



## *Sandgate Parish Council*

# **SPECIFICATION**

### **SANDGATE PARISH HANDYPERSON SERVICES – June 2024 to July 2028**

**Sandgate Parish Council is inviting quotations for conducting general maintenance and ad hoc repair works around the parish, as per the specification below.**

**Please state the hourly rate for the small maintenance and repairs works. It is expected that large jobs may need to be separately quoted for, as and when required.**

**The contract period will be for four years, subject to the normal break clauses.**

- To conduct general maintenance and ‘handyman’ jobs as required, this may include play equipment in our two parks under ROSPA (certification mandatory).
- To conduct monthly maintenance of litter bins around the parish, including greasing of hinges and locks. Rubbing down and re-painting, as required to be quoted separately.
- Removal of Graffiti as found, particularly on the monthly bin inspection
- To conduct repairs and maintenance of village signposts and notice boards, re-staining, as required to be quoted separately.
- To overhaul and repaint planters, as required to be quoted separately.
- Collection and delivery of Hanging Baskets.
- Maintenance of the toilets/kiosk at Granville Parade
- Maintenance of the car park at Sandgate Park as required to be quoted separately.
- To conduct monthly maintenance of the locks at both parks.
- To connect Christmas decorations to lampposts; purchase and erect 1 x 20ft Christmas tree.
- Undertake/arrange M&E works as required.
- Undertake/arrange PAT testing annually.
- Supply/Installation of small signs as and when required.
- To inform the parish clerk of any works that should be reported to Folkestone & Hythe District Council or Kent County Council.
- To assist with community events including Remembrance Day and Sea Festival: erecting/dismantling gazebos; installing and removing event banners and notices; supplying/hiring barriers, and other miscellaneous equipment.
- To top up the parish council’s sand/grit bins (total of three; the others belong to KCC)
- To provide storage facilities for: spare litter bins (cast iron and polycarbonate), 26+ Christmas lamppost light garlands and electric packs, various signs and banners, gazebos, the annual free one-tonne bags of sand/grit provided by KCC and any other equipment, as required.
- Storage/ installation and removal of the hanging baskets.

*Sandgate Parish Council,  
Sandgate Parish Council Library, James Morris Court, Sandgate High Street,  
Sandgate, Kent, CT20 3RR – Tel: (01303) 248563*



### ***Sandgate Parish Council***

- Acceptance to have your phone number displayed on the Granville toilet building.

*All works will be subject to agreement by the Parish Clerk prior to conducting the works.*

**Please send your quotation to:**

Gaye Thomas – Parish Clerk/ Librarian

Email: [clerk@sandgatepc.org.uk](mailto:clerk@sandgatepc.org.uk) or post to the address below.

**Please provide:**

- Proof of £5 million Public Liability Insurance
- Proof of G39 Certification
- Method statement
- Proof of ROSPA Certification
- Proof of Waste Carriers Certification

**We will be assessing quotations according to the following criteria:**

- Quality/Experience (please supply references)
- Capacity (vehicles, equipment, workforce, storage yard/unit)
- Price
- Environmental & Social

**Deadline for submissions: 12 noon on 24<sup>th</sup> May 2024**