

Briefing Note

Ground maintenance specification

2 minute read

1.0 Background

1.1 The current contract for grass cutting and footpath maintenance concludes on 31 March 2025, and councillors now need to consider preparing for continuing the work.

1.2 In previous years, councillors have agreed the specification for the work in November when, at the same time, the budget for the following year is also presented that includes an estimate of what the contract cost will be. This timing has proved unreliable (in estimating the future cost) and so the Chair has agreed to bring the process forward so that bids for the new contract can be received prior to budget setting. In the current year, the cost of grounds maintenance is the equivalent of 21% of all the council's expenses, so having an accurate figure for its cost will enable the budget to be set more easily and will not overcharge residents who fund this work through the precept.

2.0 The changes proposed

2.1 The Environment & Open Spaces Working Group has met to discuss the scope of the work and agree a new timetable. The draft specification is attached to this Note, but the summary is that:

- The current grasscutting schedule should be retained with the addition of one extra verge space alongside the exit from Menheniot village close to the Holy Well.
- Six areas for weeding will be included as a separate contract (and the contractor may bid for all or some of the areas)
- The contract will be for 3 years, not 2 as was the last contract.

3.0 Timetable for bidding

3.1 In order for the Clerk to have bids in from contractors before finalising the budget (and subsequent presentation to councillors), the schedule for bidding is suggested as:

Agree specification	19 September 2024 (public meeting)
Open for bids	20 September 2024
Close bids	15 October 2024
Scrutinise bids and agree contractor	17 October 2024 (public meeting)
Notification to applicants	21 October 2024
Date of commencement of contract	1 April 2025
Date of completion of contract	31 March 2028

4.0 Next steps

4.1 The E&OS Working Group would like you to consider agreeing to the specification and timetable. If you have alternative proposals to the ones listed, please speak with the Chair and Clerk before the 19 September public meeting. It is important that the specification presented to the meeting can be signed off so that the process for emailing and publicising the bidding process can begin the following day – in this way, contractors will have 4 clear weeks to return their bids.

Author: John Hesketh, Parish Clerk

Date: 12 September 2024

Tendering & Procurement for Grass Cutting & Weed Control April 2025

Invitation to quote and information for applicants

Basic contract information

Menheniot Parish Council is inviting contractors, individuals and voluntary groups to tender for a **three** year contract to cut grass and control weeds within the parish boundary.

Procurement of goods and services by the parish council is only necessary when the contract value is higher than £60,000. However, the council is committed to working in an open, transparent and accountable way, and is distributing these documents across the public domain. For this reason, we are inviting applications in order to give everyone the widest opportunity to tender for the work.

Section 1 explains what declarations you need to make and what you need to tell us.

Section 2 sets out a timetable for the tendering process: a final decision will be taken by parish councillors in a closed session at their public meeting on ~~17 February 2022~~. The council is allowed to meet in closed session where there is commercially confidential business to be transacted (Public Bodies (Admission to Meetings) Act 1960 s1.2).

Section 3 explains how we will decide who to award the contract to.

Contract title	Grass cutting and weed control in Menheniot parish
Contract length	3 years from 1 April 2025 with annual performance reviews.
Basic description of services	The key requirements of this contract are: Grass cutting the sports field on East Road, two small beds on the outskirts of the village, two plots at Merrymeet. Weed control in Menheniot village. Local Maintenance Partnership (small works contract for paths and stiles from Cornwall Council)
Documents	Maps and plans of the areas covered by this agreement are attached in the Appendices, together with a list of what work is required from each.

Section 1.0 Instructions for completion

This document you must return consist of five parts.

Part A: Contact details. You must complete this section.

Part B: Declaration. You must complete this section and return documents where needed.

Part C: Contract Price. You must complete this section with the net price per job. (see Appendix 1 for details)

Part D: The Social Value of your bid. (see Appendix 2 for details)

Part E: Reference. You must complete this section.

Section 1.1 Quote validity period

Quotes must remain valid for acceptance for a period of 60 days from the quote return date.

Section 2.0 Tendering Timetable

Agree specification	19 September 2024 (public meeting)
Open for bids	20 September 2024
Close bids	15 October 2024
Scrutinise bids and agree contractor	17 October 2024 (public meeting)
Notification to applicants	21 October 2024
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Section 3.0 Evaluation approach

Bids will be evaluated in three parts. Firstly, applicants will have to demonstrate their compliance with various insurance, health & safety and statutory regulations. Unless applicants can satisfy these requirements, your bid will not be considered. (Parts A and B)

Secondly, we will examine the price you have quoted for the work. Under Section 1.1015i of the Parish Council's Financial Regulations, it is not bound to accept the lowest value tender. Public Authorities are now required to 'consider, prior to undertaking the procurement/commissioning process, how any services procured might improve economic, social and environmental well-being'. (Public Services (Social Value) Act 2012). This means that we will also consider the additional benefit to the community that awarding a contract from a specific contractor will bring. See Appendix 2 for examples.

Thirdly, we will ask you to provide a trade or other work reference to demonstrate your capability to carry out the contract. We will only ask you for these references if you are successful in your application.

Appendix 1

Contract 1 Grasscutting	
Draft contract is for	<p>Map 1 Menheniot Village Recreation Ground (includes the playing field, playground, and outdoor gym, exclude the green area reserved for a wildflower meadow) Community Garden</p> <p>Map 2 Menheniot Village (heading south out of village centre towards A38) Holy Well [1] Verge adjacent to Holy Well [1]</p> <p>Map 3 Merrymeet Grassed area with benches, junction of Trehawke Lane and Church Road [1] Children's play area end of Trehawke Lane [2]</p>
Frequency	Between March and October, every 2 weeks, dependent on grass growth.
Local Maintenance Partnership (LMP)	Small works contract from Cornwall Council maintaining paths. Maps, schedule attached.

Contract 2 Weed control	
Contract is for weeding in Menheniot village centre. 2.1	Map 4 Menheniot Village Pavements from Holy Well to village green (right hand side)
2.2	Wall located behind Holy Well leading to rectory)
2.3	East Road (from war memorial to School entrance)
2.4	Village Green (triangular area in front of church)
2.5	Road from village green to bottom of Trelawney Road (both sides)
2.6	William Laundry Close/East Road
Frequency	Annual. Date to be agreed.
Scope of work	<p>The parish council does not permit the use of glyphosate herbicides to be used in public areas. Please quote for what you consider to be the most effective alternative that may include:</p> <ul style="list-style-type: none"> ▪ Herbicides (non glyphosate) ▪ Hot foam ▪ Other mechanical methods ▪ Electric methods

There may be additional work that is needed in the parish (for example, waste removal or bramble clearing) that is not included in this contract. Payment will be agreed on an as-needed basis.

The parish council is committed to encouraging new entrants to the tendering process. If you have any questions about your risk assessment, qualifications or would like to make a site visit before submitting your bid, please contact the Clerk

These links will give you background information on City & Guilds qualifications you may need to have or can show that you are working towards.

Foundation qualification

www.nptc.org.uk/assets/documents/77ca9c2918334d2091a133c15f1de03f.pdf

Hand held applicators

www.nptc.org.uk/assets/documents/3a0373d430214d599dd23cc08d1c346b.pdf

Glossary of terms

www.nptc.org.uk/assets/documents/a50e9b21f5804e4d893a14b506a5e734.pdf

City and guilds Pesticide manual.

www.nptc.org.uk/assets/documents/c3f2adabe57f4893a058af0c49042632.pdf

Appendix 2

What is the Social Value?

Social Value is the additional benefit to the community that the parish council can obtain when it purchases goods and services. *This does not mean that a contractor has to include extra services in their bid or incur extra costs that might work against them.*

It is more concerned with the way that you manage your work and what other spin off benefits you can bring to the parish. So, for example, if you had received a grant to employ an apprentice to work with you on the contract, this means that there was no extra cost to you but the parish would benefit along the way because you were providing training and helping someone into the workplace.

This list gives examples of the benefits that changing your way of working could bring to the community:

- Creating opportunities to develop volunteering groups
- Creating skills and training opportunities e.g. apprenticeships
- Promoting and supporting local businesses
- Increasing community involvement in the parish
- Paying the UK Living Wage
- Encouraging participation in voluntary activities
- Improving market diversity
- Encouraging community engagement
- Creating training and employment opportunities for care leavers and for people with physical or learning disabilities
- Offering work placement opportunities to school children, young adults and those long-term unemployed or NEETs
- Protecting the environment for future generations
- Reducing waste and increase waste recovery and recycling

Climate Change

In July 2021, the parish council committed itself to responding positively to its declaration of a climate emergency. Councillors will expect to see you demonstrate how you will be working to mitigate the impact of climate change and reducing CO2 emissions in all aspects of your environmental work.