

EXMOUTH TOWN COUNCIL

Town Maintenance contracts TAFF

Notes of the meeting held at 10:00am on Tuesday 17th November via zoom.

Present

Councillor Ian Kirvan	IK	Exmouth Town Council
Councillor Olly Davey	OD	Exmouth Town Council
Councillor Tony Woodward	TW	Exmouth Town Council
Councillor Frank Cullis	FC	Exmouth Town Council
Councillor Joy Whipps	JW	Exmouth Town Council
Chetna Jones	CJ	Deputy Clerk Exmouth Town Council

Apologies

No apologies were noted all attendees present.

1. Welcome and apologies

IK welcomed members to this emergency meeting to discuss the information received from the procurement consultant.

2. Grounds Maintenance tender documentation amendments

CJ confirmed that an update had been received from the procurement consultancy approached for advice on the final stages of the tender process, in particular awarding the contract and additionally measures needed due to the Covid-19 restrictions.

The update, including suggested documentation, which had been circulated in advance of the meeting was discussed.

Members acknowledged that further clarification would help highlight two legal matters, namely level of insurance and TUPE. Additionally, more transparency would help tenderers understand how their tender will be evaluated and what information will be needed as a minimum.

However, there was concern that changing all the documentation at this late stage in the tender process would be unfair to those already preparing to submit their tenders.

Members felt strongly that a decision needed to be made before the end of the year to enable plants to be ordered in sufficient time for the new season and so agreed that an extension should be granted to noon 4th December to allow for the recent restrictions imposed since the start of the tender process and to allow for tenders to be submitted to a controlled email address.

It was agreed that CJ amend the documentation provided by the consultancy firm to and prepare the following additional information:

- Clarification on Evaluation Criteria
- Questionnaire and Response checklist (which includes information on the minimum levels of insurance cover required).
- Plant plan document confirming work required with size of hanging baskets and troughs but without size each location.
- Pricing document split for 3 years with a total, additional 4th year and total, and 5th year and total broken down by location each location. This is to highlight it is a 3-year contract with the option to extend for two 12-month periods if desired by ETC.

These amendments are to be circulated to members to approve before sending to all tenderers.

Furthermore, it was agreed that TW contact EDDC HR to chase confirmation on TUPE.

3. Evaluating the tenders

Access to the newly established inbox will be restricted until the closing date. After noon of 4th December, the Town Clerk will open the inbox and any sealed envelopes, in the presence of the Chairman. Once these have been verified, CJ will circulate all tenders to members of this TAFF to evaluate individually using the agreed criteria before the next meeting.

4. Date of next meeting

With the closing date being extended it was agreed to cancel the meeting provisionally scheduled for Thursday 26th November to review tenders and re-schedule for Monday 7th December at 10am where members will review the evaluations scored individually and agree the shortlist and recommendation for the Town Council meeting later that day.

5. Close of meeting

The meeting finished at 10.37pm.