



Procurement Report – Grass cutting Contract 2021-2025

1.0 BACKGROUND

At the Public Meeting 25th November 2020, Councillors agreed to support a procurement process for inviting Tenders to carry out ground maintenance (grass cutting) work in the Parish. It was intended that the Parish Council agree a new contract at the expiry 31st March 2021, with a Contract to be awarded for a 4 year period, 1st April 2021 to 31st March 2025.

Tender procurement documents were approved by Councillors at the Public Meeting 9th December, 2020. Tender documents included detailed descriptions of the work involved and areas to be cut. Specifications and maps were made available to interested parties.

The Procurement process was launched 11th January, 2021 in accordance with the agreed Timetable. Notices of the Tender were published on the Parish Council's website, notice boards in Hatt & Botus Fleming, and advertisements published in the Cornish Times.

The Timetable for the tendering process has gone to plan, and at the close of the Procurement process 1st February, 2021 the Clerk had received 6 expressions of interest requesting the Tenders documents, 3 of whom have returned the documents quoting for the grass cutting work. The other 3 did not return documentation for evaluation.

2.0 EVALUATION

Applicants were required to complete a contact details and quotation document which included evidence of various Insurance, Health & Safety, Risk Assessment and statutory regulations details. All 3 Applicants completed this information successfully

Applicants were also invited to submit their cost for each specification (specification 1 – Hatt Recreation Field & Moditonham quay, and specification 2 – Sunnybanks, Carlton Villas & A388 roundabout quadrants). Both specifications forming the one grass cutting Contract. All 3 applicants submitted priced quotations for one Contract.

Applicants were required to confirm their costs as a price per cut and offer an annual cost for evaluation. An Evaluation form was devised in order that each Parish Councillor could carry out their own evaluations. These Evaluations would be considered at the Public Meeting part 2 'closed session' 24th February, 2021 when the new Contract would be awarded.

3.0 SOCIAL VALUE

Applicants were also required to complete the 'Social Value' element of their bid within the quotation document. This required Contractors to consider the additional benefit that they would bring to the Parish and Community should their bid be successful.

4.0 THE OPTIONS

Councillors will be asked to select one Contractor from the applicants who have submitted Tenders in order to complete the grass cutting work mentioned under specifications 1 & 2. There is no obligation to select the lowest price. (See above - 2 Evaluation process para.3).

The Social Value of each Contractor sets out the benefits that working in the Parish will bring to the Community, and Councillors may wish to assess this as part of the final decision making.

5.0 THE CONTRACT

In accordance with the Procurement Timetable, the Parish Clerk will write to all Applicants 1st March, 2021 advising of the Council's decision and making available feedback to the unsuccessful bidders, if requested.

The Parish Clerk will draw up a draft Contract agreement between the Parish Council and successful Contractor, The Contract will run for the period 1st April, 2021 to 31st March, 2025. The Agreement will be considered and finalised at the Public Meeting 24th March, 2021 and signed by the Contractor for the commencement of the Contract 1st April, 2021.

Author : Christopher Cook (Parish Clerk)

Date : 10th February 2021

Christopher Cook (C/LCA)

Christopher Cook – Parish Clerk & Responsible Financial Officer

24 Rashleigh Avenue Saltash PL12 4NS Tel 07523 005414
clerk@botusfleming.org.uk www.botusfleming.org.uk