

Tendering & Procurement for Grass cutting and maintenance – Contract from 1st April 2021

Invitation to quote and information for applicants

Botus Fleming Parish Council is inviting contractors, individuals and voluntary groups to tender for a contract to cut grass within the parish boundary.

Procurement of goods and services by the parish council is only necessary when the contract value is higher than £25,000. However, the council is committed to working in an open, transparent and accountable manner, and is advertising these documents across the public domain. For this reason, we are inviting applications in order to give everyone the widest opportunity to tender for the work.

Section 1 explains what declarations you need to make and what you need to tell us.

Section 2 sets out a timetable for the tendering process: a final decision will be taken by parish councillors in a 'closed session' at their public meeting on 24th February 2021. The Council is allowed to meet in closed session where there is commercially confidential business to be transacted (Public Bodies (Admission to Meetings) Act 1960 s1.2).

Section 3 explains how the Council decide who to award the contract to.

Contract title	Grass cutting in Botus Fleming Parish
Contract length	Councillors expect the contract to be awarded for a 4 year period. There is no reason why this contract should be terminated earlier.
Basic description of services	The key requirement of this contract is grass cutting at: the football pitch; a grass circle around the swing area; the remainder of the field; recreation field banks; recreation field car park; Moditonham Quay. Additional cuts (add on contract) for Sunnybanks and Hatt roundabout
Documents	Maps and plans of the areas covered by this agreement are attached in the Appendices, together with a list of what work is required from each.

Section 1.0 Instructions for completion

This document you must return comprises of five parts.

Part A: Contact details. You must complete this section.

Part B: Declaration. You must complete this section and return the relevant documents.

Part C: Contract Price. You must complete this section with the net price per cut. (see Appendix 1 for details)

Part D: The Social Value of your bid. (see Appendix 2 for details)

Part E: Reference. You must complete this section.

Section 1.1 Quote validity period

Quotes must remain valid for acceptance for a period of 60 days from the quote return date.

Section 2.0 Tendering Timetable

Agree specification for grass cutting at public meeting	9 December 2020
Issue tender documents	11 January 2021
Progress report to public meeting	25 January 2021
Deadline for receipt of applications	1 February 2021
Evaluation of applications services to councillor	w/c 15 February 2021
Presentation to councillors for assessment (in closed session at public meeting)	24 February 2021
Notification to applicants	1 March 2021
Date of commencement of contract	1 April 2021
Date of completion of contract	31 March 2025

Section 3.0 Evaluation process

Bids will be evaluated in three parts. Firstly, applicants will have to demonstrate their compliance with various insurances (Liabilities), Health & Safety and Statutory Regulations. Unless applicants can satisfy these requirements, your bid will not be considered. (Parts A and B)

Secondly, the Council will examine the price which you have quoted for the work. Under Section 19 (section E) of the Parish Council's Standing Orders, it is not bound to accept the lowest value tender.

Public Authorities are now required to 'consider, prior to undertaking the procurement process, how any services procured might improve economic, social and environmental well-being'. (Public Services (Social Value) Act 2012).

This means that the Council will also consider the additional benefit to the community that awarding a contract from a specific contractor will bring. See Appendix 2 for examples.

Thirdly, the Council will ask you to provide a trade or other work reference to demonstrate your capability to carry out the contract. We will only ask you for these references if you are successful in your application.

Appendix 1

Contract Scope

Please note that the actual frequency of cuts will be affected by the weather, and accordingly, tenders should be priced on a 'per cut' basis.

Location	Work schedule	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total cuts
Football Pitch	Cut grass (max cut height 25mm)	1	2	3	4	4	4	4	4	4	3	2	1	36
"Grass Circle" around the Swing Area	Cut grass (max cut height 25mm)	1	1	2	4	4	4	4	4	4	2	2	1	33
Rest of field	Cut grass (max cut height 50mm)	1	1	2	2	2	2	2	2	2	2	2	1	21
Recreation Field Banks	Maintain grass / strim	1	1	2	2	2	2	2	2	2	2	1	1	20
2nd Field	Cut whole area (max cut height 75mm)	1	1	1	1	1	1	1	1	1	1	1	1	12
2nd Field	Cut 5 metre perimeter and "union jack" dog walk	1	1	2	2	2	2	2	2	2	2	2	1	21
Recreation field Car Park	Weed spraying			1						1				2
Moditonham Quay	Cut grass (max cut height 50mm)	1	1	2	2	2	2	2	2	2	2	1	1	20

Additional notes

- The above frequency is approximate and may change depending on weather conditions. Cuts may be required more or less frequently.
- This tender reflects annual expenditure - and will be subject to a minimum term of 4 years - with an early termination clause only in the event of failing to satisfy.
- The second field is primarily for dog walkers and the Council require a 5 metre wide perimeter track and approximately 3 metre "union jack" shaped cross walks
- All grass cuttings from the football pitch and swing area are to be picked up and collected and "spread" in the reed area see point 5
- There is a reed area in the second field which may be used for "spreading" the cuttings
- Ideally the football area to be cut on Fridays (the day before its main use)

There may be additional work that is needed in the Parish (for example, ragwort removal, bramble clearing or Parish Pound weeding) that is not included in this contract. Payment will be agreed on an as-needed basis.

The Parish Council is committed to encouraging new entrants to the tendering process. If you have any questions about your risk assessment, qualifications or would like to make a site visit before submitting your bid, please contact the Clerk – Christopher Cook at clerk@botusfleming.org.uk

Appendix 2

What is the Social Value?

Social Value is the additional benefit to the community that the Parish Council can obtain when it purchases goods and services. This does not mean that a contractor has to include extra services in their bid or incur extra costs that might work against them.

It is more concerned with the way that you manage your work and what other benefits you may be able to bring to the Parish. As an example, if you had received a grant to employ an apprentice to work with you on the contract, this means that there was no extra cost to you but the Parish would benefit indirectly because you were providing training and helping someone into the workplace.

This list gives examples of the benefits that changing your way of working could bring to the community:

- Encouraging older people to remain active within their communities or in employment.
- Creating opportunities to develop volunteering groups
- Creating skills and training opportunities e.g. apprenticeships
- Promoting and supporting local businesses
- Increasing the number of volunteers working together
- Increasing community involvement in the parish
- Paying the UK Living Wage, currently £8.72 an hour (where appropriate)
- Encouraging participation in voluntary activities
- Improving market diversity
- Encouraging community engagement
- Creating training and employment opportunities for care leavers and for people with physical or learning disabilities
- Offering work placement opportunities to school children, young adults and those long-term unemployed
- Protecting the environment for future generations
- Reducing waste and increase waste recovery and recycling

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Christopher Cook (CILCA)

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