

Members are requested to:

- NOTE the references received
- NOTE the updated Summary – by email only.
- NOTE the updated Summary sent by email only (relating to the breakdown of service costs) Green figures = Full breakdown as requested by Council
- NOTE the General Conditions of the Contract
- NOTE and CONSIDER the quotes received.
- CONSIDER the Clerk's recommendation

Quote	Cost per Year	Over 3 years	Notes
A	£17,627.18	£52,881.54	Where areas are specified in the tender instructions with cut and collect, we have allowed to collect and remove cuttings from site
B	£17,200.00 + additional costs at £100 for removal of cuttings	£51,600.00 additional costs at £100 for removal of cuttings	Clarification requested re grass collections - Contractor anticipated the whole field will be cut on a non collect basis from April- end October (point 4). May- September (point 5) to use the collector mower to pick up all loose grass on the outfield of the cricket pitch to allow free movement to the cricket ball across the playing surface. The extra £100 is for the removal from site of these cuttings if required, (labour/vehicle and disposal costs). This charge will not apply if a suitable location perhaps in the far corner) could be used to tip the collected grass
D	£15,750.00	£47,250.00	Additional costs will be incurred, if have to wait around for handyman to attend to check work
E	£10,009.60	£30,938.67	3% has been added to years 2 and 3.

Quote A

Reference 1 – Local Council

XXX were awarded the initial grounds maintenance contract in 2018 and were reappointed for 2021. I have attached our specifications so you can understand the work they carry out for us. It is only on open spaces XXX maintain, there is only a limited amount of work near highways and footpaths.

XXX had been very good for the previous contract period, which certainly went in their favour during the subsequent tender process. XXX has been very reliable with resolving issues and communicating in general, he has responded to any issues within a couple of hours of reporting and he personally provides a high level of customer service. Any issues with delivery of the service has been communicated in a timely manner.

I'm sure if you asked XXX to assist in reporting issues outside of the contractor's remit, this should not be a problem. Our own grounds teams inspect every day so this has not necessarily been something we would require from them.

In terms of workmanship and cleanliness, it has been very good. We've only had a few instances of missed sections which has been quickly resolved when contacting XXX.

To conclude, I would certainly recommend XXX to other parish councils.

Reference 2 – Local Council

The Parish Council uses XXX for large grass cutting areas, a spring hedge cut and an autumn flail cut. The below reference is confirmed across all areas, they are fantastic at what they do. XXX is extremely reliable and can provide additional support at very short notice to bolster the team to catch up with regular schedules in inclement weather or emergency works. There has never been a time that they have not been able to turn up at all, for example, if the autumn flail broken for a couple of days they will be out hand cutting with platforms for hedge cutting operatives or using aerial gangs. There has never been an issue with lateness or inability to follow the schedule and keep my Officers up to date. The operative that runs the team for our parish, is local, and knows the area very well which is apparent as they embark on their fourth autumn cut for us. XXX follows the maps closely and will let us know if there is any thick branches requiring. The site is always left tidy and if any problems reported a swift return will be done to make good. XXX has alerted us to several issues for example –

- 1) too many children in a play park requiring a second visit and when this is scheduled for
- 2) birds' nests/bees nests meaning cut couldn't take place but is always closely followed and rescheduled
- 3) cars encroaching on grass verges requires a second visit always rescheduled in a timely manner and will often knock on resident's door out of courtesy to update them of planned works or request to move car

Quote B

Reference 1 – Local Council

We don't ever have a regular date/time given for the work we need doing. It does usually get done within the time frame specified. I do on occasion have to follow up with an email to find out when work is scheduled for irregular items such as bi-annual hedge cutting.

I don't remember an occasion when any additional items were noted or reported back to me.

Sites are generally left in a suitable condition after work is completed.

Reference 2 – Local Council

XXX is a local firm, in their 2nd year of a 3-year contract, they are reliable always turn up on their expected week. I can only comment on cemetery, verge, play area and tree/hedge mowing and maintenance work

They report issues if they find any. The sites are left in a very good standard, blows/clears debris from sites, I have not received any complaints from Councillors or residents. Good tree and maintenance knowledge. Contract price was reduced after first year, as the work was not taking as long as was anticipated. We hope they will tender again when the contract is up for renewal.

Quote D

Requested but not received from a very Local Council and a private company

Quote E

One received

Reference 1 – Local Council

XXX have a three -year contract which is renewable every year. The contract covers grass cutting to church yards, cemeteries, playing area and strimming of verges. The contract is based upon an output specification rather than an input spec. They do provide the Council with very good value for money, are very courteous individuals, arrive on time and adhere to the agreed schedule and provide us with monthly reports which outlines any anomalies or issues to be addressed. In summary I would support XXX as a grounds maintenance organisation

Points to NOTE and CONSIDER the Recommendation

- All Members and Officers are responsible for obtaining best value for money at all times
- The tender selected should give the Council best value over the whole of the contract period (3 years).
- All references received speak highly of the contractors
- The Council at Point 6 of the General Conditions (further on in paper) can terminate the contract, subject to 3 months' written notice delivered to the Contractor, should the standard of work not be acceptable.
- Quote A, D and E are companies used by the Council in the past.
- Quote E has confirmed pricing providing a full breakdown, as shown on Summary circulated by email
- Recommendation is to RESOLVE to ACCEPT Quote E for a 3-year contract of £30,938.67, first year = £10,009.60.

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 January 2022 to 31st December 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 Council's Handyman. A plan of works to be given to the Handyman detailing when work to be carried out so that this can be checked afterwards. No invoices will be paid without sign-off from the Handyman
9. Any further negotiations after the contract has been awarded must be conveyed to the Clerk of the Council only. The Clerk will either refer back to the next Lydiard Millicent Parish Council meeting or, if appropriate, give a decision after consultation with members.