



SHERE PARISH COUNCIL
*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake, Shere
and a large part of Abinger Hammer*

Suzanne Hoyland
Parish Clerk/Finance Officer
Telephone: 01483 203431
clerk@shereparishcouncil.gov.uk
www.shereparishcouncil.gov.uk

Tanyard Hall
30 Station Road
Gomshall
Guildford
Surrey
GU5 9LF

8 February 2019

Tender - Parish Maintenance Contract (routine)

Shere Parish Council has a duty to seek tenders once every three years for work carried out on a regular basis in the Parish. Anyone willing to quote for the following contract should submit a quotation to the Parish Council at the above address ensuring that the conditions stated in paragraph three of this document are adhered to.

All applicants must be able to produce public liability insurance documentation for the sum of £10 million pounds and also agree to undertake all work in accordance with Shere Parish Council's Health and Safety policy (a copy of which will be issued upon acceptance of tender or upon request). Submission of a risk assessment will also be necessary prior to commencement of the contract.

Closing date for tenders is 12 Noon on 1 March 2019. These must be sent to the above address in a sealed envelope with the words 'Parish Maintenance Contract (routine) tender' printed in the top left hand corner of the envelope. The names and addresses of two referees should also be submitted with the quotation unless the tenderer has previously undertaken work for Shere Parish Council. However, please note the following:

- Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment.
- A councillor or a member of a committee or sub-committee shall not attempt to persuade the Council to vote in a person for appointment to or by the Council or to persuade the Council to vote in favour of a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

Schedule of work required over a period of approximately ten hours per week

Play Areas and Recreation Grounds

- Visual inspection of these areas and any problems rectified or reported to the Parish Clerk as soon as possible.
- Safety surfaces to be kept clear and bark areas to be forked up.
- Minor repair work to be carried out as appropriate.
- Non slip paint to be applied to equipment when and where necessary.
- Rubbish and unauthorised deposits to be removed.
- General maintenance work to be carried out.

Other areas under the responsibility of the Parish Council

Clearance/maintenance/repair work to buildings and outside areas to be carried out as per weekly order. Some emergency work may be required.

Equipment to be supplied by the contractor. Materials will be reimbursed at cost.

S Hoyland
Clerk to Shere Parish Council