

**Chiltern District Council
Cabinet - 12 December 2017**

SUBJECT:	<i>Grounds Maintenance & Associated Services for CDC & SBDC</i>
REPORT OF:	<i>Cabinet Portfolio Holder - Councillor Smith</i>
RESPONSIBLE OFFICER	<i>Head of Environment, Chris Marchant</i>
REPORT AUTHOR	<i>Kevin Kelly, Facilities Manager, 01494 586814 kkelly@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of report

To agree to award a new contract for the supply of grounds maintenance and associated services, from 1st April 2018 for Chiltern and South Bucks District Councils.

Recommendations

- 1. That the joint contract for the supply of grounds maintenance and associated services as described in the contract documentation, be awarded to the contractor who has submitted the highest scoring tender as described in Part 2 of the Officers' report to commence on 1 April 2018 for an initial period of 6 years (subject to extension as provided for in the contract) at the price set out in the said report;**
- 2. That Authority be granted to the Head of Environment in consultation with the Head of Legal and Democratic Services to approve the detailed terms of the contract; and**
- 3. That the decision be conditional upon South Bucks District Council making a similar decision to award the contract to the contractor who has submitted the highest scoring tender.**

2. Executive summary

The Councils' two current contracts for the supply of grounds maintenance services across five areas finish on 31st March 2018; 1. SPMG, 2. Cemeteries, 3. Car Parks, 4. Green Spaces and 5. Winter Weather Work. The incumbent suppliers are:

- Gavin Jones, deploys five full-time gardeners to supply services to SPMG
- John O'Conner (Grounds Maintenance) Limited deploys up to four operatives as necessary to supply services to both SBDC and CDC for Cemeteries, Car Parks, Green Spaces and Winter Weather Work

To secure the supply of grounds maintenance services from 1st April 2018, and after a thorough procurement, the Evaluation Panel (the Panel) recommend the award of one contract to the highest scoring bidder for up to a maximum of ten years. The initial

duration would be six years with the option to extend for another four, subject to results and performance.

The tendered price is for a programme of planned work over the maximum ten-year duration, for the five lots, based, along with their equipment, at the SPMG workshop.

The contract also covers reactive work, some which would be included in the tendered price when sufficient capacity and suitable expertise is available from the dedicated pool of labour. In addition, the contract provides for the supply of associated specialist services, such as tree inspections and surgery, and the installation of street name plates.

The current spend (budget) is £3,380,000 for 10 years. Additional consumables are estimated to be £50,000 per year (£500,000 over 10 years). Officers expect the new contract to achieve a cash saving of approximately £45,000 a year, potentially £450,000 over the maximum ten-year duration.

3. Reasons for recommendations

To secure a flexible and efficient supply of grounds maintenance services that will satisfy the needs of those who expect to benefit from the use and visual appeal of SPMG and the Councils Cemeteries, Car Parks and Green Spaces.

4. Content of report

Background

The two incumbent suppliers predominately supply grounds maintenance services using a planned programme of work.

- John O’Conner Cemeteries, Car Parks, Green Spaces and Winter Weather Work
current duration 1st April 2010 to 31st March 2018
extensions three years from 1st April 2015
est. 12 mth spend £48,000 (SBDC – 2017/18)
est. 12 mth spend £77,000 (CDC – 2017/18)
- Gavin Jones Stoke Poges Memorial Gardens (SPMG)
current duration 1st December 2017 to 31st March 2018¹
previous duration 1st December 2007 to 30th November 2017
previous extensions four years from 1st December 2013
est. 12 mth spend £200,000 (SBDC)

They also supply additional grounds maintenance services to satisfy specialist or reactive needs to each area if, at the time of the need, the necessary capacity or relevant expertise is not available. Such services include:

- tree inspections by a qualified Arborist (est. 2017/18 £ 4,000)
 - tree surgery by a qualified Arborist (est. 2017/18 £25,000)
 - installation of street name plates (est. 2017/18 £ 3,500)
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Suggested solutions

The most effective solution would be one supplier to supply all the Councils' grounds maintenance services in five lots; 1. SPMG, 2. Cemeteries, 3. Car Parks, 4. Green Spaces and 5. Winter Weather Work

Officers recommended the award of a contract for an initial six years with, at the Councils' discretion, an option to extend for another four years, a maximum duration of ten years. The award of one contract would result in a dedicated pool of operatives, as employees are eligible to transfer under the TUPE regulations (from Gavin Jones and from John O'Conner).

Adverts in the OJEU and Contracts Finder resulted in 14 Requests to Participate. On evaluation five were valid and achieved an evaluation score over the minimum threshold. These five potential suppliers were invited to return a tender. Two of the five pulled out, the remaining three potential suppliers returned valid tenders. The result of officers' evaluation of these tenders was to invite all three to present their tenders on 22nd November 2017. The evaluation of tenders, preparation for the presentations and the presentations themselves enabled officers to clarify any ambiguous or important aspects of each tender and presentation.

The result of officers' evaluation is a recommendation for the Councils to award a contract for the supply of grounds maintenance and associated services over five lots to the highest scoring bidder. The contract would start on 1st April 2018 and run to 31st March 2024 for an initial six years, with a possible four-year extension from 1st April 2024 to 31st March 2028.

5. Consultation

No internal consultation was necessary. The responsibility to consult with employees eligible to transfer under the TUPE is that of the two incumbent suppliers.

6. Options

The evaluation panel decided to award one contract, the background is contained in the part 2 of the report.

7. Corporate implications

This report encompasses:

- **Finance**; there are no material financial impacts or considerations as we expect the contract to be cost neutral and at best achieve a small saving
- **Legal**; while intimately involved throughout the procurement process they would scrutinise and approve the final contract, after approval and before being signed

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- **Environment**, there would be an increased focus on habitats, the purchase, use and consumption of chemicals, disposal and recycling of waste, especially green waste

8. Links to Council Policy Objectives

This matter contributes to the Councils objective of supplying cost-effective, customer focused services.

9. Next step

Following the approval of Delegated Authority to the Head of Environment the proposed supplier will have time to prepare and mobilise for the contract starting on 01.04.2018

Background Papers:	None other than those referred to in the report
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