

FINEDON TOWN COUNCIL APPROVED CONTRACTOR

Contract Information

The Council is inviting tenders for an Approved Contractor, to complete ad-hoc maintenance jobs for a period of 34 months from 1st June 2022 until 31st March 2025.

The successful Contractor will not be an employee of the Council. But will be considered self-employed. Therefore, they must be responsible for providing their own insurance cover and making their own income tax and national insurance arrangements, as appropriate.

Three months prior to completion of the contract, if both parties agree, the contract can be extended by a further 4 years. If the overall increase is less than 8%.

Ad-Hoc Work Tasks

The Council is responsible for a number of open space areas and is looking for a contractor who is able to carry out a variety of maintenance jobs as and when they are required.

There is no definitive list of tasks. However, examples of jobs the Council foresee arising are listed below:

- Painting – Repairs to or a complete overhaul of a designated area on both wood and metal surfaces.
- Carpentry - Small repairs or complete replacement of decorative, protective and structure elements.
- Landscaping – Shrub removal and tidying up existing areas. Planting and removal of trees. Watering in new plants.
- Hardscaping – Installation and repair to stairs and handrails in open space areas. Repairs and maintenance work on footpaths.
- Masonry – Installation of new brickwork and repairs to existing structures.
- Signage – Installation of new signs (including mounting attachments) and repairs to existing displays.
- Playground equipment – Maintenance and repairs to existing equipment. Installation of new equipment, including soft play areas.
- Building Maintenance – Basic plumbing and electrical installation and maintenance. As well as repairs and maintenance to various building equipment, such as: roof, doors, and windows.
- Litter Picking & Waste Disposal – Ad-Hoc Occasional clearing up after events or unforeseen situations.

Pre-Requisites

As a minimum, the contractor must be able to provide a:

- Business premise address. Able to receive large deliveries, that can provide temporary storage.
- VAT registration number.
- Guideline cost with a start date within 5 days of a work request.
- Start date for any approved tasks within 4 weeks of authorisation.
- Response to emergency work requests within 24hrs of notice.

FINEDON TOWN COUNCIL APPROVED CONTRACTOR

- Must be able to provide their own hand tools, and safety equipment required to carry out the tasks.
- Provide for the length of the contract a fixed basic hourly and daily rate for the above list of services. If the rate differs, depending on the type of work, these need to be clearly specified.

Payments

Payments will be made by BACS within 30 days of receiving the Contractors invoice.

Health and Safety

All work carried out on behalf of Finedon Town Council must be done in accordance with the Health and Safety Act 1974.

All equipment used must be tested and operated according to the manufacturers' guidelines and to the relevant standards and regulations. Such as PUWER.

Any chemicals or compounds used during the works must not be harmful to the environment, unless approved beforehand by the clerk.

All working tasks should be covered by an appropriate risk assessment with the emphasis on ensuring members of the public are kept at a safe distance where necessary.

Suitable warning signs must be deployed, where applicable, to ensure all members of the public are aware of any potential hazard.

Appropriate protective clothing such as gloves and overalls, facemasks and boots must be used when using machinery and chemicals including herbicides and pesticides. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.

Any safety incidents or hazardous situations must be reported to the clerk with 48hrs of the occurrence.

Insurance

The Contractor shall always duly insure himself and all persons, if any, employed by him against accident and liability to the public and shall indemnify the Council against all liability in that connection to a minimum sum of £5 million. A copy of the Contractor's insurance policy along with the latest premium receipt shall be given to the Council along with the tender, and as and when such insurance policy is renewed or substituted during the currency of the contract the Contractor shall forthwith forward a copy of the relevant premium receipt together with a copy of any substitute insurance policy (if applicable) to the Clerk of the Council.

Any property or equipment damaged while carrying out tasks must be reported to the clerk within 48hrs and then rectified by the contractor within 1 month.

FINEDON TOWN COUNCIL APPROVED CONTRACTOR

Cancellation

If either party wish to terminate the contract 3 months' notice must be given in writing.

If the contractor fails to comply with the 3-month notice period any outstanding payments will be waived.

The contract may be terminated without notice or payment if there are repeated health and safety violations or a failure to comply with the contract without valid justification.

Submission of tender

a) Tenders are invited for the works listed above.

b) If any person tendering is to his / her knowledge related to any member of or the holder of any office under the Council, he / she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. Any person tendering who fails to do this shall be disqualified from the tendering process, and if appointed, may have their contract cancelled.

c) Canvassing of members of the Council for any appointment or contract under the Council shall disqualify the candidate for such appointment.

d) Tenders must be sent to the Clerk of Finedon Town Council, via email: clerk@finedontowncouncil.gov.uk

e) Tenders must be received no later than 5pm on Friday 20th May 2022.

f) The outcome of the tender process will be notified to applicants by Thursday 26th May 2022, by email where possible.