



INVITATION TO TENDER

Unplanned Works Contract – Handyperson Services

Wembury Parish Council

Introduction

Wembury Parish Council invites tenders from suitably qualified individuals or organisations to carry out unplanned handyperson works across the Parish. The contract will run for a period of three years, commencing 1st October 2025, and will cover a range of reactive maintenance and ad-hoc repairs within the parish boundaries.

This document outlines the instructions and requirements for tender submission.

Tender Submission Instructions

Please submit your tender application to rfo@wemburyparishcouncil.gov.uk or post it to **12 Pellew Place, Plymouth, PL2 1EQ** by **8th September 2025**.

For more information or to request the full tender documentation, please contact us at rfo@wemburyparishcouncil.gov.uk. Alternatively, you can find the tender documentation at wemburyparishcouncil.gov.uk.

Deadline for receipt: 12:00 noon, 8th September 2025

Late or improperly marked submissions may not be considered.

Scope of the Contract

The successful contractor will be expected to provide:

- Reactive maintenance services for public spaces and council owned assets.
- Minor repairs, urgent fixings, and basic trade work as required.
- Responsive action for unforeseen issues (e.g. storm damage, vandalism repairs).
- Professional and respectful conduct when working in public or residential areas.

Contract Conditions

Start Date: 1st October 2025

Duration: 3 years

Rate: Fixed for the entire term of the contract

Performance Reviews: Conducted annually. The Council reserves the right to terminate with 4 weeks' notice for unsatisfactory performance.

Site Familiarisation

Tenderers are strongly encouraged to visit the areas of work (recreation grounds, verges, and community facilities) to assess the scope and nature of potential tasks before submitting a tender. Bidders will be deemed to have made such inspections.

Evaluation Criteria

Tenders will be assessed on:

- Relevant experience and references
- Availability and access to tools and equipment
- Health & safety compliance
- Environmental considerations
- Local knowledge and responsiveness
- Value for money

Note: The Council is not obliged to accept the lowest tender.

Requirements for Submission

All tender submissions must include:

1. Completed Pricing Schedule (as supplied with Schedule of Works)
2. Confirmation of access to suitable tools and plant
3. Copy of waste licence
4. Copies of current public liability and vehicle insurance
5. Health & Safety policy and sample risk assessments
6. Details of relevant experience and similar work
7. Two professional references (including permission to contact)
8. List of any relevant trade accreditations or association memberships

Working Hours

Work must be conducted during standard working hours unless there is an emergency or with prior agreement:

Monday to Saturday, 08:30 to 18:00

Compliance and Conduct

- Contractors must operate in a manner that ensures the safety and respect of the community and its assets.
- Any damage to Parish property resulting from contractor operations must be repaired at the contractor's expense.
- Compliance with all relevant laws, including licensing of tools and vehicles, is mandatory.

Enquiries

Any questions regarding this tender should be directed to the Responsible Financial Officer (RFO) at the contact details provided above, no later than 5 days before the submission deadline.

We thank you for your interest and look forward to receiving your tender.

Schedule of Works

Unplanned Handyperson Services
Wembury Parish Council

- Emergency call-out. Within 24hrs unless it is more urgent and the hours may be outside of normal working hours.
- General handyman services for works not planned for. Generally unexpected repairs or replacements.

Tender for unplanned works

SECTION 1 – INTRODUCTION

1. Instructions for tendering

Tenderers shall treat the details of this tender document as private and confidential.

1.1. Tenders are being submitted for the unplanned works of Wembury Parish Council for commencement of October 1st, for a 3-year period.

1.2. No unauthorised alterations or additions should be made to the tender or to any other component of the tender document. If any such alteration or addition is made or if the schedule of prices is not properly completed, or if these instructions are not fully complied with, the tender may be rejected.

1.3. Tenders must be submitted strictly in accordance with the tender document. Any point of doubt or difficulty should be cleared with the Clerk or RFO as early as possible in the tender period.

1.4. The Council does not bind itself to accepting the lowest tender. Aspects such as environmental, location, equipment and qualifications will also be considered.

1.5. Tenders should be sent by email to rfo@wemburyparishcouncil.gov.uk post or delivered by hand in a sealed envelope marked:

PRIVATE AND CONFIDENTIAL – Unplanned works Contract

RFO

12 Pellew Place

Plymouth

PL2 1EQ

To arrive no later than 12 noon on 8th September 2025 via post or email

2. Information for Tenderers

This information is provided for the assistance of Tenderers.

2.1. The contract will be for a three-year period. The contract will commence on 1st October 2025.

The rates detailed in the contract will be fixed for the term of the contract.

2.2. Where the tenderer is a subsidiary of a parent or holding company, the Council will require the parent/holding company to guarantee the contract, if successful.

2.3. Tenderers should seek to clarify any points of doubt or difficulty before submitting a tender.

2.4. The tenderer will be required to keep the tender submitted valid for acceptance for a period of 90 days from the date of return of the tender document.

2.5. The successful tender will be given two weeks' notice of the date required to commence operations.

2.6. The contract awarded is subject to an annual performance review. If works are deemed unsatisfactory, the Parish Council reserves the right to terminate the contract providing a minimum of 4 weeks' notice.

2.7. The tenderer is advised to visit the recreational ground and verges and thoroughly acquaint themselves with the extent and nature of the proposed works and will be deemed to have done so before submitting a tender.

2.8. The contractor shall for the duration of the contract be responsible for compliance with all relevant statutory requirements relating to licensing of plant and equipment.

SECTION 2 - SPECIFICATION / ITEMS FOR SUBMISSION

The works to be carried out under the contract are set out in the accompanying specification.

3. Plant

The tenderer is required to supply any equipment expected to be used for the purposes of the grounds maintenance and gardening services, and tendering for this contract is seen as evidence of this. The Parish Council reserves the right to inspect equipment prior to awarding the contract.

4. Working Procedure

The contractor shall take care to avoid damage to Wembury Parish Council assets and to ensure that all work done is done respectfully and with

consideration to members of the public, other organisations and their properties or land. The cost of any repairs will be borne by the contractor.

5. Inspection of Work

The Parish Council will inspect regularly to ensure that the contract is being complied with.

6. Normal Working Hours

The Parish Councils normal working hours in respect of the contract are from 8:30 hrs. to 18:00 hrs., Monday to Saturday.

Work will be seasonal, so please include estimations of hours needed each month in your tender so that the council can understand how invoices will change over the year.

7. Health and safety

7.1. The tenderer will be wholly responsible for the health and safety of any persons working in the remit of this contract for the purposes of this contract.

7.2. The tenderer should have in place health and safety policies and procedures and risk assessments for work to be undertaken as part of this contract. Copies of such risk assessments may be required to be submitted to the council at any time.

7.3. The tenderer is required, as part of this tender submission, to submit copies of current liability insurance documents as well as insurance documents for vehicles to be used. Such documents are to be submitted annually thereafter by the successful tenderer.

8. Contractors Operations

8.1 The tenderer is to confirm, as part of this tender, that they own or can access suitable plant machinery to undertake the work required.

8.2 Contractors must operate in a manner that ensures the safety and respect of the community and its assets.

8.3 Any damage to Parish property resulting from contractor operations must be repaired at the contractor's expense.

8.4 Compliance with all relevant laws, including licensing of tools and vehicles, is mandatory.

9. Accreditations

The tenderer shall, as part of the submission provide details and evidence of any accreditations held and associations that they are a member of which are relevant to this contract.

10. References

The tenderer, as part of this submission, is required to provide the contact information of two references and confirm if the Parish Council have permission to contact those referees. Where the tenderer can provide information of having done this work previously, this information should be provided as part of the tender.

SECTION 3 – SCHEDULE OF WORKS

1. Urgent repairs of assets within Wembury Recreation Ground.
2. Urgent dangerous branches removal on trees that don't require climbing (only if qualified).
3. Urgent repairs to verges and hedges.
4. Urgent repairs of noticeboards and bus shelters.
5. Removal of fly tipping on Wembury Parish Council land.
6. Urgent repairs to benches.
7. Any other urgent repairs to Wembury Parish Council assets and waste removal, as mutually agreed between the contractor and Wembury Parish Council.

Details of Tender for Unplanned Works

Name of person or company tendering:

Contact details including email and phone number:

Details of Tender for contract such as hourly rate and any other relevant information as listed in this document.

Referee contact details:

1.

2.

Please include any proof of insurance and of qualifications and accreditations.

I confirm that I have read the tender details regarding this contract and am in agreement with all clauses in the tender information. I hereby submit my tender for your consideration:

Signed:

Date: