

Bleadon Parish Council - Village Ranger Contractor

Quote request

Closing date Friday 28th September 2018

Bleadon Parish Council requires a contractor to undertake the Village Ranger duties on an annual contract.

The purpose of the contract is to maintain and enhance the physical environment of the Parish by carrying out a range of duties as defined below. A firm schedule of tasks will be agreed between the contractor and the Clerk quarterly.

The tasks will require more time in the summer months, less time in the winter months. An average of **eight** hours per week is anticipated (eg six hours in the winter, ten hours in the summer).

MAIN TASKS

These tasks are to be carried out throughout the whole of the parish all year round although there will be seasonal variances.

1. Litter pick and leaf collection from car parking areas, shrub and flower beds, open spaces, road channels and any other areas accessible to the general public as agreed with the Parish Clerk.
2. Check the litter bins that the Parish Council is responsible for at least once a week. Where they are more than half full, remove accumulated waste to the Coronation Hall refuse bins.
3. Strim vegetation from specified areas when necessary.
4. Make minor repairs to footpaths, fencing etc.
5. Report defects to bins, benches, signs, noticeboards and other Parish Council-owned assets and equipment. Make minor repairs those items as necessary.
6. Carry out weekly visual checks at the play area and re-distribute the bark to heavy-use areas (mainly under the swings and the slide). Report any obvious problems with equipment, damage or vandalism to the Clerk.
7. Inform the clerk of any other maintenance issue that requires action by North Somerset Council (such as faults with pavements/footpaths)
8. Inform the Clerk of any large items of bulky litter, dumped rubbish and fly tipping that requires collection by North Somerset Council.
9. Post agendas and minutes on the noticeboards monthly at the dates specified by the Clerk. Post other notices on a weekly basis.
10. Clean the bus shelters within the parish as necessary.
11. Deal with the public courteously and efficiently.

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GENERAL NOTES

LITTER – to be disposed of in the wheelie bins by Coronation Hall.

EQUIPMENT – the contractor will use their own equipment and fuel.

CONSUMABLES – consumables such as bin bags and cleaning materials will be provided by the Clerk (or reimbursed to the contractor if previously agreed with the Clerk). Fuel is excluded.

EQUIPMENT STORE – contractor to keep the container in a safe, secure and tidy condition.

HIGH VISIBILITY TABARD – the Council will provide one tabard for use when on council business.

Contractor to hold public liability insurance and any certificates/licences required for equipment use in public places.

Payment will be made on receipt of monthly invoice.

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Submission of quote.

Contractors are asked to provide the following:

1. Copies of public liability insurance and any certificates/licences required for equipment use in public places.
2. Your price per hour based on 8 hours per week average throughout the year.
3. Confirmation that your service is available every week throughout the year.
4. Confirmation that your service is available on at least two days each week.
5. Evidence of similar work experience.

You may also submit an alternative proposal if you wish.

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