

The Parish of Lickey with Blackwell

Request for Proposals – General Maintenance Services

1. The Parish of Lickey with Blackwell (the Parish) is a busy Church of England community which covers the residential areas surrounding the Lickey Hills country park and the village of Blackwell, both of which lie between the southern border of the City of Birmingham and the village of Barnt Green, which is a separate parish. The Parish has two churches – Holy Trinity, Lickey and St Catherine’s in Blackwell. Our Vicar is the Revd. Sheri Gidney. This is a request for proposals for general maintenance services relating to the two churches, their associated buildings and grounds.
2. Holy Trinity is a fine mid Victorian gothic church built in 1854. The interior has been refurbished extensively in recent years. Holy Trinity has an extensive churchyard which includes a number of graves, and a further cemetery extension and “coffin walk” (essentially a short green lane) lying across the road from the church. Some of the graves are of historical interest. There is also a large church hall with offices and supplementary meeting rooms and a kitchen known as “the Trinity Centre”. This lies in wooded grounds, again across the road from the church.
3. St Catherine’s is a 20th century church built in an architecturally distinctive Norwegian style between 1939 and 1941. It is a Grade II listed building. There is a churchyard (no graves) which is mainly laid to lawn, with hedges and a number of mature trees, plus a small community garden which is maintained by volunteers. There is also a small car park. Attached to the church, there is a modern extension containing a medium sized meeting room and kitchenette, known as “the Wheel”.
4. The Parochial Church Council (PCC) of the Parish wishes to commission general grounds and building maintenance services from an experienced contractor who can devote the equivalent of six working hours per week to general jobs including hedge maintenance, keeping grounds tidy, keeping drains and gutters clear, basic plumbing, plastering and painting. An indicative list of the likely tasks required for each site available on website, though the PCC would want the contractor to be reasonably flexible in terms of the tasks to be performed and to be willing to liaise with other specialist contractors where necessary.
5. The PCC would like to appoint a contractor who is versatile, has a proven track record of performing services of this kind and (ideally) who has some experience with and knowledge of working in and around ecclesiastical buildings. The PCC anticipates that a contractor is likely to have other customers and work commitments and is willing to be flexible about the configuration of hours worked. This will be subject to discussion and the contractor will be asked to liaise with one of our Church Wardens on this and other contract management issues. The PCC would like the contractor’s work to commence on or before 30th November 2021.

6. If you are interested in submitting a proposal for this work, please write to Andrew Hodge (one of our Church Wardens) and e mail your proposal to him at Andrew@woodburyhodge.com . This should arrive with Andrew on or before 5th November 2021 The proposal should include:-
- a statement of your experience in work of this kind;
 - if relevant, company or partnership details (registered numbers, registered office etc);
 - the names and (with their permission) e mail addresses of two customers or former employers who can be approached to provide references;
 - the name of the person who you anticipate will be primarily involved in delivering the services and short details of their prior employment over the preceding five years – please note the PCC recognises that the contractor may need to provide substitute personnel from time to time; and
 - the price you will charge for delivery of the services, on an hourly rate basis exclusive of VAT (if applicable) and your payment and other terms of business.
7. Please note that working on church premises may involve contact with children under the age of 18 and vulnerable adults, including some older members of our congregation. The PCC has both legal and moral obligations to ensure that such groups are well safeguarded and reserves the right to conduct DBS and other checks on any person involved in delivering the services. Such persons may also be required to undertake safeguarding training as a condition of the contract, and will certainly be asked to disclose any safeguarding concerns that they may encounter while working with the Parish.
8. If you would like an informal discussion of the Parish, the premises or any other matter relating to the contract please contact Andrew Hodge on the above e mail address so that an arrangement can be made. A site visit may also be possible by arrangement.
9. Proposals will be assessed and shortlisted during the period of seven days following 7th November 2021 and shortlisted contractors will be asked to meet relevant members of the PCC and to view the sites during the following week, with a view to making an appointment by the end of November.
10. Nothing in this request for proposals constitutes a formal offer of engagement. Nor is the PCC obliged to accept the contractor that offers the lowest price.

Lickey with Blackwell PCC
20th October 2021