

## Members' Library Service Request Form

Date of Document	23/04/13
Originator	Peter Forsyth
Originator's Ref (if any)	CON-13-052
Document Title	Grass Cutting Contract 2013/14

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Additional information:

Authorised By	Monica Patterson
Designation	Ex Dir (Services for communities)
Date	23/04/01

For Office Use Only:	
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**REPORT TO:** Members' Library Service

**MEETING DATE:**

**BY:** Executive Director (Services for Communities)

**SUBJECT:** CON-13-052 - Grass Cutting Contract 2013/14

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## **1 PURPOSE**

- 1.1 To inform Cabinet of the steps taken to procure the above Transportation – Road Network Contract and provide details of the proposed work.

## **2 RECOMMENDATIONS**

- 2.1 To note the decision of the Executive Director (Services for Communities) per the Head of Infrastructure, as appointed representative under Standing Order Rule 46 and delegation Appendix 2a (Tenders) thereto, and in conjunction with the Head of Council Resources, to award the contract for 2013/14 to James Tait & Son subject to the acceptance of the necessary contract documentation and completion of the statutory procedures.

## **3 BACKGROUND**

- 3.1 The winning tender will provide a grass/verge cutting service generally, cutting sight lines to major and minor rural junctions and specifically, cut routes to the Open Golf Championship.
- 3.2 In accordance with the Council's Corporate Procurement Policies and Procedures tenders were subsequently issued, returned and assessed to determine the most suitable Contractor giving due regard to service and price, The price element was evaluated using the contractor submitted rates.
- 3.3 Six tenders were posted out to local contractors. Only two contractors returned a completed tender, one of which was disregarded due to the contractor being unable to provide the service in advance of the Open Golf Championship.

The evaluated tender score is indicated below: -

<b>Contractor</b>	<b>Submitted Rates</b>	<b>Can Meet Contract Requirements</b>	<b>Tender Value</b>	<b>Combined Placing</b>
James Tait & Son	£26.40	Yes	£35,745.60	1
	£28.90			
R Darling & Son Ltd	£27.60	No	£37,370.40	n/a
	£36.10			

#### **4 COMMUNITY BENEFITS IN PROCUREMENT (CBIP)**

- 4.1 The works are not conducive to incorporating community benefits within the contract.

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 This report is not applicable to the well being of equalities groups and Equalities Impact Assessment is not required.

#### **6 POLICY IMPLICATIONS**

- 6.1 Financial - None  
6.2 Personnel - None  
6.3 Other - None

#### **7 RESOURCE IMPLICATIONS**

- 7.1 Financial - Financial provision of £40,000 has been made in the 2013/2014 Transportation Revenue Budget and is adequate to cover the costs of the works and all other expenses.

#### **8 BACKGROUND PAPERS**

- 8.1 None

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<b>DATE</b>	23 <sup>rd</sup> April 2013