

Botus Fleming Parish Council

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Grasscutting Specification

1.0 Background:

Cllrs Morgan, Ellis and Edwards have formed an informal group to draw up specifications for a new grasscutting and weed spraying contract that will replace the existing ones with effect from 1 April 2018.

This briefing note sets the detailed specifications that will be required of the successful contractor, together with appropriate terms and conditions. A timetable for inviting tenders, evaluating them and deciding on a successful contractor is included in this note. The appendix attached to this document is a copy of the original Briefing Note published in April 2017 that sets out the format for managing the council's procurement process: items relevant to this tender are highlighted for your information.

2.0 Specifications

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

Potential contractors will be asked to quote a price 'per cut' and abide by the following conditions in their work:

- The above frequency is approximate and may change depending on weather. Cuts may be required more or less frequently.
- This tender reflects annual expenditure - and will be subject to a minimum term of 3 years - with an early termination clause only in the event of failing to satisfy. This reflects the potential extra work anticipated in year one to get the area into a more manageable condition.
- The second field is primarily for dog walkers and we 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 note 5
- There is a reeded 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)

3.0 Timetable

Agree specification for grass cutting at public meeting	20 December 2017
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(council agreed a format for tender documents and T&Cs in March 2017: see Appendix attached)	
Issue tender documents	12 January 2018
Progress report to public meeting	24 January 2018
Deadline for receipt of applications	1 February 2018
Evaluation of applications services to councillor	w/c 19 February 2018
Presentation to councillors for assessment (in closed session at your public meeting)	28 February 2018
Notification to applicants	2 March 2018
Date of commencement of contract	1 April 2018
Date of completion of contract	31 March 2021

4.0 The Options

Councillors will be asked to approve the specification and conditions listed above, together with the timetable for progressing the project. Subject to a supporting vote at the public meeting, the clerk will format the agreed specification into a set of tender documents for publishing on 12 January 2018.

Author Cllr Denis Morgan
Date 22 November 2017

Briefing Note

Procurement Report

1.0 BACKGROUND

1.1 At its public meeting on 22 March 2017, councillors agreed to support a process for inviting tenders to carry out ground maintenance work in the parish. Tender documents, which included detailed descriptions of the work involved, together with maps were made available to interested parties.

1.2 The tendering process was launched on 27 March 2017 when notices were posted on the parish notice boards. Details were published on the council's website and an emailed letter inviting tenders from local and other contractors known to the council was sent out on this date.

1.3 The timetable for the tendering process went to plan, and the council has received three applications, all of which were from contractors replying to our email.

2.0 EVALUATION

2.1 Applicants were required to supply basic contact information and confirm a declaration of compliance with various insurance, health & safety and statutory regulations. All three applicants have completed this section successfully.

2.2 Applicants were then invited to submit their cost for each of two separate contracts: the LMP (cutting of public rights of way) and weed spraying. Each was free to tender for either contracts or all of them. Of the three applications received, all submitted applications for both contracts.

2.3 Applicants were asked to quote for an individual piece of work (that is, per cut or per spray). The tender documents set out what the approximate frequency of work would be, so that applicants could forward plan.

2.4 All applicants have confirmed their costs, and a schedule showing the price per piece of work and the estimated annual costs are set out in Appendix 1.

3.0 SOCIAL VALUE

3.1 Councillors agreed to include social value as a factor to use when making their final decision. This meant that contractors had to consider the additional benefit that they would bring to the parish if successful in their bid. A full list of their responses is set out in Appendix 2. The report marks items as positive when they benefit the locality of Botus Fleming, and neutral if they do not. None of the items submitted had a negative effect on the parish.

4.0 THE OPTIONS

4.1 Councillors will be asked to select one or more contractors from the applicants who have submitted tenders. There is no obligation to select the lowest price.

4.2 Councillors may consider accepting a lower priced tender for an individual piece, and so use more than one contractor or choose a single contractor who provides overall value for money.

4.3 The social value of each contractor sets out the benefits that working in the parish will bring to the community. Councillors may wish to assess this as part of the final decision making.

Author: John Hesketh, Parish Clerk

Date: 18 April 2017