



Cllr Langley had looked at the tenders from a risk point of view. Comparing contracts and what risk to the Parish Council. Also that the tender should be confirmed as a Fixed Price Tender so that the Council did not incur escalating costs. He also had looked at the tenders from the quality of submission, track record, qualifications, experience and financial risk.

Cllr Powell had looked at the tenders from risk perspective. Also from credit point of view. It was explained that the Financial Regulations do not state that credit checks should be completed on prospective tenderers.

The Clerk explained that the Council were not paying for any works until they were completed and that a retention figure of 5% would be withheld as stated in the specification, if the works were not completed satisfactorily.

Cllr Thomson stated that the tenderers were approved by TTS. The Chelmsford Borough Council representative who was present at the meeting had only known of one of the Companies.

Cllr Allen confirmed that the Working Group had only what was available in the tenders to make their conclusions.

The Working Group recommended that CH Grounds Maintenance Limited complete Phase One of the Improvement Works with White Horse Contractors Limited as first reserve and Steven Pask Limited as second reserve.

A report was circulated from TTS – Drainage Consultation with a recommendation that CH Grounds Maintenance Limited complete Phase One of the Improvement Works with Speed Cut Contractors Limited as first reserve and Whitehorse Contractors Limited as second reserve. TTS had purely looked at the works from a financial point of view.

Information had been received confirming that C H Grounds Maintenance Limited and White Horse Contractors both had fixed prices. Also that C H Grounds Maintenance was to work from a fenced compound.

Discussion took place regarding the difference between TTS recommendation and the Working Group. It was explained by Cllr Allen that the reason for the group discounting Speedcut was because some requested documentation was not received with the tender.

Cllr Powell wished to record that he was disappointed that TTS figure used for budgeting was almost doubled by some tenderers. Also, that more local companies had not been used as previously stated.

Cllr Hawkins felt that this was the most simple stage of the works and proposed that Danbury Parish Council accept C H Grounds Maintenance for Phase One of this Contract. In the event of failure to make agreement with them White Horse Contractors are to be used as an alternative.

A vote was taken 7 were for the proposal, 1 against and 1 abstained therefore the following resolution was made.

RESOLVED: that a) Danbury Parish Council appoint C H Grounds Maintenance for Phase One of this Contract in the sum of £14,185.50 plus VAT.  
b) in the event of failure to make agreement with them White Horse Contractors be used as an alternative in the sum of £17,937.85 plus VAT.

**175 Specifications for tenders for Phases Two and Three**

Unfortunately the Drainage and Car Park Work Group had been unable to look at the further specifications. It was thought that the map/drawings should be available to compare the works against. Unfortunately they had not been received in time. A further Working Group Meeting was planned for Tuesday 22<sup>nd</sup> April, 2008. This was to try and keep to the timescale for opening the next set of tenders. It is hoped to look at both phases but Phase three has to be agreed by Parish Council before this can go out to tender.

RESOLVED: that a Drainage and Car Park Working Group Meeting takes place on Tuesday 22<sup>nd</sup> April, 2008 at 10.00 a.m. at the Parish Office.

The Vice Chairman of the Council wished the Clerk formally thanked for all her hard work as regards this project.

Business having been concluded, the Chairman closed the meeting at 8.45 p.m.

Signed: ..... Chairman

Date: .....