

Tender
Provision for the Mowing of Cemetery
Grounds

Tender No. 03/2025

RELEASE DATE: 27 October 2025

Contents

About Centennial Park	1
Our Guiding Principles	1
Our Strategic Pillars	1
Information, Transparency and Choice	1
Our Natural Environment	2
Connections and Collaboration	2
A People-First Culture	2
The Opportunity	2
Objectives of the Tender	3
Scope of Work	3
Tender Requirements	4
Format of Response	4
Response Part 1 - Cover Letter & Statement of Purpose	4
Response Part 2 - Respondent Organisation's Information	4
Response Part 3 - Evaluation Criteria	5
Tender Process	6
Contact Details and Communication	6
Timeline	6
Submissions	6
Conditions	7
Confidentiality	7
Conflict of Interest	7
Schedule 1	8
Respondent's Information Checklist	8
Schedule 2	9
Task and Performance Requirements	9
Schedule 3	13
Maintenance Standards	13
Appendix A	14
Summary of Costs	14
Schedule of Rates	15
Appendix B	16
Cemetery Operating Environment	16
Communication	16



About Centennial Park

Centennial Park is a regional subsidiary established by the City of Mitcham and the Corporation of the City of Unley (constituent councils) under the Local Government Act (SA) 1999. Its functions and powers are set out in the Regional Subsidiary Charter 2021. Many of its compliance requirements mirror those of local government.

Our team operates in a highly sensitive environment, helping families every day as they cope with grief and loss. It's an environment of heightened emotion, where mental wellbeing is a priority.

We work with a wide range of stakeholders including families, funeral directors, monumental masons, and our owner Councils. Managing these complex stakeholder priorities requires a delicate balance of commerciality and compassion.

Our organisation Park is governed by an independent skills-based Board of five and is managed by an experienced CEO and Executive Team, supported by a team of around 60.

Our Guiding Principles

We are a place for the living; a vibrant community hub. A place where life is cherished, commemorated, contemplated, and celebrated.

We provide a welcoming sanctuary; promoting peace, healing, renewal, and hope. We facilitate connection - to each other and to those no longer with us.

We champion the importance of memorialisation; a physical place, an emotional anchor point.

We foster a culture of kindness and respect; of physical and mental wellbeing.

Our Strategic Pillars

Information, Transparency and Choice

We will engage with, and gather insights from, our community. We will keep ourselves informed about global trends.

We will provide clear information to our community so that people are aware of their options and are in control of their choices in relation to end-of-life.

Our Natural Environment

We value our natural environment and the positive impact it has on physical and mental wellbeing.

We will maintain and continually improve our natural environment through the enhancement of our green space.

We will minimise our impact on the broader environment through the development and implementation of an environmental sustainability plan that targets emission reduction and the responsible management of energy, water, and waste.

Connections and Collaboration

We will connect and collaborate with others, whose values align with our own, to help us to maximise the value we provide to our community.

A People-First Culture

People are at the heart of who we are and what we do. We value individuality and personal choice.

We demonstrate compassion and respect in helping families when they are grieving and in acknowledging the impact this can have on our team. The physical and mental health of our visitors and our team is our highest priority.

Further information about Centennial Park is available on our website: <http://www.centennialpark.org/about-us/corporate-information/>

The Opportunity

Centennial Park is looking to develop a partnership with a contractor that will work collaboratively with us and our other contractors to enhance the standards, amenity, and reputation of the business.

We are seeking submissions from service providers of the highest calibre to mow and edge (Mechanical and Chemical) both the cemetery pathways and the memorial grounds within Centennial Park Cemetery.

It is a performance objective of this contract to have the grass in burial sections and Memorial grounds mowed and maintained to a standard as specified in Schedule 3 – Maintenance Standards.

It is proposed that the contract will initially be for a period of three (3) years, with a possible extension for a further two (2) years, subject to satisfactory performance.



Objectives of the Tender

The objectives of this Tender/Response are to work with a suitable contract with the mowing and edging of our burial sections and memorial grounds in accordance with defined maintenance standards.

Scope of Work

The Contractor shall cut and mechanical/chemical edge grass in all burial sections and memorial grounds.

Maintenance standards must be maintained as defined in Task and Performance Requirements (Schedule 2) and Maintenance Standards (Schedule 3).

Please note mowing frequencies as defined in Schedule 2 (tables 2, 3 & 4) are based on seasonal growth and provided as a guide only.

Key activities to be undertaken in the contract include:

Cemetery Sections (Burial)

- Mowing grass
- Picking up and disposing of litter, including artificial and living flower material, from the grass pathway areas before mowing,
- Edging and line trimming along road kerbs and street trees,
- Edging and line trimming along concrete beams in Lutheran Lawn, Lawn 1, 2 & 3 and Children's 1, 2 & 3 sections and around Dutch Stools in Derrick Gardens.
- Applying herbicide to the edge of concrete beams in all general burial sections only,
- All other activities to meet the requirements of the contract.
- The Contractor will be held responsible for any damage to Authority facilities that may be caused by the contractor or their employees, including repair to memorials (headstones) owned by the license holder.
- Cleaning up and disposal of grass clippings is not required in general burial sections under this contract.
- Grass cuttings that are deposited on headstones during the edging and line trimming process in Lawn 1, 2 & 3 and Children's 1, 2 & 3 sections must be removed using mechanical blower.

Should the Contractor find that cuts/chemical edging are warranted more frequently than the frequencies indicated in Tables 2, 3 & 4 the Contractor shall notify the Nominated Contact person and agree additional cuts at the rates as tendered in Appendix A (Schedule of Rates).

Memorial Grounds

- Mowing turf and collecting all clippings.
- Picking up and disposing of litter, including artificial and living flower material, from the grass areas before mowing,
- Edging and line trimming along earth bed edges, brick edges, road kerbs and street trees,
- Blade Edging of precast and granite beds,
- All other activities to meet the requirements of the contract.
- The Contractor will be held responsible for any damage to Authority facilities that may be caused by the contractor or their employees, including repair to memorials (headstones) owned by the license holder.
- Cleaning up and disposal of grass clippings is required in the Memorial gardens under this contract. Disposal into Centennial Parks green waste bins.
- Grass cuttings that are deposited on plaques and garden beds during the mowing, edging and line trimming process in the Memorial gardens must be removed using mechanical blower.

All herbicides under this contract will be provided by the Contractor.

Prior to the use of any herbicide, Material Safety Data Sheets must be supplied by the contractor and approved by the Nominated Person.

All herbicides must be applied in accordance with the methods and rates as recommended by the manufacturer and in accordance with the Material Data Sheet.

The use of residual herbicides is not permitted.

Centennial Park is a public place visited regularly by visitors who are attending the grave of a lost love one or attending a funeral service. The following requirements shall be respected at all times:

- Observe any no parking signs or funeral service activity before work commences in the morning or when moving vehicles and machinery to new areas throughout the day.
- Often objects are left on headstones. If moved while performing any job task all objects should be returned to its original position.
- Leave a minimum of 6 pathway gap between the operator and people visiting, particularly when working with noisy machinery and equipment.
- Soil is mounded and very soft after a recent burial. Avoid driving over new graves with the ride-on mower. Any tire marks on new graves shall be raked out immediately.
- Any damage to a headstone shall be reported to the Supervisor immediately so the family concerned can be advised and repairs completed without delay.
- Road rules apply in Centennial Park. Parking of vehicles should always be on the left side of the road as close to the kerb as possible to allow through traffic.
- Language and tone of voice is important. When communicating be respectful in regards to volume (no yelling), use of inappropriate language and laughing loudly, particularly when visitors are in proximity.
- Do not park any vehicles or machinery on grave sites or take lunch and tea breaks on or near graves.

Tender Requirements

Centennial Park welcomes tenders for the mowing and edging of the cemetery grounds by Friday 21 November 2025.

Submitted tenders will be evaluated against a range of criteria as detailed below.

Format of Response

The format of the response is to be structured into four parts as follows:

1. Response Part 1- Cover Letter/introduction including a Statement of Purpose.
2. Response Part 2 - Respondent Organisation's Information.
3. Response Part 3 - Evaluation Criteria.
4. References and other relevant and appropriate information to support the tender.

Please note Centennial Park may seek further clarification, information or additional documentation to the Tenderer/Respondent responses at their discretion.

Response Part 1 - Cover Letter & Statement of Purpose

The Respondent is required to detail, in a cover letter, a brief but comprehensive overview of their operation's background and history, values and mission and demonstrate why they are submitting a tender for this project.

The Respondent should prepare the cover letter and Statement of Purpose and identify them as Response Part 1.

Response Part 2 - Respondent Organisation's Information

The Respondent is required to detail the following information as part of the response requirements:

- Corporate structure and full name of the entity. If there are multiple entities involved, the response must highlight the responsible entity which will enter into the agreement with Centennial Park.
- Beneficial ownership interests in the responsible entity and any related entities.
- The ABN of the responsible entity.

- Operational background including years in business, organisation chart, management bios, locations and corporate mission, values and vision.
- Details of the nominated representative who will be the main contact throughout the tender process including name, email address and contact numbers.
- Provide a copy of current Public Liability & Products Insurance in the amount of not less than \$20 million.
- Provide details of environmental sustainability practices.
- A comprehensive understanding of and adherence to Schedule 2, Schedule 3, and Appendix B.

A checklist has been provided at Schedule 1.

Response Part 3 - Evaluation Criteria

Tenders will be evaluated against the following criteria:

Standard	Criteria
1. How the Respondent will uphold the standards, amenity, and reputation of Centennial Park.	A summary demonstrating an understanding of the culture and vision of Centennial Park including the capacity of the respondent to uphold these same values.
2. Experience & Qualification	Details of the Respondent's experience in providing the requirements of the tender. Evidence must be provided of previous experience in the delivery of similar projects, and the scale in South Australia or nationally.
3. Methodology	How the Respondent proposes to successfully carry out the described works, including: • Operational Strategy – how the operator will work with Centennial Park to achieve the shared objectives. • Proposed hours of operation. • Commitment to environmentally sustainable practices • Commitment to adherence to Schedule 2, Schedule 3 & Appendix B.
4. Commercial Risk	Information provided regarding: • Quality Assurance Systems • Commitment to WHS Management and State and National Work Health & Safety Legislation • Registration and Licences • Insurances.

The Respondent is required to prepare and submit answers to each evaluation criteria in a clear and precise manner referencing each individual standard as Response Part 3 (1-4).

Tender Process

Contact Details and Communication

Respondents to this tender are requested to limit contact, with Centennial Park regarding their submission, or any questions to the Nominated Contact Person:

Name: Nick McCarthy

Title: Manager Infrastructure and Grounds Maintenance

Email: nickm@centpark.org.au

Phone: 8275 2260

Any site visit or inspection by Respondents must be by appointment.

Timeline

The closing time for submissions to this Tender is Friday 21 November 2025.

All submissions will be evaluated by the Centennial Park Authority against the evaluation criteria outlined in this Tender

Following is an indicative outline of the evaluation timeline for the appointment of an operator

Stage	Indicative Completion Date
Stage 1 – Tender issued	Monday 27 October 2025
Closing date for Submissions to the Tender	Friday 21 November 2025
Evaluation of Tender Responses	Friday 5 December 2025
Negotiations with preferred Respondent	Friday 12 December 2025
Formal Agreement executed	Monday 15 December 2025
Works Commencement	Monday 12 January 2026

Please note Respondents may be required to present to Centennial Park's evaluation team and advisers on their tender responses, at Centennial Park's discretion.

Submissions

Submissions in response to this Tender close at 4.00pm Friday 21 November 2025.

Tenders can be posted to, delivered in person (to the Tender box provided at Reception), or emailed to tenders@centpark.org.au, addressed as follows:

Centennial Park Cemetery
Tender 3/2025
Nick McCarthy
Manager Infrastructure & Grounds Maintenance
760 Goodwood Road
PASADENA SA 4042

Centennial Park Administration Building is open between 9.00am – 5.00pm Monday to Friday.

Please note the following in relation to lodgement of submissions:

- Tenders are not to be faxed in whole or in part.
- Respondents acknowledge that lodgement of their Tender on time, and in accordance with the lodgement requirements, is entirely their responsibility. Centennial Park Cemetery Authority accepts no responsibility for submissions received after the closing date and time.

- If lodged by hand or mail, submissions should be lodged in a clearly-marked and sealed envelope, endorsed with the Tender Number (as set out on the front page of this Tender).

Conditions

Centennial Park Cemetery Authority reserves the right to:

- Not select any or all of the Respondents.
- Select a provider other than a Respondent.
- Consider non-complying Respondents.
- Reject non-complying Respondents.
- Negotiate with a selected Respondent(s) after submission of the Response.
- Change the date and timelines of the Tender.
- Change/update its requirements under this Tender.
- Conduct competitive parallel negotiations with two or more short-listed Respondents.

Confidentiality

All information contained in this Tender is provided by Centennial Park Cemetery Authority, and information issued by Centennial Park or its contact person as part of this process, is to be regarded as commercial-in-confidence.

Each Respondent must ensure that no person receiving such confidential information may use, copy or disclose any of it to any person except for the purpose of preparing the Tender submission.

Conflict of Interest

Respondents are required to identify any actual or potential conflict of interest in their response to the Tender or notify the Nominated Contact Person in writing immediately.

Schedule 1

Respondent's Information Checklist

- Organisation Name
- Organisation ABN
- Corporate Structure Type
- If a Company, provide ASIC Company Extract
- Organisation Background
- Numbers of years in operation/business
- Organisation Chart
- Biographies of key management personnel
- Location of Organisation and business operations
- Corporate Mission
- Values & Vision
- Nominated Representative Contact
- Nominated Representative Contact Details (email and phone)

Schedule 2

Task and Performance Requirements

Table 1: Identifies which tasks are to be carried out for Categories A-D.

Shaded areas indicate the task applies

AREA / SECTION ⇨ CATEGORY / TASK ⇩	General Burial Sections	General J, Coptic Orthodox, Orthodox B, St George Orthodox, Orthodox C and General Vaults Sections	Lutheran Lawn and Lawn 1, 2 & 3	Children 1, 2 & 3	Derrick Gardens	Martinique Grove 1 & 2, Olive Terrace and The Views	Memorial Gardens
A. Mowing							
B. Mechanical edging (line trimming)							
C. Herbicide Spraying (edging)							
D. Broadleaf chemical spraying							

CATEGORY A: CEMETERY MOWING

Table 2: Identifies sections to be cut and frequency of cutting, based on average seasonal growth.

Section Name	Frequency				Total no. cuts per year
	Summer (Jan to March)	Autumn (April to June)	Winter (July to Sept)	Spring (Oct to Dec)	
General Burial Sections (non-irrigated)	Fortnightly	Fortnightly	Fortnightly	Fortnightly	26
General J, Coptic Orthodox, Orthodox B, St George Orthodox, Orthodox C, Lutheran Lawn, Lawn 1, 2 & 3, Children 1, 2 & 3, General Vaults Sections, Martinique Grove 1 & 2, Olive Terrace, and The Views (Irrigated)	Weekly	Fortnightly	Fortnightly	Weekly	42
Derrick Gardens	Fortnightly	Fortnightly	Fortnightly	Fortnightly	26
All Memorial Gardens (*to complete mowing within the week allocated). (**Clippings to be collected in a catcher)	Fortnightly	Fortnightly	Fortnightly	Fortnightly	26

CATEGORY B: MECHANICAL EDGING

Table 3: Identifies sections to be mechanically edged and frequency of edging, based on average seasonal growth.

Section Name	Frequency				Total no. edge cuts per year
	Summer (Jan to March)	Autumn (April to June)	Winter (July to Sept)	Spring (Oct to Dec)	
Lutheran Lawn, Lawn 1, 2 & 3, Children 1, 2 & 3, General Vaults Sections, Martinique Grove 1 & 2, Olive Terrace, and The Views	Weekly	Fortnightly	Fortnightly	Weekly	42
Derrick Gardens	Fortnightly	Fortnightly	Fortnightly	Fortnightly	26
All Memorial Gardens Sections (*to complete edging within the week allocated)	Fortnightly	Fortnightly	Fortnightly	Fortnightly	26

CATEGORY C: CHEMICAL EDGING

Table 4: Identifies sections to be spray edged and frequency of spraying, based on average seasonal growth.

Section Name	Frequency				Total no. chemical edging per year
	Summer (Jan to March)	Autumn (April to June)	Winter (July to Sept)	Spring (Oct to Dec)	
All General Burial Sections	Every 6 weeks	Every 8 weeks	Every 8 weeks	Every 6 weeks	7
General J, Coptic Orthodox, Orthodox B, St George Orthodox, Orthodox C and general Vaults Sections	Every 6 weeks	Every 8 weeks	Every 8 weeks	Every 6 weeks	7

CATEGORY D: BROADLEAF CHEMICAL SPRAYING

Table 5: Identifies sections to be broadleaf sprayed and frequency of spraying, based on average seasonal growth.

Section Name	Frequency		Total no. Broadleaf spray applications per year
	Autumn (April to June)	Winter (July to Sept)	
All General Burial Sections (non-irrigated)	Once	Once	2
General J, Coptic Orthodox, Orthodox B, St George Orthodox, Orthodox C, Lutheran Lawn, Lawn 1, 2 & 3, Children 1, 2 & 3, General Vaults Sections, Martinique Grove 1 & 2, Olive Terrace, and The Views (Irrigated)	Once	Once	2

Schedule 3

Maintenance Standards

Unless otherwise specified, all burial and memorial gardens identified in Tables 1 to 4 (Task and Performance Requirements) shall be maintained to the following standards:

- General: Grass shall be maintained at a minimum height of 35mm and maximum height of 100mm at all times and in accordance with accepted turf management industry standards and practices.
- Rear discharge mowers must be used at all times when mowing burial sections.
- Objects and Obstacles: Grass around street trees, landscape edges, fences borders, seats, end of concrete beams and other objects shall be cut at the same time as mowing, to ensure a consistent height.
- Edging: Blade Edging must be performed on all precast and granite beds. Edging and line trimming must be performed along earth bed edges, brick edges, road kerbs and street trees

Grass directly abutting concrete beams (where specified in this contract), footpaths, paved areas, landscaping, car parks, kerbs or other non-grassed areas shall be trimmed back to the edge of that area. As a minimum, edging shall be carried out on every visit to each site. Grass surrounding all boxes and pits installed in the ground, including irrigation boxes, shall be trimmed to ensure the lids of such boxes and pits are free of overgrowth.

- Litter: Prior to mowing each cemetery pathway, the contractor shall remove and dispose of all litter, including live & artificial flowers, located on the grass in all cemetery pathways.
- Clippings: The contractor shall spread grass clippings evenly over the grass surface, avoiding win-rows of clippings. All clippings shall be removed from footpaths, paved areas, car parks, kerb and water table, roads, concrete beams, memorials (headstones) and other non-grassed areas following mowing operations on the same day. The contractor shall work in a manner which avoids grass clipping contaminating memorials (headstones) or entering the stormwater system.

Grass cuttings that are deposited on plaques and garden beds during the mowing, edging and line trimming process in the Memorial gardens must be removed using mechanical blower

Clipping from mowing Memorial gardens are to be collected in a catcher and placed in the green waste bin located in the Operations Complex.

- The Contractor will be held responsible for any damage to Authority facilities that may be caused by the contractor or their employees, including repair to memorials (headstones) owned by the license holder

Appendix A

Summary of Costs

Category A - Cemetery Mowing (Exclusive of GST)	
Category B - Cemetery Mechanical Edging (Exclusive of GST)	
Category C - Cemetery Spray edging (Exclusive of GST)	
Category D - Cemetery Broadleaf Spraying (Exclusive of GST)	
Category E – Memorial Gardens Mowing (Exclusive of GST)	
Category F – Memorial Gardens Mechanical Edging (Exclusive of GST)	
TOTAL GST	
TOTAL PER YEAR	

Signature of Tenderer

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Date

.....

Witness’s Signature

.....

Date

.....

Schedule of Rates

TASK	DAYS	HOURLY RATE (EXC. GST)	DAILY COST (EXC. GST)	COST TO COMPLETE TASK (EXC. GST)
Cemetery Beam Mowing – Additional cut	Monday to Friday			
Cemetery Beam – Additional Mechanical Edge	Monday to Friday			
Cemetery Beam – Additional Chemical edge	Monday to Friday			
Memorial Gardens Mowing – Additional cut	Monday to Friday			
Memorial Gardens – Additional Mechanical Edge	Monday to Friday			

Signature of Tenderer

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Date

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Witness's Signature

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Date

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Appendix B

Cemetery Operating Environment

The works are to be completed within the grounds of Centennial Park Cemetery Authority (Centennial Park), 760 Goodwood Road, Pasadena, SA.

Contractors and their representatives must be considerate of the cemetery context and sensitive around burial areas at all times.

Customer service at the highest level is paramount. Extra care must be taken when operating on site, especially during opening times to ensure the safety of all Park users. It is expected that the contractor will work in partnership with Centennial Park to conduct their business in a professional and respectful manner that is consistent with the values of the Park: Compassion, Inclusion, Excellence and Innovation.

The cemetery will continue to operate throughout the works program and it is critical that all care is taken to ensure minimal disruption to Centennial Park visitors and staff. Visitors to the site will primarily be mourners and may be attending a burial or memorial service within the immediate area, or have a relative buried within the works area, so an increased level of consideration must be afforded to all visitors in and around the works area.

There may be a need to access the works area for a burial service during the works program. In this event special measures will need to be implemented to allow for the service to be conducted within the works area. A full site shut down of works for this period and provision for safe access to and from the area for mourners, funeral director and cemetery staff will be required.

The operating hours of Centennial Park are:

- Administration - Monday to Friday 9.00am – 5.00pm
- Car Park and grounds open to the public - Monday to Sunday 7am – 7pm (9pm during Daylight Savings).

Noisy works are not allowed after hours and must be coordinated around burial services. Daily updates will be provided by Centennial Park regarding services to be conducted that day.

All works must stop when instructed by Centennial Park staff in the event of a burial service or other Park operations which requires a quiet environment.

The contractor will be responsible to establish and agree with Centennial Park regarding site management measures, WHS requirements and Safety in Design (SiD) considerations.

There are existing trees and landscaped gardens within and close to burial areas. These are to remain and should be protected during the works as required. Removal of any tree or existing structure is not permitted without prior consultation and approval from Centennial Park.

The wider cemetery site contains asbestos. While it is unlikely any will be encountered during these works it is the contractor's responsibility to read the Asbestos Register (register No. AS3823), contained in the specification and to comply with the authorities' requirements and the information contained in the specification regarding Hazardous Materials identification and removal.

Communication

The contractor must immediately notify Centennial Park of any complaints or communications with members of the public and mourners. Failure to do so may result in termination of the contract.

This Tender for the mowing of cemetery grounds should be read and responded to in conjunction with the Tender Requirements.