



GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to the Parish Clerk on clerk.gupc@outlook.com
Tel: 0787 368 3043 Web Site: <https://www.gupc.org.uk/>

EXTRA-ORDINARY MEETING		MUGA Supplier Selection Meeting	
Held on: 1 st July 2021 at: 19:00hrs		Location: GU VH	
Attending: GU Parish Council Cllrs A. Benfield, P. Jackman, L. Fealey, C. Scanlon, Clerk			
Apologies: Cllr Moloney			
01	Purpose of Meeting	to select a preferred supplier for realisation of a Multi Use Games Asset (MUGA) at the VH complex.	
02	Scope of Meeting	to consider responses to an invitation to tender from suppliers received by the closing date of 21 st June 2021	
03	Background Overview.	Council has resolved to pool S106 money accruing from several developments in the village to provide a community asset for the health & wellbeing of residents.	
04	Executive Summary	<p>As the project would be in excess of £25000, it is subject to Regulations 109-114 of the Public Contracts Regulations 2015 and Council Standing Orders, para18, Financial Controls & Procurement. Therefore, an invitation to tender was published to the GOV.UK Contract Finder web portal on 7th June 2021, with a closing date of 21st June 2021.</p> <p>By the closing date, 11 responses had been received, of which 4 followed up with proposals and quotes. All were responded to no later than 21st June 2021.</p> <p>All quotes and supporting documentation were considered against a set of standard selection criteria, to ensure objectivity, and this resulted in a unanimous approval of the final selection.</p> <p>The selected supplier was proposed by Cllr Benfield, seconded by Cllr Fealey and voted unanimous.</p>	
05	Matters Arising.	<p>Cllr Jackman had developed a standard selection criteria process for consistency and objectivity and this was followed without prejudice. It was agreed this to be incorporated into Standing Orders Para 18, Financial Controls & Procurement.</p> <p>Cllr Jackman confirmed that S106 rules specified the selected supplier could not be notified until County had authorised release of already approved funds.</p> <p>There was some concern over the lead times being quoted – all currently estimating start 8 weeks [September] from award. It was hoped some improvement could be agreed.</p> <p>Removal of spoil was considered a major factor – one supplier advising it would be removed in its covering letter but would be graded & seeded in its quote.</p> <p>The provision of a weatherproof footpath access was considered a major factor - Cllr Fealey querying the drainage specification of a supplier. Cllr Benfield agreed to query.</p>	
06	Actions arising.	<ul style="list-style-type: none">(a) Cllr Jackman to notify County of decision & to query any flexibility in release of S106 funding in line with invoices.(b) Cllr Benfield to explore any possibility of an improvement in pricing, an improvement in lead time to start & to clarify drainage arrangements with the selected contractor.(c) Cllr Benfield to notify Project Manager of decision for immediate liaison with selected contractor.(d) Clerk to post minutes to web site.	

Signed as a true & accurate record, Cllr Benfield, Chairman presiding.

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