



## Proposed Agenda Item

Date	March 2025	
Agenda No:		
Title	Grounds Maintenance 3 Year Rolling Plan From April 2025 to March 2028	
B a c k g r o u n d	<p>Present 3 year rolling plan is due to end March 2025. At January 2025 HPC meeting the following was agreed. Specification of Tender of Grounds maintenance contract agreed by Full Council Agreed by Full Council to advertise replacement 3 year Rolling Plan starting April 2025 ending March 2028. Agreed by full council to instruct the Clerk to advertise the specification and invite tenders using the Government Contract Finder website and HPC website. Clerk to set a closing date for the advertisement. Previously when the 3 year contract was advertised in 2022 only 3 companies submitted a quotation one withdrew their application only two were considered.</p>	
C o n s i d e r a t i o n s	<p>Closing date for submissions of tender documents was set for Monday 24th February 2025 allowing time for consideration by full council at March 2025 meeting. HPC ensuring Value For Money, like for like quotes requested all interested parties used same form for application. Broken down into each element , submitting Year 1,2&amp;3 costing plus total cost of contract excluding VAT. More than 3 quotations received, REA&amp;AG members if necessary draw up shortlist for full council to select from, taking into account, Cost - is the quote within HPC budget allocation. Quality of quote. e.g. relevant Insurance certification, operative training/ qualifications, method statements, risk assessments, references. Shortlist to be minimum of 3 quotations.</p>	
P r o p o s a l s	<p>After due consideration.</p> <p><b>1) HPC agrees</b> to select a company from the attached shortlist, to award the 3 year rolling Grounds maintenance contract, starting date April 2025 ending March 2028. <b>2) HPC agrees</b> for Clerk to contact the successful company inviting them to enter into a 3 year contract on receipt of relevant paperwork e.g. Insurance documentation, operator training/ qualifications, method statements, risk assessments, references. When all of the above has been received. <b>3) HPC agrees</b> to instruct the Clerk to confirm the starting date of the contract 1st day of April 2025. End date of contract last day of March 2028</p>	
Risk	Medium	
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Date	February 2025	

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