

# **Rosedale East and West Parish Council**

## **TENDER INFORMATION PACK**

### **Parish Caretaker**

**Flexible hours allowing for seasonal variations during the year hours dependant on rate tendered**

**The contract is “for employment” and is on a self-employed basis**

**Rosedale East and West Parish Council  
West View  
Queen Street  
Gillamoor  
YO62 7HU  
Email: [clerk@rosedaleparishcouncil.co.uk](mailto:clerk@rosedaleparishcouncil.co.uk)**

Rosedale East and West is a parish with a population of 250 permanent residents (Electoral Roll 2018) with many additional “part time” residents. A varied rural community, the Parish is home to a broad range of facilities including stores and a number of artist workshops

We are looking for a Parish Caretaker who will take pride in Rosedale East and West Parish environment, and improve its appearance, safety and efficiency and have a passion for this role. We want someone who is willing to work a flexible working week including some weekends and evenings, who can work alone or as a team player. They must have physical fitness and strength.

Rosedale East and West Parish Council invites tenders for the provision of Caretaking Services within the parish. The successful contractor will be responsible for maintaining the footpaths, verges, visibility splays and other public areas within the parish boundary. The contract will run for an initial period of 1 year from a mutually agreed start date.

The contract can be extended after 9 months for a further year from the start of the next annual period subject to mutual agreement of both parties.

Where the contract is to be cancelled by either party to this agreement – written notice must be given to the other party. The notice period required is 3 months unless agreed upon by both parties.

In the event of a break clause being enacted, the caretaker shall cease all duties from the agreed termination date but are required to maintain insurance for one month after cessation of the contract. Outstanding invoices shall be paid at the next meeting after cessation of the contract subject to provision to the Clerk at least 1 week prior to the meeting date. Cessation of this contract shall not affect any rights, obligations, or liabilities that expressly or by implication are intended to survive termination, including but not limited to confidentiality obligations and dispute resolution mechanisms

Availability to attend emergency call out for blockages and work required at road ends

## Scope of Work:

### 1. Footpath Maintenance:

Regular inspection and maintenance of footpaths to ensure they are safe and accessible for pedestrians.

Keeping footpaths clear of debris, vegetation, and any obstructions.

### 2. Verge Maintenance:

Cutting and maintaining grass verges along roadsides and public areas

Removal of weeds, litter, and any other debris from verges and gullies.

Ensuring visibility at junctions and bends by trimming vegetation.

Clearing gutters, gullies and drains to assist in drainage thus preventing water ingress to footpaths and highways;

### 3. General Maintenance:

Removing litter and fly-tipping from public areas.

Reporting any damage or issues requiring additional attention to the Parish Council.

Maintaining and cleaning benches, notice boards, rubbish bins and signs;

Manual weed control;

Mole control and levelling of mole hills;

#### 4 Additional requirements including seasonal variations

Litter picking and removal

Generally keeping the village tidy.

To support NYC wider winter maintenance scheme

Answering questions and providing guidance to visitors in the area

Reporting to council matters that require acquisition of materials or permissions

#### Submission Requirements (in no particular order of importance):

Interested contractors should submit the following documents:

1. A cover letter expressing interest in the tender and providing an overview of the applicant's experience.
2. Details of relevant experience and/or references from previous clients.
3. Proposed methodology for delivering the Caretaking Services, including a schedule of works.
4. A breakdown of costs, including any potential additional charges.
5. Proof of insurance and relevant certifications for operation training and use relevant of equipment. The insurance documentation must be current and have at least 6 months period remaining (at expiry further provision of documentation must be supplied to the Clerk).

If the applicant will be working in a partnership or will be contracting out partial service of this tender document the document must indicate that all representatives of the applicant are covered within the policy including insurance and relevant certification

6. Proven track record of complying with safe systems of work in areas accessible to the general public and the use of personal protective equipment.
7. Ownership of the relevant equipment including safety signage to undertake the necessary works
8. Have certification in the use of equipment to ensure compliance with up to date Health and Safety (including "emergency measures" ref SARs- CoV-2/Insurance requirements in relation to)
9. Be resident within a reasonable distance of the "Dale" due to winter support requirement
10. Provide full insurance certification to comply with working in the North Yorkshire County Highways area and "at least the required minimum value of equipment and public liability coverage to NYC guidelines".
11. Participate and provide regular risk assessments to council for reference.
12. Must have and maintain, a valid vehicle driving licence for the UK.

13. Submit regular timesheets and work reports to the Clerk in hard copy prior to meetings

14. Adhere to current legislation regarding machine and personal safety and security

### Desirable considerations are:

The hours of work will be flexible. There will be an average of 6 hours a week over the year, but the hours could be extended or reduced at any time subject to seasons, events and amount of work that needs doing.

### Evaluation Criteria (again in no specific order)

Tenders will be evaluated based on the following criteria:

1. Experience and track record in providing similar services.
2. Suitability of proposed methodology and schedule.
3. Cost-effectiveness and value for money.
4. Compliance with insurance and certification requirements.
5. References and/or testimonials from previous clients.

### Submission Deadline

Tenders must be submitted no later than 31May 2024 via post (Please mark envelope as caretaker application) or email to the address on the front of this pack. In the first instance this document will be full and final to submission date but should no suitable applicants be received the document will be republished as a rolling application until the post is filled

### Contract Award:

The Parish Council reserves the right to accept or reject any tender, in whole or in part, without assigning any reason. The contract will be awarded to the tenderer whose proposal is deemed most advantageous to the Parish Council.

### Enquiries

For any enquiries regarding this tender, please contact Sally Brown at [clerk@rosedaleparishcouncil.co.uk](mailto:clerk@rosedaleparishcouncil.co.uk)

### Important Note:

This tender document is for informational purposes only and does not constitute a contractual offer. The Parish Council reserves the right to amend or withdraw this tender at any time. Submission of a tender implies acceptance of the terms outlined herein.

Privacy Notice; Your data in application to this tender will only be held in relation to this document. If successful we will continue to hold required information safely within statutory and insurance requirements for the period of the contract. All other applicants data unless a request is made separately will be securely disposed of and not retained for any other purpose.