



**SHERE PARISH COUNCIL**  
*Serving the villages of Gomshall,  
Holmbury St. Mary, Peaslake, Shere  
and a large part of Abinger Hammer*

Suzanne Hoyland  
Parish Clerk/Finance Officer  
Telephone: 01483 203431  
clerk@shereparishcouncil.gov.uk  
www.shereparishcouncil.gov.uk

Tanyard Hall  
30 Station Road  
Gomshall  
Guildford  
Surrey  
GU5 9LF

8 February 2019

**Tender – Old Fire Station Caretaker/Cleaner**

Shere Parish Council has a duty to seek tenders once every three years for work carried out on a regular basis in the Parish. Anyone willing to quote for the following contract should submit a quotation to the Parish Council at the above address ensuring that the conditions stated in paragraph three of this document are adhered to.

All applicants must be able to produce public liability insurance documentation for the sum of £10 million pounds and also agree to undertake all work in accordance with Shere Parish Council's Health and Safety policy (a copy of which will be issued upon acceptance of tender or upon request). Submission of a risk assessment will also be necessary prior to commencement of the contract.

**Closing date for tenders is 12 Noon on 1 March 2019.** These must be sent to the above address in a sealed envelope with the words 'Old Fire Station tender' printed in the top left hand corner of the envelope. The names and addresses of two referees should also be submitted with the quotation unless the tenderer has previously undertaken work for Shere Parish Council. However, please note the following:

- Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment.
- A councillor or a member of a committee or sub-committee shall not attempt to persuade the Council to vote in a person for appointment to or by the Council or to persuade the Council to vote in favour of a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **Schedule of work required as per attached Service Level Agreement.**

In addition the following work will be required:

### **Daily**

Check interior for any problems and rectify if possible or advise the Parish Clerk.  
Check that the path to the building is clear and remove any debris from site.  
Ensure that any supplies stored in the adjacent room are stored correctly as per the Parish Council's instructions and are not a hazard to other members of staff/contractors etc.  
Ensure that all hand driers are working correctly and that sinks and pans are not blocked.  
Building to be opened at 8 a.m. at the latest each morning and closed no earlier than 6 p.m. and no later than 8 p.m. each evening.

### **Weekly**

Check all signage and equipment for defects and either repair or report to the Clerk of the Council as appropriate.  
Report any other problems to the Clerk of the Council.

Note: All cleaning materials and equipment to be supplied by the contractor at no extra charge with the exception of toilet rolls and soap which will be provided by the Parish Council.

S Hoyland  
Clerk to Shere Parish Council