

# Grounds maintenance of Parish Council Green Space Quote Review

## 1. Summary

- 1.1 This report will provide details about the outcome of the recent quote gathering exercise undertaken by the Clerk in relation to the grounds maintenance of Parish Council greenspace.
- 1.2 This report outlines the various options open to the Parish Council and makes a recommendation for members to consider.

## 2. Background

- 2.1 At the January 2016 ordinary meeting of Council £1,600 was allocated in the 2016-2017 budget for grounds maintenance. The allocation was made on the basis that the Council had spent a little over that figure in 2015-2016.
- 2.2 The current grounds maintenance agreement runs out at the end of March 2016 and it is therefore appropriate for the Parish Council to seek quotes.
- 2.3 The Parish Council's Standing Orders make clear the desirability of securing three quotes for the purchase of any goods or services over £250.
- 2.4 In January 2016 the Clerk undertook a quote gathering exercise. A specification document was drawn up (appendix A) and sent out to three prospective companies.
- 2.5 Councillor Prestwood met with representatives of some of the companies to give them site visits and describe the work required in greater detail.
- 2.6 Over the course of January and February 2016 three quotes were returned. The Clerk has made an analysis of the quotes and provided a recommendation below.

## 3. Options and Recommendation

- 3.1 All three tenderers have made clear that are able to meet the specification supplied by the Parish Council. It could therefore be argued that the principle difference between them is one of price.
- 3.2 All three quotes, with some additional notes, have been listed alphabetically below for member's consideration.

### **Quote 1 – Continental Landscapes**

- 3.3 Continental Landscapes have provided a quote of **£2647 + VAT**, which was by far the highest quote received.
- 3.4 The company has provided assurances that it can meet the specification – appendix A. The company has a good reputation and undertakes a lot of work in the area.
- 3.5 However, the quote provided would exceed the budget allocation by £1,000 and it is therefore unlikely that members would choose to proceed with this quote.

### **Quote 2 - Glendale**

- 3.6 Glendale have provided a quote of **£1681**, the second most competitive quote.
- 3.7 The company has provided assurances that it can meet the specification (appendix A). Glendale were formally known as Veolia and maintain a considerable amount of green space for various organisations.
- 3.8 Glendale currently maintains the Parish Council's green space.

### **Quote 3 – Town and Country Groundcare**

- 3.9 Town and Country Groundcare has provided the most competitive quote of **£1499.10**.
- 3.10 Assurances have been provided by Town and Country Groundcare, which is a relatively new company, that they can meet the specification. The manager of the company has extensive experience of grounds maintenance having worked for many years with other companies in the sector.
- 3.11 Town and Country Groundcare provide services to a number of organisations in the area.

### **Option 4 - Do not approve any of the above**

- 3.12 The Parish Council could decide not to move ahead at this stage and ask for a re-evaluation of the quotes or for others to be sought.
- 3.13 However, it is recommended that the Parish Council approve spend for grounds maintenance at the March 2016 ordinary meeting because the current contract finishes at the end of the month. A failure to maintain the Parish Council's green space properly could lead to reputational damage.
- 3.14 The Clerk is also of the opinion that all the quotes are competitive and it is unlikely that further exploration and/or evaluation will find cheaper or better quality options.

## Summary

- 3.15 The Clerk recommends that the Parish Council approve the quote for £1499.10 by Town and Country Groundcare.
- 3.16 The reasoning behind this recommendation is that the company has provided assurance that it can meet the specification (appendix A) and that the quote is the most cost effective, therefore providing the best value for money to the Parish Council.

## 4. Standing Orders, Policy and Financial Implications

- 4.1 The recommendations in this report conform to Standing Orders and Financial Regulations.
- 4.2 No new policies will be required.
- 4.3 No new training needs will arise.

## 5. Recommendation to the Council

That the Parish Council:

- 5.1 Agree to spend the amount necessary to support grounds maintenance work on Parish Council green space; and,
- 5.2 Consider approval of the recommendation made at paragraphs 3.15 and 3.16 of this report that, Town and Country Groundcare's quote of £1499.10 be approved and they be instructed to maintain the Parish Council's green space between April 2016 and the end of March 2017; at which time another review will take place.

## Appendix 1 – Specification Document (January 2016)

### Green Space Maintenance Specification

**Published by:** Hemswell Cliff Parish Council

**Date Published:** 15 January 2016

**Deadline Date for tenders:** 5 February 2016

**Type of Procedure:** Single stage open tender - Any candidate may submit a tender.

**Description:** Hemswell Cliff Parish Council is located at the corner of the A631 and the A15 in Lincolnshire. The Council owns three areas of green space which require regular maintenance throughout the year – see map on page 2 or [click here](#).

#### Specific description of the goods and services required:

Description	Map location	Approx. Size	Service	Frequency
Grass Cutting	1-6	2.401 ha	Cut and strim all areas.	Fortnightly
Memorial Area - Parade Ground	7	0.003 ha	General tidy of site and trimming of plants in brick planters.	Early September
Path Edging	8 & 9	120 meters	Edge paths.	November
Hedge Cutting - Conifer Hedge	10	24 meters	Cut ornamental hedges.	November
Hedge Cutting - Community Centre	11	100 meters	Cut ornamental hedges – top and front sides only.	November

*All tenders must be emailed to [hemswellcliffclerk@hotmail.co.uk](mailto:hemswellcliffclerk@hotmail.co.uk) or sent to 116 Ella Street, Hull, HU5 3AX before 5 February 2016.*

#### Contact Details:

**Address:** Tom Clay, Hemswell Cliff Parish Council, 116 Ella Street, Hull, HU5 3AX

**Mobile:** 07999 799895

**Email:** [hemswellcliffclerk@hotmail.co.uk](mailto:hemswellcliffclerk@hotmail.co.uk)

For further information about the specification or to arrange a site visit please contact:

#### Councillor Graham Prestwood

**Address:** 19 Anderson Road, Hemswell Cliff, Gainsborough, Lincs, DN21 5XP

**Tel:** 01427 667457

**Mobile:** 07801 701961

**Email:** [grahamprestwood@outlook.co.uk](mailto:grahamprestwood@outlook.co.uk)

