



PATELEY BRIDGE TOWN COUNCIL
The Council Chamber, King Street
Pateley Bridge, HG3 5LE

Tel: 07751 571 374 Email: clerk@pateleybridgecouncil.gov.uk

Invitation to tender for a 3-year caretaking contract for Pateley Bridge Town Council

The Town Council is coming to the end of a successful three year parish caretaker contract and is inviting tenders for the contract from April 2022 - March 2025.

Scope of the contract

The contract will include basic maintenance jobs as required by the Town Council. The exact nature of the duties will be decided monthly by the Council but may include some or all of the tasks listed in the specification. Other duties may be added as considered appropriate by the Parish Caretaker Steering Group. It is envisaged that the contract will take up to **250/300** hours to fulfil each year.

All suitable protective clothing is the responsibility of the applicant.

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments necessary for the smooth and safe fulfilment of the contract are in place.

Tender documents

This tender includes the following documents to enable you to bid. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document)
- Specification
- Draft contract

To bid for this tender, please submit the following:

- 1) Your quote for the three-year parish caretaking, broken down per year.
- 2) Evidence of public liability insurance (up to £2,000,000)
- 3) Evidence of employers' insurance if relevant (up to £1,000,000)
- 4) Details of similar projects/services undertaken including references to clients or links to relevant web pages

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

How to submit your bid

Tenders are to be submitted in hard copy in a sealed marked envelope to The Town Clerk at the above address by Monday 24 January 2022. Submissions received after this date and time will not be considered.

Pateley Bridge Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

Tender bids will be treated as private and confidential. Bids for this contract will be opened on Tuesday 1st February 2022. Pateley Bridge Town Council reserves the right to publish the cost of the winning tender.

The Council will notify applicants of the outcome of their tender by Friday 4th February 2022.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Tenders section of the Town Council's website and will be updated regularly.

Additional information

A preliminary meeting will be held between Pateley Bridge Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

Pateley Bridge Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

For further information, please contact the Clerk at clerk@pateleybridgetowncouncil.gov.uk.