

Handyman & Moving Service

Clayton Parish Council wish to appoint up to two contractors to provide general services to the Parish Council.

Specification

The services we **may** require:

- Lifting and moving of Council equipment
- Cleaning 'Welcome to Clayton' signage and cutting back vegetation around them.
- Transporting of goods (including Flower Baskets)
- Erecting hanging baskets, flags and visual safety check
- Assembling of tables / stalls / gazebos etc.
- General maintenance works, possibly to include painting, drilling and erecting furniture.
- Licensed disposal of general waste

The contractor(s) must have suitable public liability insurance (at least £1 million). A contractor that provides the transportation of goods must also demonstrate suitable vehicle insurance.

Essential Criteria

- Ability to work to a schedule
- Ability to undertake work unsupervised
- Recognise that as a contractor for the Parish your work reflects on the Parish (village) as a whole
- Own (maintained) tools

Desirable Criteria

- Access to a suitable vehicle to transport goods (with appropriate insurance).
- Availability & flexibility at short notice
- Ability and confidence to work at heights
- Registered for VAT
- Waste Transfer License (waste disposal will be charged separately).

Length of Contract

The contract will run from 1st April 2020 until 31st March 2021

Appointment of contractor(s)

Contractors will be appointed on the basis of price, and the ability to demonstrate the ability to undertake some / most or all the specification.

The Parish Council operate a '**preference system**' whereby the first appointed contractor will be asked to undertake work, if they are unable due to their own time commitments or the work is outside of their ability / specialism, the Parish Council will use the second appointed contractor.

Contractors will be informed on appointment whether they are the first or second appointed contractor.

The Parish Council expect to spend approximately £1000 per year.

Tenders to be submitted in writing by 12 noon on 2nd March 2020 to Claire Hepton (Parish Clerk) at Clayton Library, Clayton Lane, Clayton, BD14 6AY, or by email to: clerk@clayton-pc.gov.uk

TENDER

Detail	Price*	Comments
Day Rate		
Hourly Rate		

*The price should exclude any VAT payment, but please answer the question below re VAT registration.

Are you able to undertake the following works?

Activity	Yes / No	Briefly detail your existing experience*
Lifting and moving of Council equipment		
Cleaning 'Welcome to Clayton' signage and cutting back vegetation around them.		
Transporting of goods (including Flower Baskets		
Erecting hanging baskets and visual safety check		
Assembling of tables / stalls / gazebos etc.		
General maintenance works, possibly to include painting, drilling and erecting furniture.		
Licensed disposal of general waste		

*If you need to use additional paper please do so.

Name of individual completing form		Signature	
Date			
Company (if applicable)			
Are you registered for VAT?		VAT Number (if applicable)	
Contact address			
Telephone		Email	

Should you have any clients that we may contact for references (a maximum of 2), please detail them on a separate sheet of paper (or in the same email if submitted electronically).