



## **Procurement Report – Grass cutting Contract 2023-2027**

### **1.0 BACKGROUND**

At the Public Meeting 23<sup>rd</sup> November 2022, 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 31<sup>st</sup> March 2023, with a Contract to be awarded for a 4-year period, 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2027. A new Contract is necessary following the unfortunate passing in September 2022 of the BMS Landscaping contractor Mr Nick Brown.

Tender procurement documents were approved by Councillors at the Public Meeting 7<sup>th</sup> December, 2022. 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 11<sup>th</sup> January, 2023 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 1<sup>st</sup> February, 2023 the Clerk had received 2 expressions of interest requesting the Tenders documents, both of whom have returned the documents quoting for the grass cutting work.

### **2.0 EVALUATION**

Applicants were required to complete a contact details and quotation document which included evidence of various Insurance, Health & Safety, Risk Assessments, and statutory regulations details. All 2 Applicants completed this information successfully.

Applicants were also invited to submit their cost for the specification (specification 1 – Hatt Recreation Field (including Banks & Play area) & Moditonham quay). The specification forms the grass cutting Contract. Both 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' 22<sup>nd</sup> February, 2023 when the new Contract will be awarded at the Public Meeting 22<sup>nd</sup> March 2023.

With effect from 1<sup>st</sup> April 2023, the responsibility of carrying out grass cutting maintenance at Sunnybanks, Carlton Villa verges and the Hatt roundabout A388 passes to Highways (Cormac).

### **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. 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 1<sup>st</sup> March, 2023 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 1<sup>st</sup> April, 2023 to 31<sup>st</sup> March, 2027. The Agreement will be considered and finalised at the Public Meeting 22<sup>nd</sup> March, 2023 and signed by the Contractor for the commencement of the Contract 1<sup>st</sup> April, 2023.

### **6.0 ADDENDUM**

The Parish Council reserve the right that, following review of the Tenders at the Public Meeting 22<sup>nd</sup> February, 2023 candidates may be invited to an interview with Councillors to discuss specific Contract requirements. Interviews would take place around the 8<sup>th</sup> March, 2023.

The Parish Council also reserves the right to re-run the entire Tender procurement process should applicants not meet the necessary Contract requirements.

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Date: 13<sup>th</sup> February 2023

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