

PRUDHOE TOWN COUNCIL
OLD EDGEWELL CEMETERY MEMORIAL GARDEN
INVITATION TO TENDER

Prudhoe Town Council is inviting tenders for the design and installation of a Memorial Garden at Old Edgewell Cemetery.

Old Edgewell Cemetery holds significant historical importance to the local community, containing war graves and numerous early twentieth-century burials. Although many graves no longer receive floral tributes, they remain an important part of Prudhoe's heritage and collective memory.

SPECIFICATION

The Town Council proposes to create an attractive, low-maintenance memorial garden on the grassed area to the north of the chapel, separated from existing graves by the roadway.

The overarching objectives of the project are to:

- Create a peaceful and contemplative space for reflection and remembrance
- Enhance biodiversity through the use of native planting
- Improve the overall appearance of the cemetery while respecting its historic character
- Provide a tranquil setting that compliments the significance of the site

Scope of Works

The successful contractor will be required to provide the following services:-

- Undertake a comprehensive site survey and assessment
- Prepare a detailed landscape design incorporating native perennial planting
- Consider the inclusion of heritage fruit tree varieties and other low-maintenance species that promote biodiversity
- Ensure proposed designs complement existing planting beds and surrounding features
- Deliver all works with minimal environmental impact during construction

All works shall be carried out at Old Edgewell Cemetery, Prudhoe (NE42.)

All prospective contractors are required to undertake an accompanied site visit prior to submitting a tender. This visit will provide an opportunity to familiarise yourself with the site conditions and address any queries regarding the project.

Following the site visit, contractors are requested to submit their tender in accordance with the guidelines set out in Tender Document 2. Please note that additional information, as specified in the tender documentation, must also be included to ensure a complete and compliant submission.

The successful company will be required to enter into a contract with Prudhoe Town Council, and this will require the production of all relevant certification including a Risk Assessment of the work to be carried out and copies of Public and Employee Liability Insurance. You may wish to submit these documents with your tender.

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VALUE RANGE

The contract is estimated to be valued at £10,000

PROCUREMENT TIMESCALES

Tenders must be received by Friday 4th September 2026 at 12 noon.

Full details will be reviewed at the meeting of the Cemetery and War Memorial Committee, to be held on Wednesday 9th September 2026. A decision will be made at this meeting, and all parties will be contacted week commencing 14th September 2026 with the outcome of the procurement process.

Persons or organisations submitting a tender are advised that the canvassing of Councillors or staff either directly or indirectly shall disqualify them from the tendering process. You are also advised that information supplied in this document may be disclosable under the Freedom of Information Act 2000.

CLOSING DATE FOR TENDER RETURN

All tenders must be received by **Friday 4th September 12 noon on** (and should be marked '**Private & Confidential**') and be delivered in a sealed envelope to:

Shirley Ann Gaut Hall
Town Clerk
Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

If you would prefer to submit tenders electronically, please ensure these are saved in PDF format and emailed to clerk@prudhoetowncouncil.gov.uk. Word documents that you can complete electronically can be provided.