

Decision by Portfolio Holder



**Epping Forest
District Council**

Report reference: SGT-004-2016/17

Date of report: 25 April 2017

Portfolio: Safer, Greener and Transport

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Subject: Award criteria for the tender assessment of the contract for the installation and maintenance of small street furniture

Decision:

- (1) To agree a three year term, for the contract for the installation and maintenance of small street furniture that is the responsibility of the District Council; and
- (2) To set the award criteria as the most economically advantageous, on the basis of a 70% / 30% price / quality evaluation.

ADVISORY NOTICE: <i>A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest. A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.</i>	
I have read and approve/do not approve (delete as appropriate) the above decision: Comments/further action required: Signed: Councillor G Waller Date: 25 th April 2017	
<i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i> N/A	<i>Dispensation granted by Standards Committee:</i> Yes/No or n/a N/A
Office use only: Call-in period begins: 28/04/2017	Expiry of Call-in period: 05/05/2017

**After completion, one copy of this pro forma should be returned to
Democratic Services IMMEDIATELY**

Reason for Proposed Decision:

To carry out works to all the street furniture fixtures that are the Council's responsibility for example litter bins, benches, bus shelters and street name signs. The current contract comes to an end in September 2017 and it is necessary to tender for a future street furniture contract.

Other Options Considered and Rejected:

To not tender for a term contract and employ contractors as and when required. This will present operational difficulties as availability of contractors to deal with urgent and emergency work can not be guaranteed. By not combining all the small works the Council will lose an opportunity to achieve efficiencies offered by economies of scale.

Background Report:

1. The Council maintains street nameplates, bus shelters, litter bins, benches and notice boards across the district that are on Council land. Regular repair and maintenance works are required to keep the street furniture in good condition. The nature of repair work ranges from minor painting work to the installation of a new bus shelter.
2. The previous maintenance contract, awarded to Wedge Contracts Limited, is coming to an end on 7th September 2017. It is now necessary to commence the process for awarding a new contract.
3. The types of work carried out under this contract would vary and it is not possible to prepare a definitive list of works required during a year which would depend on, for example, vandalism, wear and tear and accidental damage.
4. It is proposed that a 70% / 30% price / quality ratio be applied to the tender evaluation process. For the purposes of seeking best value and comparison of tenders all bidders will be asked to price individual items of work. These prices will then be multiplied to the average quantities of work carried out over the last financial year. The resulting total value will be the price of the bid, for the purposes of the tender evaluation.
5. The actual value of works carried out during any given year may be different than the price of the bid described at para (4) above. The yearly costs would vary depending on the type of work required (eg weather damage, accident damage, vandalism, normal wear and tear, routine maintenance etc.).
6. The proposed contract term allows a competitive exercise to be carried out every three years, sufficient interval to test the market, without comprising service continuity or responses to emergencies.

Resource implications:

No additional funding will be required. The contract is based on a schedule of rates and the yearly expenditure varies. There is no reason to seek additional funding and the budget for 2017/18 is £55,600 which is deemed adequate.

Legal and Governance Implications:

Where the street furniture is in the council's ownership it has a responsibility to keep it safe and fit for use and carry out any necessary maintenance works.

Safer, Cleaner and Greener Implications:

Maintenance of council owned assets by carrying out timely repairs and keeping the street furniture in good condition discourages anti-social behaviour.

Consultation Undertaken:

Essex Procurement Hub for availability of a framework agreement for similar work.

Background Papers:

None.

Impact Assessments:

Keeping the street furniture in good repair reduces the risks of users making personal claims arising from trips and fall etc.

Risk Management:

If the street assets are not kept in a good state of repair the Council could be exposed to claims against it in respect of damage to personal property and/or personal injury claims arising from trips and falls etc.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to the report.

Key Decision: No