

**VILLAGE MAINTENANCE  
TENDER SPECIFICATION**

The contract shall commence in April 2025 until 31<sup>st</sup> March 2028.

This contract is subject to a satisfactory review after the first year.

<b>Please provide an hourly rate charge for carrying out these tasks.</b>	
<p>General maintenance tasks that the contractor will be asked to carry out the installation, removal relocation, repair, painting, cleaning, and general maintenance of:</p> <ul style="list-style-type: none"> <li>• Outdoor Benches</li> <li>• Notice Boards</li> <li>• Reactive Speed Signs</li> <li>• Map Boards by zebra crossing and Chapmans Corner</li> <li>• Mark graves for interment &amp; memorials</li> <li>• Gates &amp; stiles</li> <li>• Fences &amp; boundary markers</li> <li>• Minor repairs and replacement of failed units of all types including to the internal and external fabric of Council buildings and assets as required</li> <li>• Other duties as appropriate to the role including site clearance &amp; tidying</li> <li>•</li> </ul>	<p>As and when required.</p> <p>The Clerk will notify THE CONTRACTOR when these tasks are to be carried out.</p>
<p>For any other general maintenance tasks, the Clerk will:</p> <ul style="list-style-type: none"> <li>• Inform THE CONTRACTOR of the task that is required and ascertain if they are able to carry out the task.</li> <li>• Agree with THE CONTRACTOR the length of time the task will take and confirm the amount to be paid for completing the task.</li> <li>• Inform THE CONTRACTOR when the task is expected to be completed by</li> </ul>	

**General Requirements:**

All tools, equipment, fuel, transport, rubbish bags, etc..., will be provided by THE CONTRACTOR.

If a specialist piece of equipment is required, the Parish Council will arrange and pay for this with prior authorisation.

The purchase and use of chemicals or sprays requiring a license must be authorised in advance by the Parish Council.

**Payment:**

The Council will pay THE CONTRACTOR each month in arrears on presentation of an invoice for the work that have been carried out, until such time as the contract expires or is terminated by the giving of two months' notice by either party. The Council reserves the right to withhold all or part of the payment if, in the opinion of the Council, the Contract has not been fully complied with.

**Health and Safety:**

You must comply with all health and safety regulations and provide the Parish Council with a copy of your valid public liability insurance policy which will indemnify the Council against any liability to the public arising from your work.

**You must provide the Council with a written risk assessment to cover all elements of this work.**

THE CONTRACTOR will have to state they are not an employee of Woodhall Spa Parish Council and will be responsible for the payment of PAYE, National Insurance contributions and any other payments required to satisfy their role as a Contractor.