

COTHERSTONE PARISH COUNCIL

Grass cutting contracts

Author Clerk
Meeting date 9 January 2019

Introduction

In January 2018 the Parish Council invited tenders for two grasscutting contracts — one for the Cemetery and one for the Greens and Klondike allotments.

For the Cemetery grass cutting contract, four tenders were received, and the contract was awarded to Richard Toward.

For the Greens/Klondike grass cutting contract, three tenders were received, and the contract was awarded the Richard Toward.

The tender specification for the 2018 contracts both included the clause: “Although the length of this contract is for 12 months, the Parish Council may, with the agreement of the successful contractor, extend the contract by a further 12 months.

Contract specifications, should these be required

On the basis of no changes being required, two tender packs have been prepared for:

1. Cotherstone Greens and Klondike allotment grass cutting for 2019
2. Cotherstone Cemetery grass cutting for 2019.

Councillors involved in any tender evaluation will need to decide on the evaluation criteria.

Proposed tender process, should this be required

Council resolution to invite tenders — 9 January 2019

Notice in Teesdale Mercury, and on Council website — 16 January 2019

Closing date for submission of tenders — 8 February 2019

Sealed tenders opened in presence of councillors — 13 February 2019.

Recommendations

1. Councillors decide whether to extend the contract with the current grass cutting contractor for the Cemetery for the 2019 season.
2. Councillors decide whether to extend the contract with the current grass cutting contractor for the Greens/Klondike allotments for the 2019 season.
3. Should the decision on either of the above be to invite tenders rather than extend the contract, to authorise the clerk to issue the specification documents and initiate the tender process for new contracts based on the current contract specification.