**Broad Chalke Parish Council**

**Grounds and Handperson Services**

**and Pricing document- July 2020**

Broad Chalke Parish Council (The Council) is seeking an appropriately qualified, experienced and resourced Handyperson to undertake the role of Parish Council Handyperson.

The Handyperson will be self-employed; hold Third Party Liability Insurance to a minimum level of £1 million; provide all necessary equipment required, including fuel for any petrol equipment; and be able to carry out the work in a professional manner having regard at all times for the health and safety of any employees and members of the public.

In addition to grounds maintenance work, minor handyperson works may sometimes be required for which the Council will arrange purchase of materials and agree the works with the Handyperson. Interested parties are required to provide an hourly rate for this element based on one operative but not to include this in the annual pricing schedule total.

Playground maintenance should not be carried out whilst the area is in use. In practical terms this may require the contractor to ask any persons using the area to vacate the playground until maintenance works have been completed.

A pricing document is required to be completed. If accepted, this will become the basis of the cost for the year and will be increased in April each year in-line with the Retail Price Index published in November of the preceding year.

The Council does not need to accept the lowest or any quote. The Council may also change the frequency of tasks and will discuss with the successful Handyperson.

Any arrangement will be subject to an initial three-month trial period. The Council may terminate the arrangement giving a minimum of one month’s notice.

In summary, the areas that require regular maintenance throughout the year are:

1. **Playground on Knighton Road**. Grass cutting not requiring collection; strimming around equipment and fence; bin emptying and replacement of plastic bin-liner.
2. **War Memorial on South Street**. Grass cutting and collection; annual pollarding of beech trees; trimming the mixed species hedge on one side; weed control spray on hard standing areas. Maintenance of path edge. Removal of arisings and disposal. Leaf removal.
3. **Footpath from South Street by the church to the Causeway.** Weed clearance (not spray) and grass cutting, including the triangle of grass within the white railings. Path surface to be cleared of arisings. Leaf clearance and annual edge trimming to maintain the path width.
4. **Minor Works.** This could include minor fencing works, repairs to playground items, hedge trimming.

The year has been divided into 4 quarters and the pricing document structured to reflect this:

Q1: April, May, June

Q2: July, August, September

Q3: October, November, December,

Q4: January, February, March

A Frequency has been included illustrating the number of occasions the work is to be carried out as follows:

Either:

- 10= Every 10 days

- 14= Every 14 days (bi-weekly)

- 30= Every 30 days (monthly)

- 45= Every 45 days (6 weekly)

- 1 = Once in the period

- None = Not required in this period

**Instructions to Interested Parties**

Any person interested in the role should:

1. Raise any questions in writing with the Clerk prior to submitting a quote.
2. Complete both the Cost per Visit and the Annual Cost columns in the pricing schedule below (shaded yellow). Figures should be Net of VAT.
3. Provide an hourly rate for single operative for Minor Handyman works in the line shaded green below.
4. Confirm VAT registration number, if applicable.
5. Confirm Public Liability Insurance.
6. Provide two references from current employers where work of a similar nature is carried out.
7. Return completed pricing document and above documentation in a plain envelope marked “Quotation for Grounds Maintenance” by 15 August 2020 to:

Mr T Hitchings

Chairman

Primrose Cottage

High Road

Broad Chalke

SP55EH

**Broad Chalke Parish Council**

**Handyman and Grounds Maintenance Pricing Schedule**

**Interested Parties Details**

**Name:**

**Company Name:**

**Address:**

**E-Mail:**

**Mobile Tel:**

**Office Tel:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Task** | **Frequency** | **Cost per****Visit** | **Annual****Cost** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Playground** | Bin empty | 10 | 10 | 30 | 30 |  |  |
| Grass cutting  | 10 | 10 | 1 | 1 |  |  |
| Strimming | 30 | 30 | 1 | none |  |  |
| **War Memorial** | Grass cutting | 10 | 10 | 45 | none |  |  |
| Weed treatment | 1 | 1 | none | none |  |  |
| Pollarding trees/ mixed hedge | 1 | none | 1 | none |  |  |
| Leaf clearance | none | none | 1\* | none |  |  |
| Path Edge  | none | 1 | none | none |  |  |
| **Footpath** | Weed clearance | 1 | 1 | 1 | none |  |  |
| Leaf clearance | none | none | 1 | 1 |  |  |
| Path edge | 1 | none | none | none |  |  |
| **Total Annual cost** |  |
| \*To be undertaken a couple of days prior to Remembrance Sunday. |  |
| **Minor Works hourly rate** |  |

Signed:

Name:

Date: