

COOTHERSTONE PARISH COUNCIL

Grass cutting contracts

Author Clerk
Meeting date 10 January 2018

Introduction

In accordance with good practice, a tender process should be entered into for grass cutting services for 2018 and beyond.

As the topography of the areas to be cut differ, it has in the past been necessary to invite two tenders for grass cutting in the village and councillors have indicated that this practice will continue.

Contract specifications

Two tender packs have therefore been prepared for:

1. Cotherstone Greens and Klondyke allotment grass cutting for 2018
2. Cotherstone Cemetery grass cutting for 2018.

The areas to be cut are identified on maps and it is the potential contractor's responsibility to inspect these prior to submitting a tender. The contractor is required to remove all cuttings, to trim edges, to remove any litter and blow away all grass from footpaths and from footpaths.

Further, the contractor is required to take care of spring bulbs and once flowers have died off, to leave them for goodness to return to the bulbs.

To act responsibly, the Parish Council should request details of any potential contractor's employer's and public liability insurance and all relevant certificates/accreditation relating to health and safety, operation of equipment etc. The Council needs also to ask any potential contractor to confirm that they are willing for their details as supplier, and the contract price, to be made public.

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

Proposed tender process

Council resolution to invite tenders — 10 January 2018

Notice in Teesdale Mercury, and on Council website — 17 January 2018

Closing date for submission of tenders — 9 February 2018

Sealed tenders opened in presence of councillors — 14 February 2018

Recommendations

1. To authorise the clerk to prepare the tender documents and initiate the tender process for two new one-year contracts based on the current contract specification.