

TENDER DOCUMENTS

GARDENING SERVICES AT KILBRONEY PARISH PROPERTIES

Please provide price for works as described in the enclosed schedule for property at Kilbroney Graveyard, Rostrevor Parochial House, St Mary's Star of the Sea Church Rostrevor & Killowen Sacred Heart Church. Maps attached for each property to show site location and boundary position only. Contractors should visit the various sites and base their tender price on work required at each site using the schedule for guidance. Contractors to provide evidence of insurances and certificates for all equipment required to carry out works being tendered, including equipment for access at heights, spraying etc. Contractors Health and Safety Plan to be submitted on appointment.

Envelopes will be opened by Parish Priest and selection of a Gardening Services Contractor will not be based on lowest tender price only.

Contract will be awarded on a trial basis for the first three months, and then upon review, extended for a further 9 months.

Performance of selected contractor will be reviewed after 1 year after which contract will be extended or terminated. Any queries to be made through Parish Office.

Prices to be returned to Parish Office on or before 12.00am Friday 14th March 2025.

Contractors should include cost of providing necessary equipment and transport to carry out all work described in attached schedules.

Gardening Services

- Grass-cutting (including removal of all cut grass) - at least once a fortnight in growing season.
- Trimming of hedgerows and garden shrubbery (once/twice per year as necessary).
- Blowing/removal of leaves especially during the Autumn/Winter.
- Weeding/spraying all weeds in beds and on paths etc. around Churches and other Church property including Grotto.
- Collection and removal of litter around Churches, car parks and other church property.
- Being available to do some light maintenance as required.
- Answerable to the Parish Priest.
- Quote to be provided for any unforeseen items and agreed before commencement
- Responsible for spreading salt on pathways, driveways, and other outdoor surfaces during frosty conditions to ensure safety and prevent slips and falls. Salt will be provided
- Ensure the Church grounds are well-maintained and presentable for special events such as weddings

MAINTENANCE SCHEDULE

1) ROSTREVOR PAROCHIAL HOUSE, PARISH OFFICE & CAR PARK

RAIN WATER GOODS AND DRAINS		
GROUNDS		
Gullies for down pipes & Surface water	Clean gullies of silt & debris	Twice per year
Paths, car park and Driveways	Clean paths & repair any holes	Once per month
	Spray for moss & weeds & edging of paths	Once per year
	Spread salt on pathways, driveways, and other outdoor surfaces during frosty conditions	When Necessary
Bedding Plants	Cut back growth from plants around building	Once per year
Hedges	Garden hedging & perimeter hedging to be pruned to original shape and size on top & two sides	Once per year
Grass Cutting	15 cuts	1 April — 31 October
Leaves	Blowing/removal of leaves from around Parochial House, Parish Office and car park.	Once per month – weekly during Autumn/Winter
Flower and Rose Beds	Weeding/spraying of weeds and fork up soil	Once per month



MAINTENANCE SCHEDULE

2) STAR OF THE SEA CHURCH ROSTREVOR

GROUNDS		
Gullies for down pipes & Surface water	Clean gullies of silt & debris	Twice per year
Paths	Clean paths & repair any holes	Once per month
	Spray for moss & weeds & edging of paths	Once per year
	Spread salt on pathways, and other outdoor surfaces during frosty conditions	When Necessary
Bedding Plants	Cut back growth from plants around building	Once per year
Hedges	Garden hedging & perimeter hedging to be pruned to original shape and size on top & two sides	Once per year
Grass cutting	15 cuts	1 April — 31 October
Leaves	Blowing/removal of leaves from site	Once per month – weekly during
Areas of shrubs and roses, etc.	Weeding/spraying of weeds and fork up soil	Once per month



MAINTENANCE SCHEDULE

3) KILBRONEY GRAVEYARD ROSTREVOR

GRAVEYARD		
Grass Cutting	Cutting Of Grass And Strimming Around Graves, Paths And Boundaries.	1 April — 31 October Once Per Month
Hedges	Garden Hedging & Perimeter Hedging To Be Pruned To Original Shape And Size On Top & Two Sides	Once Per Year
Leaves	Blowing/Removal Of Leaves From Graveyard	Twice Per Year – In Autumn/Winter
Paths	Inspection and Sweeping	Twice Per Year
Weeds	Spraying Of Weeds Around Graveyard & Along Paths	1 April — 31 October Twice Per Year
Unattended Graves	Tidy Up unattended Graves including strimming	Once Per Month 1st April — 31' October
Priests Graves	Tidy Up Priests Graves And Keep Headstones Clean	Once Per Month 1st April — 31st October
Bins & Rubbish In Graveyard	Collection And Removal Of Litter/Rubbish From Graveyard	Regularly

Note:- Services only required for Parish graveyard. The adjoining new graveyard is maintained by NMDC.



MAINTENANCE SCHEDULE

4) KILLOWEN CHURCH AND BOTH CAR PARK'S

GROUNDS		
Gullies for Down Pipes & Surface Water Including Car Park	Clean Gullies of Silt & Debris	Twice Per Year
Paths Including Both Car Park's	Clean Paths & Repair any Holes.	Once Per Month
	Spray For Moss & Weeds & Edging of Paths Strim around perimeter of Car Park	Once Per Year
	Spread salt on pathways, driveways, and other outdoor surfaces during	When Necessary
Plants	Cut Back Growth From Plants around Building	Once Per Year
Hedges	Garden Hedging & Perimeter Hedging To Be Pruned To Original Shape And Size On Top & Two Sides Where Necessary	Once Per Year
Grass Cutting	15 Cuts	1 April — 31 October
Leaves	Blowing/Removal Of Leaves From Site	Once Per Month

