**Parish Council “Handyman” – Contract for Services 2018/22**

**1. INTRODUCTION**

 **The Parish Council is responsible for the maintenance of its assets which include 6 bus shelters, 2 road bridges, 2 wooden footbridges, a play area, 19 seats and benches, various signs and safety mirrors, a notice board and a number of pieces of land.**

**This document states the scope of work and contractor’s obligations for the contract for services of ‘Handyman’. With the work specification, it constitutes the agreement by the appointed Contractor with the Council to perform the functions stated, along with any other duties necessary to the fulfilment of the specified contract. No conditions or standard requirements either expressed or implied in contractors’ submissions and quotations shall override this Scope of Work, the Specification and any other contract documents issued by the Council.**

**2. SCOPE OF WORK**

The duties which are the subject of this contract are as set out in Appendix 1 which accompanies this document.

The Council requires the Contractor to take all reasonable steps, including the allocation of the necessary staff and other resources, to ensure that the contract agreed to by the Contractor is discharged so that the assets are maintained as specified. The contractor is expected to plan, budget for, and carry out the work to ensure that it is done in a timely fashion and, if necessary, taking particular note of growing conditions that may dictate when the work should be done.

The Council requires the Contractor to maintain the specified locations to the highest standards of presentation, cleanliness and tidiness in respect of all the aspects of work listed below and any related items.

The Council reserves the right to carry out inspections at any time, so as to ensure that the required service is being delivered by the Contractor to the Council’s satisfaction and to the benefit of residents.

**3. CONTRACTOR’S OBLIGATIONS UNDER THE AGREEMENT**

**Provision of services**

In accepting the Council’s invitation to provide the services described herein for the agreed tender sum, the Contractor takes responsibility (1) for fulfilling the contract to the standard laid down by the Council (2) allocating the physical and financial resources required (3) supervising their own staff to ensure the delivery of (1) and (2). In the event that performance is found on inspection by the Council to materially fail to reach the standard required, following inadequate or non-existent remedy on the part of the contractor, the Council will consider itself entitled to withhold all or part of the payment(s) under the contract on the ground of constructive non-performance and the contract will be terminated.

Where, for any reason, anything within the scope of work ceases to be a responsibility of the Council, the work relating to that area of business will be removed from the contract and an appropriate reduction in costs will be agreed between the Contractor and the Council.

The Contractor shall supply fully costed proposals for the following financial year in advance of the Council’s budget meeting (held December each year). These proposals shall be subject to the approval as a condition of the contract proceeding to term.

**Payment for services**

The nature of this work is seasonal and the Council anticipates that more hours will be required in the spring, summer and autumn. The Council is prepared to agree a regular monthly payment year round if Contractors prefer or, alternatively, Contractors can bill in arrears for work completed each month. Please see below.

**Health and Safety**

The contractor must ensure compliance with the Health and Safety at Work Act 1974 (as amended), operating at all times with due regard for the health and safety of the public.

**Damage**

The Contractor shall report any damage or vandalism to Council property to the Clerk as soon as possible.

**Remedial works**

The Council reserves the right to require the Contractor to carry out free of charge any remedial works arising from the contractor’s failure to fulfil their obligations under any part of the contract.

**Expenses**

The Contractor is expected to supply all equipment required for work carried out under the contract at their own expense. The purchase of materials can be made on the account of the Council after first being authorised by the Clerk.

**Insurance**

The Contractor will be expected to demonstrate that they have appropriate insurance cover, including public liability insurance. A copy of the policy should be lodged with the Clerk and evidence of renewal provided when required.

Working in conjunction with the Clerk, a risk assessment must be completed.

**Meetings and Reporting**

The Contractor shall, on reasonable notice attend meetings with representatives of the Council to address any issues arising under the contract, and shall from time to time on demand submit such reports as may be relevant to the performance of their obligations under the agreement.

**Additional Services**

Where the Council identifies work that is outside the remit of this contract, the Contractor should be prepared to provide an individual quote for each piece of work, consistent with the charging regime of the existing contract. The Council may choose to instruct the Contractor with additional work in accordance with its Financial Regulations.

**TENDER PROCESS**

Before tendering, it is recommended that an appointment is made with the Clerk in order for the Contractor to acquaint themselves with the nature of the tasks and conditions of work. No claim for additional expenses will be entertained on the grounds of want of knowledge.

**References**

If the Contractor is not known to Broomhaugh & Riding Parish Council, **two** references where similar work has been carried out are required. Please supply name and contact number or email address.

The nature of some of this work is seasonal and the Council anticipates that more hours will be required in the spring, summer and autumn. The Council is prepared to agree a regular monthly payment year round if Contractors should prefer or, alternatively, Contractors can bill in arrears for work completed each month. Please indicate below your preferred method of payment.

Quotations should be submitted exclusive of VAT

Please submit your tender in a sealed envelope marked “HANDYMAN TENDER” to:-

Catherine Harrison

Parish Clerk

10 Church Close

Riding Mill

NE44 6DP

CLOSING DATE: **4 PM on FRIDAY 31st AUGUST**

To contact the Clerk phone 01434 682348 (office hours only please) or email ridingmillclerk@gmail.com

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|  |  |
| --- | --- |
| NAME |  |
| COMPANY NAME: |  |
| EMAIL ADDRESS: |  |
| MOBILE CONTACT NUMBER: |  |
| ADDRESS: |  |
| NAMES /CONTACT DETAILS OF TWO REFEREES |  |

|  |  |
| --- | --- |
| **TOTAL COST TO PROVIDE “HANDYMAN” SERVICES**  | £\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ADDITIONAL SERVICES:** PLEASE INDICATE YOUR NORMAL HOURLY RATE | £ \_\_\_\_\_\_\_\_\_\_ / HOUR |

Please tick to indicate your preferred method of payment

 Invoice at the end of each month for work undertaken

 Regular year round payment (i.e. one twelfth of the above figure paid monthly by Standing Order)

Signed: ............................................................................ Date: ..............................................