REPORT TO LYDIARD MILLICENT PARISH COUNCIL

This report is put before Lydiard Millicent Parish Council at its meeting on Thursday 4th March 2021 by the clerk.

Purpose of Report

To select a contractor to carry out grass cutting as detailed within the specification previously drawn up. This is to be a three-year contract 1st April 2021 to 31st March 2024.

Background

There are a number of grassed areas throughout the parish which are kept neat and tidy by way of a contract between Lydiard Millicent Parish Council and various suitable contractors. It has been usual to enter into contracts every three years.

Current Position

The contractor, initially appointed in 2015 for a three-year contract, has continued up to this date, at no increase in price. This has enabled Lydiard Millicent Parish Council to assess what will be required in future years. Members wanted to understand the implications of Wiltshire Council changing its priority on grass cutting, and if this action would have any effect on grass cutting priorities within this parish.

At a meeting held on Thursday 5th November 2020 an amended specification was adopted. The minute extract from that meeting is shown below; the amended specification is attached to this report.

> 068/20 **Finance**
>
> a. *Grass Cutting Contract*: Members had previously met to discuss this contract, and make alterations. An amended copy will be available to the clerk after this meeting.
>
> RESOLVED to accept the Contract, as amended; it is to include all hedge and tree management within the same contract. Invitations for tender will be sent to all interested parties.

The specification was sent to five companies together with an invitation to submit a tender for consideration. All five companies have responded, with one company declining the invitation; the remaining four companies are compared in the table attached.

Analysis of Companies

The attached table allows for comparison between the contractors. Company A and Company B are close in price although some three times higher than company C and D. Specifications sent to each company were all exactly the same, without any omissions – accepting the omission by company D of the stating a cost for Football pitch marking, as stated on the analysis table.

Moving Forwards

There will be additional costs for cutting the Community Field, next to the Parish Hall; and flailing the field hedge at the Recreation Ground.

Members will be aware that in March 2020 the Council employed a Handyman (10 hours per week). It is anticipated that the contractors will continue with the larger, regular cuts and the handyman will carry out smaller items of work; at this point there is no provision of large grass cutting machinery, and the officer is not yet fully trained in the use of machinery like this.

It is anticipated that the chosen contract will start on 1st April 2021 and continue until 31st March 2024. This will allow the Council to budget effectively over the next three years; but it must be remembered that any changes to the contract will come at an added cost. For this reason, the contractors should take instructions from, and be overseen by, officers of the council only.

Recommendations

Members are asked to consider the attached report and table. Also attached separately, for members only, are the original documents from each company so that members can compare documents as they wish.

There is not much to choose between the four bidders. Company A and Company B are both priced high, so on costs the choice is between Company C and Company D. Both Company C and Company D have worked within the parish before and know the area. From the analysis it would appear that Company C are offering best value for money.

DEBORAH BOURNE
Parish Clerk/RFO

	LMPC Specifications	Company A	Company B	Company C	Company D
Total Contract Price	Contract price for all three years.	**£48,827 approx.** 1st Year : £15,923 2nd & 3rd Years : Adjust to reflect National Living Wage increases (? 2.5%)	**£47,250** 1st Year £15,750 2nd Year £15,750 3rd Year £15,750	**£11,274** 1st Year : £3,458 2nd Year : £3,631 3rd Year : £3,812 + 5% in yr 2 & 3	**£16,200** 1st Year : £5,400 2nd Year : £5,400 3rd Year : £5,400 White Line Marking not included.
Payments into 12 equal parts	Invoices to be sent to LMPC on a monthly basis, with total cost split into 36 equal parts	2021 : £1,327 2022 : £1,356 2023 : £1,386	Preference for pymt as work is carried out. Front end heavy contract	2021 : £288 2022 : £303 2023 : £318	1st Year : £450 2nd Year : £450 3rd Year : £450
Insurance value Public Liability		Liability : Public £10m Employers £10m	No Figures given will supply at start of contract	Liability: Public £10m Employers £15m Cert. Provided	No Figures given will supply at start of contract
Method Statements/ Risk Assessment		Will provide prior to working on site in April.	Will be provided prior to working on site	Provided	Not mentioned in Tender papers
PPE Supplied + Training Certs	Required to maintain all equipment at Contractors own costs	Cost includes all consumables needed. Staff are trained.	Pesticides chainsaw handling Safecontractor Accreditation	In-House training given. External training when available.	"Staff Trained & experienced working on Highways"
References / Comments		Operates Nationally Provided contacts for referees (Local PCs)	Operates Locally Known to LMPC	Local Co. recently taken over by National Co. Known to LMPC	Operates Locally Does not include White Line Marking Known to LMPC

LYDIARD MILLICENT PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT COMMENCING 1st APRIL 2021

GENERAL CONDITIONS

1. Any injury to members of the public or to workers while carrying out this contract must be reported to Lydiard Millicent Parish Council by phone at the time of the incident.

2. All losses, damage or breakages of fences, gates, equipment and other property to be reported immediately, or no later than 24 hours after, to Lydiard Millicent Parish Council.

3. All work to be carried out during Monday to Friday, 8.00am to 6.00pm, exceptions to these times are by the prior agreement of Lydiard Millicent Parish Council.

4. The contractor will provide and maintain all necessary equipment at their own expense.

5. The contractor shall arrange Public Liability Insurance, Method Statements and Risk Assessments at their own expense and shall provide copies to the Clerk at the commencement of the contract and annually thereafter as appropriate.

6. This contract is for three years from 1st April 2021 to 31st March 2024. The contract may be terminated by either party, subject to 3 months' written notice delivered to the Contractor or the Council respectively.

7. Payment for these contract services shall be paid in arrears, in 36 equal monthly instalments.

8. Day to day communications with Lydiard Millicent Parish Council will be via the councils Handyman.

9. Any further negotiations after the contract has been awarded, must be conveyed to the Clerk of the Council only.

10. The Clerk will either refer back to the next Lydiard Millicent Parish Council meeting, or if appropriate give a decision after consultation with members.

SCHEDULE OF WORKS BY AREA

Cemetery

1. Cut the grass **every week** from the beginning of March to the end of October each year. Strim around Memorials as necessary.

2. Maintain and trim the fir hedge to the rear of the Cemetery **at least once per year**, to prevent encroachment onto graves or interments.

3. Remove or cut back brambles or other vegetation growing over the cemetery walls and hedge, and trim trees **as necessary**.

4. Keep the path and entry drive neat, and clear of weeds and moss.

Recreation Field

1. Strim the grassed area in the Children's Play Area **every 2 weeks** from the beginning of March to the end of October each year.

2. Cut the hedge along the approach road (from gate to end of play area) **annually** in the autumn. (Cutting of the remaining field hedges to be subject to a separate contract).

3. Cut entire field during the growing season to maintain a height not exceeding 30mm.

4. During the cricket season (May to September) cut the marked outfield to maintain a height not exceeding 25mm.

5. Maintenance of the cricket square does not form part of this contract.

6. During the football season (September to April) white line marking is required for up to 5 pitches. Pitches are Youth and Junior sizes; notification will be provided weekly by Lydiard Millicent Parish Council as to which pitches need marking.

Mews Play Area

1. Cut the grass **every week** from the beginning of March to the end of October each year.

2. Keep footways clear of weeds on approaches and through middle of this area.

Notice Boards

1. Strim surrounds and keep clear from overhanging vegetation the Notice Board located in The Street, adjacent to the car showroom from the beginning of March to the end of October, **monthly**.

2. Area to be kept clear should be no less than one metre on each side and to the front of the Board.

Bus Stops

1. Strim the surrounding grassed areas at both the stops at Holborn, at Greenhill crossroads and at the junction with The Beeches to a distance of one metre from the slabbed area or shelter, and removing any overhanging vegetation, **monthly** from the beginning of March to the end of October.

2. Sweep out and remove any litter at the enclosed bus stops at the Church and at the Greenhill crossroads **monthly**.

3. Clean the Perspex bus shelter windows at Holborn, Chestnut Springs roundabout and at The Beeches in April and September each year.

Grassed Area Opposite the Parish Hall

1. Cut (and remove if necessary) grass surrounding the flower beds from the beginning of March to the end of October **every week**.

2. Remove weeds from the rear wall as necessary taking care not to damage spring bulbs that have been planted against the wall.

Grassed Area between "Greensend" and the Greenhill Crossroads

1. Maintain the shrub beds by pruning and weeding as necessary, but **at least annually**

2. Cut the grass from the beginning of March to the end of October and remove any litter, **every two weeks**.

3. Cut a one-metre-wide strip on the verge on the opposite side of the road to the shrub beds and cut the splays either side of the road on the Lydiard Green side of the junction.

4. Cut or strim the verge opposite the bus shelter from the Greenhill Road junction to the flag stone area.

Grassed Verges from the Field Gate near Badger's Brook to the Bus Stop at Holborn and from the "White Gate" after Holborn Corner to the path at Washpool Road.

1 Cut the grass verge to the edge of the hedge from the beginning of March to the end of October and remove any litter, **every two weeks.**

Footpaths / Public Right of Way joining The Close to Buryfields

1. Keep bushes from encroaching onto the footpath.

2. Area under bushes to be kept weed and litter free.

3. Contractors should be mindful of the wildlife (insects) this area attracts, whilst ensuring the area is safe to use by residents who may be infirm or nervous for any reason.

Footpaths / Public Rights of Way behind Park View Drive and Forge Fields

1. From the beginning of March to the end of October strim the ditch to the field hedge and the fence lines and hedges of adjoining properties, **every month** and mow the path between the stiles at the ends of the path, **every two weeks.**

Footpaths / Public Rights of Way behind The Sun, Rudlers and Garages

1. Footpath to be maintained by cutting back of overgrown hedging and remedial maintenance of refurbished walkway **every two weeks**.

Grassed Verges on both sides of Tewkesbury Way from the Parish Sign to the White Gates

1. From the beginning of March to the end of October **every 2 weeks** mow the grass verge from the edge of the road to the fence line from the white gate to Washpool Road path

2. Cut **two-metre-wide** swathe on the opposite side from the parish sign to the white gate; the swathe must be suitable for walkers at all times.

Footpath from Holborn to Tewkesbury Way

1. From the beginning of March to the end of October strim either side of the field path and trim brambles etc. from the hedge **every 2 weeks**.

2. Maintain walkway by carrying out any remedial repairs; larger repairs to be reported to the Handyman for attention.

Signed on behalf of Lydiard Millicent Parish Council and [*insert contractors name*] in accordance with Minute Reference [*insert reference*].

Signed:

For [*insert contractors details*] Date

Signed:

For Lydiard Millicent Parish Council Date