



## 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 hedges, shrubs and bushes
- Some tree work.
- 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 500 hours over 12 months starting on 1<sup>st</sup> April 2024 and ending on 31<sup>st</sup> March 2025.

Requested work might include, but is not limited to, grass cutting, cutting back of hedges, 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.
- Must 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.
- Supply the Name, address and email address of a relevant person who can supply a reference to confirm experience.
- For all hedge and tree work the Handyperson must submit a quote to include disposal of cuttings, for consideration and approval by the Parish Council before any such work is carried out.

Other than hedge and tree work the basis of payment for any requested work will be a standard hourly rate plus any other costs previously agreed prior to any work commencing.

**To apply**

**Quotes are invited by sealed bid only.**

Please write to **The Clerk, Belmont Rural Parish Council, C/o 20 Willow Rise, Sutton St. Nicholas HR1 EDH** indicating as a minimum your hourly rate charge together with an indication of the type of work you can undertake and your availability.

**Please also include a photocopy of a valid insurance certificate.**

Your letter must be in a sealed envelope with “**Belmont Rural Handyperson**” clearly written on the outside of the envelope. This envelope should then be enclosed in another envelope and posted to the above address to be received by **Thursday 7<sup>th</sup> March 2024** and **must** be sent by **recorded delivery only**. All quotes will be opened and considered thereafter at a 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](http://www.belmontrural-pc.gov.uk)

**Scoring Matrix**

<b>Scoring Matrix</b>		
	Score	Comments
<b>Location of Business</b>		
In Belmont Parish and surrounding Parishes	10	
Other	5	
<b>Ground Maintenance Experience</b>		
Over two years less than 3 years	10	
Less than two years	5	
<b>Hourly Rate</b>		
Lowest	15	
Next Higher	10	
Next Higher	5	
<b>Public Liability Insurance at £5,000,000</b>		
Yes		
No		

**Any queries please contact the Clerk [clerk@belmontrural-pc.gov.uk](mailto:clerk@belmontrural-pc.gov.uk)**