first interred
- Size of memorial – below 625mm/between 625mm and 1500mm/over 1500mm
- Type of memorial - headstone, cross etc.
- Headstone material – broad identification only
- Memorial condition: cracks, is the memorial leaning, are the joints intact, is the memorial moving, comment on what action is required
- Category of action – Priority 1/Priority 2/ Priority 3
- Failure force
- Digital image of all unsafe memorials\*
- Name of inspector
- Date of inspection

\* Please also cost separately, the recording of a digital image of **all** memorials should the council require this work.

