

**BISHOP'S CASTLE TOWN COUNCIL**  
**GENERAL MAINTENANCE SCHEDULE OF WORKS**  
**ANNUAL TENDER FOR CONTRACT - YEAR 2017/18**

	<b>General Maintenance and checks</b>	<b>When</b>	<b>Your Quote</b>
1.	<b>Clean all town benches. Check condition and fixings, and submit report on condition. Repair as necessary but if repair is required, check with clerk first. Repairs to be quoted for as and when. Cost of repairs not included here.</b>	monthly	£
2.	<b>Litter pick in the Playing Fields.</b>	weekly	£
3.	Thoroughly clean all road signs in town centre, down to and including the A488 intersections signages, and report any damage.	Six monthly	£
4.	Remove out dated signs/posters eg. Road closures, event posters, around the town.	monthly	£
5.	Clean the listed phone box next to Bank House inside and out. Litter pick inside the phone box, remove rubbish	Clean monthly Litter pick weekly	£
6.	Brick bus shelter at top of B4384 (Schoolhouse Lane junction with Montgomery road B4385). Clean, litter pick	weekly	£
7.	<b><i>Give a brief weekly report to Town Clerk, on tasks to be done and to check for any urgent new tasks</i></b> <b><i>(figures as per your quotation)</i></b>	weekly	
		<b>TOTAL COST</b>	<b>£</b>

**If on inspection you find that any of the above presents a Health and Safety issue, you should alert the Town Clerk and take steps to minimise risk to members of the public immediately.**

Payment will be monthly in arrears. Payment will be by cheque authorised at the Council meeting following receipt of your invoice which must detail the work that has been carried out during the period. Your invoice must be received by the Town Clerk at least 6 working days prior to the 3<sup>rd</sup> Tuesday of each month to be approved for payment that month.

**All contractors must have suitable Public Liability Insurance in place.**

The Town Clerk can be contacted by telephoning 01588 638141 or emailing [townclerk@bishopscastle.co.uk](mailto:townclerk@bishopscastle.co.uk).  
 Council Offices are open Mondays to Thursdays, 9.30am – 12.30pm.  
 The Clerk may be there at other times on occasion.