

Work Specification for a Contractor Service for Briercliffe with Extwistle Parish Council



The contract will commence on 1st April 2020.

The Contractor will work an eight-hour day providing an average of 1.35⁽¹⁾ days a week for 48 weeks during the year (total 65⁽²⁾ days). The minimum cost of the scheme is £8,125⁽³⁾. Additional days may be required once the 65⁽²⁾ days contract has been reached. Days will be based on an average and will be flexible with seasonal variations. More days will be worked during the summer months with less days during the winter months. Projects funded externally to the Council will be additional days to the Contract. Part funded projects will use the Council's element from the 65⁽²⁾ days allocated.

From 1st April to 30th September, there will be a minimum of 1 day a week and a maximum of 5 days a week allocated. From 1st October to 31st March there will be a minimum of 0 days a week and a maximum of 5 days a week.

All tasks allocated, though not limited to, will form part of the 65⁽²⁾ days contract, additional days will be granted by mutual agreement on completion of the contracted 65⁽²⁾ days.

All tasks allocated must be completed and carried out in the priority order set by the Council unless mutually agreed due to exceptional circumstances, such as adverse weather, or Health & Safety issues.

The contract will be for a period of 1 year, with an option for the Council to review and renew annually, without going out to tender, for a further 2 years. The contractor will be self-employed and will not be an employee of the Parish Council. The contractor will remain responsible for tax and National Insurance contributions. If the contractor is an individual rather than a registered company, proof of payments of tax and National Insurance must be provided upon request.

- 1 Subject to the Allotment Self-Management Proposal not being accepted. If the Allotment Self-Management Proposal is accepted this reduces to 1 day a week.
- 2 Subject to the Allotment Self-Management Proposal not being accepted. If the Allotment Self-Management Proposal is accepted this reduces to 48 days.
- 3 Subject to the Allotment Self-Management Proposal not being accepted. If the Allotment Self-Management Proposal is accepted this reduces to 6,000.

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The Contractor will be an ambassador for the Council and as such, will be publicly known as the Parish Lengthsman and must maintain a positive attitude and approach to the Council and about the Council at all times throughout the period of the contract. The only exception being where the contractor raises a formal grievance with the Council.

Quotes for Non-tender specified jobs will be in the contractor's own time. Quotes should clearly state the number of Contractor contract days that will be required to complete the project.

Materials will be ordered from agreed nominated suppliers, for delivery where possible, time spent collecting materials must be agreed in advance and be for exceptional circumstances such as urgency of completion.

The Contractor will provide a schedule of materials that could be bulk purchased and stored in the Council Garage, at the commencement of the Contract.

Payment will be via cheque and will be paid within 7 days of each Parish Council meeting provided an invoice is submitted at least 7 days prior to the meeting at which the cheque is to be raised. Where there is no Parish Council meeting or a meeting is inquorate, a cheque will be issued within 7 days of the next quorate Parish Council meeting. Cheques may be raised earlier at the Parish Councils convenience.

The contract may be terminated by either party, without reason, by providing 1 months notice in writing.

The Contractor will be required to carry out any of the tasks below, prioritised by the Parish Council (any other additional tasks may be required, this list is not exhaustive):

- plant, tidy and maintain flowerbeds and gardens, including weed killing and bulb planting as required;
- water hanging baskets, planters and tubs and provide the necessary equipment to reach hanging baskets on lampposts (some baskets at a height of 2.6m), the provision of a water bowser system is essential;
- trim, tidy, maintain and remove as necessary trees and hedges, working at heights;
- maintain, repair and erect fences, gates and walls, including allotment fences and gates;
- maintain and repair pathways;
- maintain and unblock drains as required;
- maintain and repair Council garages;

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- maintain and repair Council Noticeboards (excludes keeping noticeboard information updated);
- maintain and repair Parish Boundary signs;
- monitor and fill skips as required;
- provide a winter gritting service, including arranging deliveries of grit, filling grit boxes and gritting roads and pathways;
- provide risk assessments and method statements for jobs as required;
- correctly remove and dispose of various types of waste;
- any other reasonable task agreed by the Council.

The Council will not pay the cost of petrol for machinery such as quad bikes, lawn mower, strimmers, etc as part of the daily rate. This must be met by the Contractor.

As part of the tender, Contractors are required to provide a schedule of timescales for the above jobs, outlining how long each job will require with measurement where applicable, (eg the area of grass cutting provided per hour), factoring in the costs of petrol for machinery and removal of waste to the disposal site. Payments will be made against this schedule and only altered in exceptional circumstances. Failure to provide a schedule will invalidate the tender.

Contractors are required to provide a short statement of skills and experience in support of the application.

Contractors are required to provide a statement outlining how the scheme is to be delivered, including days to be worked, flexibility and responses to urgent and emergency work. Please include a statement on winter gritting schedules and what response can be expected to adverse weather conditions.

The contractor is required to liaise with and report to the Parish Clerk, the Parish Council Lenthsmen Working Group including the Chair of the Working Group, the Allotment Committee, the Parish Council and the Allotment Manager as required.

The provision of a quad bike would be an advantage due to inaccessible outlying areas requiring transportation of equipment.

Contractors must also include copies of all certificates required and documentation of insurances. Certificates must include:

- a waste disposal license;
- all certificates required for the use of machinery for example chainsaws;
- all certificates for the use of chemicals, including herbicides;

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- certificates in the use of Quad Bikes (ATV), 360 tracked excavators and wheeled dumpers would be required as used;
- a driving license, MOT certificate, tax and insurance for all vehicles being used as part of the contract. Evidence of such must be provided upon request by the Council;
- any other certificates deemed appropriate.

Knowledge of the geographical area of the Parish Council would be an advantage.

A competent level of building/joinery skills are essential.

The provision of 2 references should also be included.

The Contractor must be environmentally aware and take active steps to reduce the Council's carbon footprint.

This Work Specification will form part of the Contractor Contract.

Tender Schedule

Please provide the following:

Square meters of grassed area cut per hour with lawn mower.

Square meters of grassed area cut per hour with strimmer.

Square meters of garden area cleared and replanted per hour.

Meter length of fence (wooden pole with wire) erected per hour.

Meter length of hedge trimmed per hour.

Complete time taken to resoil and plant 1 x 3 tier planter.

Number of hanging baskets within reasonable distance of each other watered per hour.

Number of 3 tier planters watered per hour.