

Application for preferred contractor listing

Invitation to be listed as a preferred contractor

Read the information and documents, and complete each of these sections. Email your application to clerk@menheniotparishcouncil.co.uk

Basic contract information

Menheniot Parish Council is inviting contractors, individuals and voluntary groups to be listed as preferred contractors for a range of works that are needed to maintain facilities and roadways within the parish boundary.

Being a preferred contractor means that the council will have your company details on file so that when we need work carried out, we already have a list of possible contractors to choose from. It does not mean that you are an exclusive contractor or have priority rights when we do choose.

Some of our contract work extends over a period of years, whilst other work could be short term, as in the case of emergency repairs. If you would like to be included on our current list, please complete the details attached and return it to us.

This is the scope of work for which we need to employ outside contractors. On request, we can supply detailed specifications for each of the contracts below.

Code	Contract	Outline scope
#1	Playground maintenance	Maintenance of playground equipment at Menheniot and Merrymeet. As required, and may be at short notice if safety issues have been reported.
#2	Tree inspection	Survey, inspection and risk assessment of trees within the parish. Inspection and reporting required every two years.
#3	Tree maintenance	Management of trees in the parish, which may include bracing, fencing, pollarding, pruning, thinning. As required, and may be at short notice if trees have been storm damaged.
#4	General building and repair work	As required, and may be at short notice. Can include plumbing and electrical work.

What to do next

Complete the four sections listed below and return to us.

- Part A: Contact details.
- Part B: Declaration. You must complete this section and return documents where needed.
- Part C: Reference.
- Part D: Contract areas.

What we will do next

- Acknowledge your application.
- Assess any documents you have sent against the contracts you have expressed interest in.
- Take up the references you have given.
- Subject to satisfactory outcomes, we will list you as a preferred supplier to the parish council.

November 2016

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A I/we	
Name of organisation	
Name of person applying on behalf of the organisation	
Contact telephone	
Contact email	
Postal address and post code	
Registered office if different from above	

B Declarations	
You must answer Yes to each of these questions	
Public Liability Insurance (send us a copy of the certificate)	
Permits to work (where needed)	
<p>The Council's Equalities Statement: I/we are committed to working in a way which values and treats all people with respect and dignity. The group or project, through its practices, will ensure that no member of the public, employee, volunteer or job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, disability, faith, race, gender, gender identity or sexuality.</p>	
<p>The Council's Safeguarding Statement: I/we are committed to ensure that its organising committee, volunteers and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.'</p> <p>This means that everyone who works with you (paid or unpaid) has an awareness of what safeguarding means, and are clear on what action they should take if they have any concerns. This will include designating a key person in your project team who can listen to any concerns and decide what best course of action to take if necessary</p>	

C Reference	
Name Position Company	

Email Telephone	
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D | Which of the contract areas above would you like to be listed for?

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Contact Menheniot Parish Council

Web	www.menheniotparish.org.uk
Email	clerk@menheniotparishcouncil.co.uk
Phone	01579-342437
Facebook	MenheniotParishCouncil
Twitter	MenheniotPlan