

Report to the Cabinet

Report reference: C-096-2009/10

Date of meeting: 19 April 2010



**Epping Forest
District Council**

Portfolio: Environment

Subject: Outcome of Procurement Process for Major Tree Works Contract

Responsible Officer: John Gilbert (01992 564062).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

To agree to the award of the 5 year Major Tree Works Contract, which commences in August 2010, to Gristwood and Toms (Tree Contractors) Ltd, being the company who achieved the highest score on the Price : Quality Criteria in the Tender evaluation for this contract.

Executive Summary:

The Tender for the Major Tree Works Contract was returned in February 2010. The tenders have been evaluated as per the Quality: Price criteria as agreed by Cabinet on 7 September 2009. The company Gristwood and Toms (Tree Contractors) Ltd have scored the most points and therefore it is recommended that on a most economically advantageous basis they are awarded the contract which runs for 5 years with the option of a 2 year extension. The contract will commence on 1 August 2010. It is a schedule of rates (SOR) based contract.

Reasons for Proposed Decision:

Under the evaluation criteria the company was proven to be the most economically advantageous under the Quality: Price basis.

Other Options for Action:

To award to another company. This would not fulfil the requirements of Contract Standing Orders and the procurement process.

Report:

1. The present Major Tree Works Contract is due to expire in July 2010. The procurement timetable procedure and evaluation criteria were agreed in the report to Cabinet on 7 September 2009.
2. A total of sixteen companies returned the Pre-qualification questionnaires (PQQ) and these were evaluated. This reduced the numbers to eight companies who were sent the Invitation to Tender (ITT).
3. Seven companies returned tenders and these were evaluated with the assistance of the Essex Procurement Hub. The evaluation was based on a 60 : 40 split between Price and

Quality and the table below shows the outcome.

| Supplier | Question | | | | | | | | | | Quality Total | Price Total | Total |
|------------------|----------|---|---|---|---|-----|-----|-----|---|-----|---------------|-------------|-------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
| Fletchers | 5 | 2 | 8 | 4 | 2 | 1.8 | 0.8 | 1.6 | 4 | 2.8 | 32.0 | 37.0 | 69.0 |
| P R Newson | 5 | 2 | 8 | 4 | 0 | 2.4 | 0.8 | 1.6 | 4 | 5.6 | 33.4 | 0.0 | 33.4 |
| Civic Trees | 5 | 2 | 8 | 4 | 2 | 1.8 | 1.6 | 1.2 | 4 | 4.2 | 33.8 | 49.1 | 82.9 |
| London Forestry | 5 | 2 | 8 | 4 | 0 | 1.2 | 1.6 | 0.4 | 4 | 4.2 | 30.4 | 34.5 | 64.9 |
| Connick | 5 | 2 | 8 | 4 | 2 | 2.4 | 1.6 | 1.6 | 4 | 5.6 | 36.2 | 28.9 | 65.1 |
| Gristwood & Toms | 5 | 2 | 8 | 4 | 2 | 3 | 1.6 | 1.6 | 4 | 4.2 | 35.4 | 60.0 | 95.4 |
| City Suburban | 5 | 2 | 8 | 4 | 2 | 2.4 | 1.2 | 1.6 | 4 | 4.2 | 34.4 | 44.8 | 79.2 |

4. The successful contractor was Gristwood and Toms, who are our present service provider. They are a Hertfordshire based company but operate from a base in Waltham Abbey for the purposes of this contract.

Resource Implications:

The contract is on a Schedule of Rates basis and work is issued via works orders. One off works outside the schedule of rates specification will be subjected to alternate three-quote system. A number of elements of the work have changed but the new Schedule of Rates has been compared where possible to the present Schedule or Rates and this shows an average decrease of 13.76%. The annual budgets for the works remain the same which means that there maybe the ability to undertake more tree maintenance in the year thus eliminating the need for the waiting list of work which has occurred in previous years due to budget limitations.

Legal and Governance Implications:

The Tendering procedure has been carried out as under the contract standing orders and OJEU requirements. The specification and evaluation of PQQ and ITT ensures the works as undertaken by a reputable company, in a safe manner and represents best value for the local taxpayers.

Safer, Cleaner and Greener Implications:

The specification ensures that the tree assets of the district that come under the responsibility of Epping Forest District Council are managed in the correct and most economical way by including such items as:

- Experience/training of staff undertaking the work.
- Appropriate plant and equipment provision.
- Site Management.
- Health and Safety.
- Road Traffic Management.
- Working Hours.
- Reinstatement works.
- Tree surgery designation.
- Emergency works.
- Complaints and faults.
- Tendered SOR.

Consultation Undertaken:

Essex Procurement Hub.

Background Papers:

OJEU Notice
PQQ
ITT
Tender documents returned
Evaluation papers
Committee reports

Impact Assessments:

Risk Management

Arboricultural work can be highly dangerous if undertaken by inexperienced staff or with inferior plant and equipment. For this reason the specification is carefully worded so as to fully explain the Council's requirement on this contract and thus minimise the Risk to the Council from third party injury.

Equality and Diversity:

Equality and Diversity questions were part of the PQQ documentation and subsequent evaluation.

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

Equality Impact Assessment screening for the Tree Service has been completed and is included in the three year programme for 2011/12 as it has not been shown as high priority compared to other services in the Directorate.