



Belmont Rural Parish Council

Parish Handyperson Required

Belmont Rural Parish Council is looking to work with a local contractor offering handyperson services for grounds maintenance and minor repairs around the Parish. Typically, work would include:

- Grass cutting.
- Cutting back of shrubs and bushes
- Some tree work and working at heights.
- Other minor repairs .

If you are interested in providing this service, you must be a self employed contractor or local business, have appropriate insurance cover and be able to provide your own equipment and tools.

Further Information

This is a contract for services available to businesses, sole traders and self employed individuals. As such any individual appointed will be responsible for their own taxes or other statutory payments associated with this contract.

The contract is for up to 780 hours over 12 months starting on 1st April 2022 and ending on 31st March 2023.

Requested work might include, but is not limited to, grass cutting, cutting back of shrubs and/or overhanging trees, maintaining flower and shrub beds, cleaning of road signs, minor repairs to litter bins, benches, signs, notice and street furniture, sweeping and clearance of areas generally. All work to be as agreed with and instructed by the Parish Clerk.

Ideally you should:-

- supply your own equipment or have access to equipment for such tasks although the use of the Parish Mower will be allowed after suitable training. Should it be necessary to hire equipment for requested work, the cost of hire may be reimbursed by the Parish Council by prior agreement.
- hold public liability insurance at a minimum rate of £5,000,000 and by accepting any work on behalf of Belmont Rural Parish Council you agree to indemnify Belmont Rural Parish Council and its officers, against any claims arising out of the work you carry out.
- Experience of working with Parish Council would be an advantage.
- Be able to carry out works at height.
- Due to the nature of the work the contractor should Ideally live in the Belmont Rural Parish or within easy reach of the Parish.
- Supply the Name, address and email address of relevant person who is able to supply a reference to confirm experience.

The basis of payment for any requested work will be a standard hourly rate plus any out of pocket expenses as agreed prior to any work commencing.

To apply

Tenders are invited by sealed bid only.

Please write to the **Parish Clerk, Belmont Rural Parish Council, 20 Willow Rise, Sutton St. Nicholas HR1 3DH** indicating as a minimum your usual hourly charges together with an indication of the type of work you can undertake and your availability.

Please also include a photocopy of your insurance certificate and Working at heights Certificate.

Your letter must be in a sealed envelope with only the word "**Handyperson**" clearly written on the outside of the envelope. This envelope should then be enclosed in another envelope and posted to the above address by **Wednesday 23rd March 2022** and should be sent by **recorded delivery** to ensure safe arrival. All bids will be opened and considered thereafter at the meeting of the Parish Council. You will be informed of the success or otherwise of your bid no later than two weeks after the date of the meeting. www.belmontrural-pc.gov.uk

Scoring Matrix

Scoring Matrix		
	Score	Comments
Location of Business		
In Belmont Parish	15	
In Parishes Surrounding Belmont Rural	10	
In Herefordshire	5	
Outside Herefordshire	0	
Parish Council Lengthsman Experience		
Three Years or over	15	
Over two years less than 3 years	10	
Less than two years	5	
Working at Heights		
Certificate	5	
No Certificate	0	
Hourly Rate		
Lowest	15	
Next Higher	10	
Next Higher	5	
Public Liability Insurance at £5,000,000		
Yes		
No		

Must abide by the outcome of the score.