

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 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 12 January 2018 when notices were posted on the parish notice boards at Botus Fleming. Details were published on the council's website, and an advertisement published in the Cornish Times. 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 seven applications, five of which were from contractors replying to its 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 seven applicants have completed this section successfully.

2.2 Because the number of individual pieces of work will vary (depending on weather conditions), 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 were set out to aid the Finance Committee.

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. The report the Finance Committee used marked items as positive when they benefitted the locality of Botus Fleming, and neutral if they did 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 contractors from the applicants who have submitted tenders. There is no obligation to select the lowest price.

4.2 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

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