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on 18 February 2022

# Hythe Town Council

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Report number **F&GP/28/21**

To Hythe Town Council  
Date 15 February 2022  
Status **Non-Exempt**  
Responsible officer Responsible Financial Officer

Subject **GROUND'S MAINTENANCE TENDERS 2022-2027  
REPORT F&GP/28/21**

**SUMMARY:** This report sets out the options for consideration for the Grounds Maintenance Contract 2022-2027 and asks the committee to review in accordance with good practice.

## **REASON FOR RECOMMENDATION:**

The Committee is asked to agree the recommendations set out below because:

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

## **RECOMMENDATIONS:**

- 1. To receive and note the report F&GP/28/21.**
- 2. To recommend to Full Council that Contractor C be awarded the Council's Ground Maintenance Contract 2022-2027.**

## **INTRODUCTION**

*Any local authority may purchase or take on, lease, lay out, plant, improve and maintain lands for the purpose of being used as public walks or pleasure grounds, and may support or contribute to the support of public walks or pleasure grounds provided by any person whomsoever. <sup>1</sup>*

Hythe Town Council (HTC) own and manage a number of public open spaces and are in the process of obtaining three more in 2022 from Folkestone and Hythe District Council (FHDC).

The attached schedule (Appendix A) covers the required works that are currently undergone and the frequency in which they are required.

As at 31 March 2022 the current Grounds Maintenance Contract will end, so, in order to continue an uninterrupted service to the residents of Hythe, the tender process for contracts commenced in October 2021.

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<sup>1</sup> Public Health Act 1875, s.164

As per Hythe Town Council's Standing Orders 18<sup>2</sup> (Financial Controls and Procurement) and section 11 (Contracts) the requirements in the Financial Regulations of the Council,<sup>3</sup> the tender process for contracts for the supply of goods, materials, services or the execution of works was undertaken. Using documents that were created through the Standing Orders Committee on 8 December 2021 (Appendix C).

The specification was based on the current contract (Appendix A) and an invitation to tender was published on the Government's Contractors website, HTC's Noticeboard, website and social media.

After the deadline for submission had elapsed the sealed tenders were opened by the Town Clerk in the presence of the Deputy Chair of Finance and General Purposes, Councillor T Prater.

The submissions were scored as below:

1. 50% of the scoring matrix was based on pricing (Appendix B)
2. 50% on questions answered in a Supplier Response Document (Appendix C) along with two questions asked at Face-to-Face Presentations as below:
  - Alongside measures taken to date to reduce greenhouse gas emission and encourage biodiversity, what plans do you have going forwards in these two areas and within what timescales?
  - Please go into more details about how you provide value to the local community within the contract and ensure safeguarding, training and wellbeing of staff?

The total scores as per Appendix B are as follows

- Contractor A 30/100
- Contractor B 50/100
- Contractor C 80/100
- Contractor D 40/100

Note: Contractor E was hugely different based on cost and did not fit the criteria for the Presentation stage.

## Summary

The Tendering process has now been conducted and the tenders have been fairly scored. Based on a variety of values such as service, financial and ecological, it is recommended that Contractor C be awarded the Council's Ground Maintenance Contract 2022-2027.

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<sup>2</sup> Website Link: [https://www.hythe-tc.gov.uk/wp-content/uploads/sites/106/2021/03/htc\\_so\\_2020\\_final-1.pdf](https://www.hythe-tc.gov.uk/wp-content/uploads/sites/106/2021/03/htc_so_2020_final-1.pdf)

<sup>3</sup> Website Link: <https://www.hythe-tc.gov.uk/wp-content/uploads/sites/106/2021/01/March-2019-Financial-Regs-.pdf>

## RISK MANAGEMENT

A summary of the perceived risk follows;

| Perceived Risk  | Seriousness | Likelihood | Preventative Action  |
|---|-------------|------------|--|
| The Council does not renew the grounds maintenance contract and the standard of provision of facilities to residents fails. | High        | Low        | The Committee recommends to full council a contractor that will continue the service without interruption. |

## CONTACT OFFICER

If you have any queries about this report please contact The Town Clerk/Responsible Financial Officer of the Council.

Tel: 01303 266152 or email [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk) prior to the meeting.