

## **EPPING FOREST DISTRICT COUNCIL CABINET MINUTES**

**Committee:** Cabinet **Date:** 22 January 2007

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.10 pm

**Members Present:** Mrs D Collins (Chairman), C Whitbread (Vice-Chairman), Mrs A Grigg, J Knapman, Mrs M Sartin, D Stallan and Ms S Stavrou

**Other Councillors:**

**Apologies:** Councillors A Green and S Metcalfe

**Officers Present:** P Haywood (Joint Chief Executive), J Gilbert (Head of Environmental Services), B Palmer (Head of Finance), A Scott (Head of ICT), I Willett (Head of Democratic Services), R Pavey (Assistant Head of Finance), T Carne (Public Relations and Marketing Officer) and M Jenkins (Democratic Services Assistant)

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### **121. DECLARATIONS OF INTEREST**

Pursuant to the Council's Code of Member Conduct, Councillor Ms S Stavrou declared a personal interest in the following item of the agenda, by virtue of being a member of Waltham Abbey Town Council and Town Mayor and had been involved in discussions with the District Council about street cleansing in Waltham Abbey. The Councillor had determined that her interest was not prejudicial and she would remain in the meeting for the consideration of the item:

- List of Contractors for Inclusion in Waste Management Select List

### **122. REPLACEMENT OF THE LOCAL TAXATION AND BENEFITS ICT SYSTEM**

The Assistant Head of Finance (Revenues) presented a report regarding the replacement of the Local Taxation and Benefits ICT System. On 4 September 2006 Cabinet had approved that, in accordance with the Corporate ICT Strategy, the ICT system for Local Taxation and Benefits (Orbis) should be replaced. Quotations were obtained using the catalist system managed by the Office of Government Commerce.

The indicative contract start date was 1 April 2007. The implementation timetable was for the National Non-Domestic Rates system to be live by 14 January 2008 and the Council Tax and Benefits systems to be live by 1 August 2008. The current Orbis license expired on 30 June 2008 and the final go-live date required a contract extension, which would exceed 3 months.

Expressions of interest from the relevant companies listed within Catalist were sought and the following five responses were received:

- Computacenter (UK) Ltd
- Dell Corporation Ltd
- Northgate Information Solutions UK Ltd

- PC World Business; and
- Probrand Ltd (The IT Index)

After a tendering exercise for the contract the Council received completed tenders from: -

- Computacenter (UK) Ltd
- Northgate Information Solutions UK Ltd; and
- PC World Business

The tender evaluation had identified Computacenter (UK) Limited as the preferred option, due to the following results:

- In the Council's evaluation criteria it had scored the highest;
- The Capita Solution was the preferred solution in terms of quality for both Local Taxation and Benefits;
- The system was equal highest in terms of the technical evaluation; and
- Capita was the only company with experience of converting data from the Council's current system making it the option with the lowest risk.

**RESOLVED:**

- (1) That, subject to contract negotiations, the tender from Computacenter (UK) Limited in the sum of £546,320 (whole life cost over six years) for the procurement and implementation of a replacement Local Taxation and Benefits ICT system be approved;
- (2) That, delegated authority to the Head of Finance to undertake contract negotiations with Computacenter UK Ltd be granted;
- (3) That, in order to supplement the existing IEG grant funding, a capital growth bid in the sum of £69,000 for 2007/08 be made; and
- (4) That, for the appointment of four clerical support officers (Grade 5) on 18-month fixed term contracts, the following revenue DDF growth bids be made:
  - (a) £80,000 for 2007/08; and
  - (b) £40,000 for 2008/09; and
- (5) That, for the provision of maintenance and remote support, the following revenue CSB growth bids be made:
  - (a) £16,050 for 2007/08;
  - (b) £15,929 for 2008/09; and
  - (c) £3,547 for 2009/10.

**Reasons for Decision:**

Computacenter (UK) Limited was the preferred option and was supported by the results of the tender evaluation process. To achieve a successful conversion of data it was essential that sufficient resource was provided for the project and the temporary appointment of the additional clerical posts would achieve this.

**Other Options Considered and Rejected:**

To have selected one of the two alternative tenders, although to have done so would have contradicted the detailed evaluation process.

To have not proceeded with the purchase of a replacement system this time. This was not recommended, as being the only English authority using Orbis placed the Council in a very vulnerable position. A decision not to replace Orbis would mean that the Council would be left with a system that would no longer be supported by the supplier and unable to deal with the frequent changes to benefits and local taxation legislation. This would contradict the Corporate ICT Strategy and would prevent the achievement of priority outcomes required from e-government and t-government initiatives.

**123. EXCLUSION OF PUBLIC AND PRESS****RESOLVED:**

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

| <b><u>Agenda<br/>Item No</u></b> | <b><u>Subject</u></b>   | <b><u>Exempt Information<br/>Paragraph Number</u></b> |
|----------------------------------|---|---|
| 5                                | List of Contractors for<br>Inclusion in Waste<br>Management Select List | 3   |

**124. LIST OF CONTRACTORS FOR INCLUSION IN WASTE MANAGEMENT SELECT LIST**

The Portfolio Holder for Environmental Protection presented a report regarding the approval of a list of contractors to form a waste management select list. As part of the procurement process for the new waste management contract, in accordance with the EU procurement rules, advertisements had been placed in the European Journal inviting companies to seek inclusion on the Council's list. The contract had been split into four lots, and companies could bid for either the entire service or its constituent parts.

The four lots were:

- Refuse collection and recycling;
- Street cleansing;
- Bulky waste collections; and
- Weed spraying.

With the assistance of the Essex Procurement Hub, the contract had been designed as a framework agreement. This would enable other Councils to swiftly draw up a similar contract with the successful company without the need for a formal procurement process, if it was considered beneficial.

Pre-Qualification Questionnaires (PQQs) were sent out to the following eleven companies:

- Accord Operations Ltd;
- Cleanaway/Veolia;
- Connaught Environmental Ltd;
- Cory Environmental Municipal Services Ltd;
- Enterprise MRS;
- Focsa Services (UK) Ltd;
- Grosvenor;
- Languard Ltd;
- Singh (UK) Ltd;
- Sita UK Ltd; and
- Verdant Group Plc

The PQQs required the companies to provide a range of detailed information on matters such as technical ability, health and safety, financial standing etc and also required them to provide reference details of existing and previous contracts.

The returned PQQs had been carefully evaluated by technical, legal, finance and other officers to determine whether the companies should be invited to tender for the waste management contract. Officers had been mindful of the circumstances which led to the demise of the previous contract, where experience and financial standing had been called into question.

Only one company, Languard Ltd, had limited its application to just one lot, that being weed spraying. All other companies had sought inclusion for all four lots. This had resulted in a number of applications being rejected because the companies had been unable to support, either through supplied documentation or via references, their ability to undertake all four service areas. However, where it had been clear that a company was unable to provide some, they had been recommended for inclusion based on that premise. Whilst this would make the final assessment process more complex, it did ensure compliance with the EU procurement rules.

**RESOLVED:**

(1) That the following select list of contractors for the waste management contract be agreed:

(a) for all four lots (refuse collection, recycling, street cleansing & weed spraying):

- (i) Accord plc;
- (ii) Veolia UK Ltd;
- (iii) Cory Environmental Ltd;
- (iv) Enterprise MRS; and
- (v) SITA UK Ltd;

(b) for weed spraying only:

- (i) Languard Ltd;

(c) for street cleansing only:

- (i) Connaught Environmental Ltd;

- (2) That the following applications be rejected:
  - (i) Connaught Environmental Ltd (for all matters save street cleansing)
  - (ii) Focsa Services (UK) Ltd;
  - (iii) Grosvenor;
  - (iv) Singh (UK) Ltd; and
  - (v) Verdant Group plc

**Statement in Support of Recommended Action:**

The EU procurement rules required that unless there were extenuating circumstances, at least 5 tenders would have been issued. The PQQ evaluation process had resulted in 5 companies being recommended for the full service, one for weed spraying alone and one for street cleansing alone. It was noted that not all the companies intended to submit a tender but this was dependent upon the number of tenders in the market place at the time and whether, where the Council had restricted their tender of their inclusion, the company still considered it economically viable to proceed.

**Other Options Considered and Rejected:**

Based on the information in the PQQs and the assessments undertaken, there were no alternative options put forward for consideration.

**CHAIRMAN**