

Monmouth Town Council

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ENVIRONMENTAL AFFAIRS COMMITTEE

Minutes of the Environment meeting held on August 19th 2008

PRESENT: Councillor R Bond, Councillor G Bright, Councillor Mrs S Chivers,
Councillor J Fletcher, Councillor M Jones, Councillor Mrs B Smith
and Councillor Mrs A Were

Agenda Item	Details	Action
31.	<u>To receive declarations of interest on items on the agenda:</u> None	
32.	<u>To receive apologies of absence:</u> Councillor T Christopher, Councillor Mrs A Dewhurst, Councillor Mrs J Hall and Councillor B Hayward	
33.	<u>To discuss tenders for the Flower contract:</u> A discussion took place regarding the use of the marking grids which had been used previously. It was agreed that the criteria on the marking grid were not really relevant to this tendering process and it was agreed not to use it on this occasion. However, it was agreed that this is generally the best way of deciding between tenders so it was agreed to produce a new marking grid with more relevant criteria for the next process in March 2009. The members looked at all 3 tenders and members were unanimously agreed that: 1. The offer to water planters and raised beds at no cost to the Town Council was not practical as watering only forms part of the requirement. To accept that offer would have meant asking other contractors to amend their bids and to ask them if they would be prepared to work with the person in question. It was felt that this was not a realistic option and that the whole contract would be more successful if handled by one party only which had been the basis of the tender requirement.	

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2. Tender number 3 was very thorough but was considerably outside the allocated budget.

For these reasons the rest of the discussion focused around bids numbered 1 and 2.

Members discussed both bids at length, including the ability of both parties to carry out the work required, the relationship with the Town Council, professionalism and many other aspects of the bids.

The committee felt that it was unfortunate that tender 1 had not submitted more detail with the bid but he had not been asked to and had simply submitted a total cost for the work detailed in the information he had been given. There was a discussion as to whether or not a final decision could be deferred until the Environment meeting on the 26th August when this contractor could supply us with a breakdown of his figures. However, members were under the impression that this matter had not been included in the agenda for that meeting so it was understood that a decision could not have been taken at that time and so any deferment was duly rejected. However, members felt it was reasonable to assume that bid 1 had quoted a price based on the information that he had been given and would carry out the work appropriately. This was, essentially, to maintain 16 planters and 6 raised beds; carry out the extra planting needed to complete the Henry V scheme; prepare and plant additional ground around the raised beds at the Hereford Road, Dixton Roundabout and Rockfield Road; general maintenance of all planters and raised beds, including weeding, deadheading and pruning; assume responsibility for watering all sites; and treating infected Phormiums for mealy bug. With this in mind, and based on previous experience of work carried out for the Town Council, the committee felt this was a viable bid.

Members were also impressed with tender number 2 and the added features were duly noted. This was also seen as a viable bid. It was extremely difficult for members to decide between these two bids as members felt that either one of the contractors could have carried out the work effectively.

Following a lengthy discussion the committee decided to award the contract to tender number 1.

(5 for bid 1, 1 against, 1 abstention.)

There were two main reasons for this decision.

1. Bid 2 was relying, to some extent, on voluntary helpers. While this is desirable in some circumstances, previous experience of using volunteers has not been good and members

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	<p>would rather not go down this route again, regarding this particular project.</p> <p>2. Members felt that bid 1 was from a professional grounds man and that he would probably have more resources at his disposal than bidder number 2.</p> <p>There was also a discussion around the desirability of assuming responsibility for MCC's planters and incorporating them into the Henry V theme, as this would inevitably incur an added financial burden to the Town Council. It was felt that this would only be an option if MCC would fund the cost of including the extra planters.</p>	
34.	<p><u>Any other business:</u></p> <p>There was a discussion regarding adding colour to the planters and raised bed to improve their visual impact. Members decided that the viability of adding colour without compromising the Henry V theme would be investigated and included in the next contract to be awarded in March 2009 if appropriate.</p>	
35.	<p><u>To confirm date of next meeting:</u></p> <p>Tuesday 26th August 2008 at 6.30pm</p>	
<p>Meeting Closed at 11.20 pm</p>		

Date: _____

Signature: _____

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