

West Rainton Parish Council - 16 03 17

Item 19: Appointment of contractor for Cemetery grounds maintenance 17-18



West Rainton Cemetery Grounds Maintenance Contract

13 March 2017

Report of Jamie Thomas, Strategic Procurement Officer

Background

- 1 West Rainton Parish Council recently entered into a Service Level Agreement for the provision of procurement services and advice from Durham County Council.
- 2 Under this agreement Durham's procurement team are supporting the Parish in the awarding of the new **Grounds Maintenance** contract for West Rainton Cemetery.

Quotation Process

- 3 In keeping with both the Public Contracts Regulations 2015 and the Parish Council's standing orders, a competitive quotation process has been conducted.
- 4 The budget for the contract was estimated at **£5,000 - £6,000** per annum, based on Durham County Council's experience of similar contracts.
- 5 The quotation process was based on a specification approved by West Rainton Parish Council; and run in consultation with Jamie Thomas, Strategic Procurement Officer.
- 6 Four contractors submitted a bid:
 - **Leamside Nursery**, Leamside
 - **Altogether Greener Ltd**, Coxhoe
 - **JMC Landscapes**, Spennymoor
 - **S&R Landscapes**, Consett
- 7 Contractors were asked to provide three relevant references, as well as confirming they met basic but essential requirements covering:
 - **Legal grounds for exclusion** such as fraud, bribery, etc.
 - **Insurance** – in the form of £5m public liability, £5m employer's liability, and a £1m professional indemnity,
 - **Health & Safety** compliance.

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The Responses

8 The four bids were priced as follows – based on a price for one year's service:

<i>Bidding Organisation</i>	<i>Price</i>
Leamside Nursery	£4,110.00*
xxxxxxxxxxxxx	£5,341.00
xxxxxxxxxxxxx	£8,707.92
xxxxxxxxxxxxx	£7,350.00

** Note: In their bid, Leamside Nursery noted that in their previous experience delivering the contract, they made only 16 visits to the site last year, rather than the 17 which are specified. On consultation with the Parish, should it be possible to achieve the desired level of maintenance within 16 visits, this would result in a reduction of £230.00 in the price charged.*

- 9 One of the potential contractors, **xxxxxxxxxxx**, indicated that they do not hold Professional Indemnity Insurance. However as will be noted their offer was also the most expensive in terms of price, and the issue of their insurance cover is not critical to the contract award decision.
- 10 The lowest-priced contractor, **Leamside Nursery**, was able to supply three relevant references all of which rated the company's service very highly. They hold the specified insurance cover and are able to comply with the stated health & safety requirements. Their quotation is in all aspects compliant with the Parish Council's stated requirements.
- 11 The offer from **xxxxxxxxxxx**, while second placed in terms of price, was also compliant and of a generally high quality, supported by relevant and comprehensive references from other clients, including parish councils. It is suggested that this company would make a good alternative if for any reason Leamside Nursery is ever unable to meet the Council's requirements.

Recommendations and reasons

- 12 It is recommended by Durham County Council, as your procurement SLA partner, that the offer from **Leamside Nursery** should be accepted, as the most economically advantageous offer received.