

HOCKLEY HEATH PARISH COUNCIL

Security Contract for the Recreation Ground Hockley Heath

Location: Hockley Heath Recreation Ground, Old Warwick Road, Hockley Heath, B94 6HH

Hockley Heath Parish Council are seeking a self-employed Contractor / Company to carry out the following security works with effect from 1 September 2018:

1. Open the main entrance gates and lock the gates against the posts daily at 7.30 am.
2. Close the gates and lock together daily at an agreed time between 4.30 pm and 8.30 pm. The times will fluctuate depending upon the season and natural light and also if the hall is in use.
3. Display the opening and closing times and a contact number on a board at the entrance to the park – the closing time only will need changing as this changes with the seasons. The Parish Council will provide the board. You will need to provide your mobile phone number should any cars be locked in and need assistance (The Parish Clerk's contact number will also be displayed).
4. It may be necessary to inform park users that you are locking the gate. If cars are parked when the gates are scheduled to be locked, you will need to inform the visitors that you are locking the gates which may require you to walk around the park and/or wait for a short period.
5. Ask hall users/Bowl's Club if they wish the gate to be locked. Parked cars are likely to be a result of hall users/Bowl's Club and they will advise if they wish the gate to be locked or if they will lock it themselves.
6. Occasionally, you may be asked to close the gate during the day as an emergency in times of security threats, but only if you are available. If this situation arises the gate may be closed for several days and you would be advised not to open the gates.
7. Visually check from the outside if the doors and windows are closed to the Pavilion hall; you will be provided with a key.

The Parish Clerk will liaise regularly to advise of security threats and gate closure times.

You will require your own public liability insurance to a minimum of £1,000,000 as you would not be employed by the Parish Council.

The contract is for 365 days a year and you would need to provide cover for times when you are on holiday.

Please note the Parish Council will supply all padlocks and keys.

If you would like to submit a quotation to commence on 1 September 2018 and end on 31 August 2019 please email the Parish Clerk on hhpc2009@hotmail.com or alternatively post a quotation to the above address. Please include all your monthly costs in the quotation, including any travelling expenses.

Quotations to be submitted by Thursday 19th July 2018