

Report to:	Cabinet	Date of Meeting:	Thursday 6 th September 2018
Subject:	Tender - Arboricultural Works Contract		
Report of:	Head of Locality Services - Commissioned	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Locality Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

The report seeks Cabinet's approval to procure a new contract for arboricultural works, and to award the contract based on the lowest priced tender that meets all pre-determined minimum quality requirements.

Recommendation(s):

That Cabinet approve:

- (1) The procurement of a new contract for arboricultural works
- (2) The basis for the evaluation of tenders received.
- (3) To delegate authority to the Head of Locality Services - Commissioned, in consultation with the Cabinet Member – Locality Services, to award the contract upon completion of the procurement process.

Reasons for the Recommendation(s):

The existing contract is due to expire. Establishing a replacement contract will provide the Council with sustainable arrangements for commissioning arboricultural work on a planned and responsive basis. It will avoid indirect costs that are likely to be incurred from procuring such work on an ad-hoc basis and provide a service in response to emergencies or call-outs outside of normal office hours.

Alternative Options Considered and Rejected: (including any Risk Implications)

Not to replace the existing contract would result in arboricultural work having to be undertaken in an adhoc way, outside of a framework contract, which would result in increased costs.

What will it cost and how will it be financed?

(A) Revenue Costs

The expenditure incurred for work required via the new contract will be contained within the annual revenue budget provided, taking into account any agreed changes to the budget that may apply in future. The 2018/19 Green Sefton budget for trees will be used to provide an indicative value of expenditure for this contract over the five year period. Which on this basis will be in the region of £1.2m subject to any future changes to the revenue budget, however the contract will not commit the Council to any level of expenditure or volume of work.

(B) Capital Costs

n/a

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets): There are no resource implications
Legal Implications: There are no legal implications
Equality Implications: There are no equality implications.

Contribution to the Council’s Core Purpose:

Protect the most vulnerable: not applicable
Facilitate confident and resilient communities: not applicable
Commission, broker and provide core services: Managing the tree stock within Sefton is imperative to keeping the highway safe.
Place – leadership and influencer: not applicable
Drivers of change and reform: not applicable
Facilitate sustainable economic prosperity: not applicable
Greater income for social investment: not applicable

Cleaner Greener; Assists the management of the tree stock within Sefton

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5248/18) and Head of Regulation and Compliance (LD4472/18) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

not applicable

Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting

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Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

Introduction/Background

1. The existing arboricultural term contract has been in place since 2014 and is due for renewal at the start of June 2019.
2. The work covers all aspects of tree maintenance on the adopted highway (approximately 30,000 trees) and within parks and open spaces (approximately 60,000 trees). It includes a variety of operations to keep the tree stock safe and healthy, and minimise the risk of injury to residents and visitors.
3. The contract includes the provision of a 24-hour, 365 days a year emergency/out of hours call out service.
4. The contract is funded predominantly by revenue budgets from the Green Sefton Service. It is important to note that the current budgets provide for identified health and safety related tree maintenance work only. Due to the nature of this work it is not

possible to determine the amount or type of work that will be required in each financial year, therefore expenditure will be determined by the annual revenue budget that is available, which may vary in future.

Tender Process

5. The value of the contract will exceed the European Union spend threshold for Goods or Services of £181,302. With the assistance of the Council's Procurement Unit the exercise will be conducted using an Open Procurement Procedure managed via the Council's electronic opportunities portal The Chest.
6. Due to the partially unpredictable and reactionary nature of managing the Council's tree stock and because the contract is entirely budget led, the works will be tendered on a schedule of rates basis. The schedule of rates approach is necessary as this type of work cannot be quantified in advance.
7. The Arboricultural works contract will be for a 5 year period.

Tender Evaluation

8. The tender evaluation process will be undertaken by a panel of senior officers who will check to ensure that tenders meet the Council's pre-determined essential minimum quality standards.
9. The evaluation will be undertaken in three parts. The objective of the first stage will be to assess all tenders against a number of selection criteria, designed to assess Tenderers' general suitability as a potential service provider.
10. All Tenders which pass the first stage will proceed to the second stage of the process, where tender submissions shall be evaluated against the quality award criteria to ensure that the Council's essential minimum quality standards are met.
11. Only those bids that have passed the rigorous assessments at the first and second stage will be subsequently assessed on price.
12. The financial submissions will be fully assessed and numerical checks undertaken as part of the tender evaluation process, a sample Bill of Quantities will be used for evaluation purposes only. This process will run alongside the process above but will only be considered once the tenderer has passed the quality criteria.
13. Following completion of the three stage assessment, the most economically advantageous tender taking into account both quality and price will identify a preferred tenderer.
14. A meeting will be undertaken with the preferred tenderer to ensure due diligence. At this stage discussions will take place to discuss the assurances made within the quality submission.
15. Subject to the outcome of the above consultation will then take place with the Cabinet Member Locality Services prior to the contract being awarded.

16. Indicative Timescale

October 29th 2018	OJEU Notice Published
October 29th 2018	ITT Published
November 30 th 2018	Deadline for Tender Submission
30 th November 2018 – 31 st January 2019	Evaluation of responses
W/C 4 th February 2019	Moderation and selection of preferred bidder and due diligence check.
14 th February 2019	Notification of Intention to Award and start of the 10 day standstill period
15 th February – 25 th February 2019	Mandatory Standstill
1 March 2019	Issue contract for signature
1 st June 2019	Contract start date