

## CABINET

21 March 2017

### TREE MAINTENANCE CONTRACT

Report of the Director for Places (Environment, Planning & Transport)

Strategic Aim:	Sustainable Growth	
Key Decision: Yes	Forward Plan Reference: FP/270117/01	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr T Mathias, Leader, Portfolio Holder for Finance and Places (Highways, Transport and Market Towns)	
Contact Officer(s):	Dave Brown, Director for Places (Environment, Planning & Transport)	01572 758461 dbrown@rutland.gov.uk
	Neil Tomlinson, Senior Highways Manager	01572 758342 ntomlinson@rutland.gov.uk
Ward Councillors	Not applicable	

#### DECISION RECOMMENDATIONS

That Cabinet:

1. Approve the proposed evaluation methodology for the tree maintenance contract as set out in Appendix 1.
2. Delegate authority to award the contract in accordance with the evaluation criteria to the Director for Places (Environment, Planning and Transport) in consultation with the Leader and Portfolio Holder for Finance and Places (Highways, Transport and Market Towns).

## **1 PURPOSE OF THE REPORT**

- 1.1 To consider the evaluation methodology for the replacement tree maintenance contract.

## **2 BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1 The existing tree maintenance contract commenced in 2010 and is a shared service contract with Charnwood, Melton and Harborough District/Borough Councils. The contract will end on 9<sup>th</sup> October 2017.
- 2.2 New arrangements are required to for this service. There are no significant changes proposed to the contract specification or operational arrangements.

### **PARTNERS**

- 2.3 Melton Borough Council will also be using this contract to procure a small amount of tree maintenance works (circa £10-15k per annum).
- 2.4 Charnwood Borough and Market Harborough District Councils have already re-procured through an alternative route.

## **3 ALTERNATIVE OPTIONS**

- 3.1 The Council could choose not to carry out this work. Cabinet approved a tree policy on 5<sup>th</sup> January 2016. In addition trees being an important conservation and amenity resource, it was noted that the Council has a duty of care with regard to hazard abatement of its tree stock. This duty is laid down in the Occupiers Liability Acts of 1957 and 1984, the Highways Act 1980, the Local Government (Miscellaneous Provisions) Act 1976 and the Health and Safety at Work Act 1974.
- 3.2 The Council could place orders for individual tree works as required. This is likely to cost significantly more and require more officer time than the proposed contract.

## **4 FINANCIAL IMPLICATIONS**

- 4.1 The contract value is in the region of £130k per annum including Melton Borough Council's work and will be awarded on a 5 year plus 5 year extension basis. The proposed evaluation process will be split 60/40% in terms of quality/price.

## **5 LEGAL AND GOVERNANCE CONSIDERATIONS**

- 5.1 The procurement process will be a single stage open tender process under the EU procurement regulations. The Council's contract procedure rules require Cabinet to approve the methodology for evaluating tenders that exceed the EU thresholds. Cabinet are also required to authorise the award of the contract. It is proposed that awarding the contract in accordance with the evaluation criteria is delegated to the relevant Director for Places in consultation with the relevant Portfolio Holder.

## **6 EQUALITY IMPACT ASSESSMENT**

- 6.1 Equality impact screening indicates that an equality impact assessment is not required.

## **7 COMMUNITY SAFETY IMPLICATIONS**

7.1 None

## **8 HEALTH AND WELLBEING IMPLICATIONS**

8.1 None

## **9 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

9.1 The recommendation is that Cabinet approves the proposed evaluation methodology for the replacement tree maintenance contract (attached as Appendix 1) using a 60/40 quality/price split. This weighting will ensure a good quality service whilst mitigating the risk of any adverse financial impact on the Council.

## **10 BACKGROUND PAPERS**

10.1 There are no additional background papers to the report

## **11 APPENDICES**

11.1 Appendix 1 – Proposed Evaluation Methodology for Tree Maintenance Contract

**A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.**

## Tree Services Contract 2017

## Model Evaluation Schedule

Question	Criteria	Weightings
	<b>Corporate</b>	
1a	Company Management	Please provide a corporate structure chart showing the management, supervision, administrative, and arboricultural teams you propose to put in place to undertake the required work. Please state the roles of the members forming the arboricultural teams (e.g. team leader, climber, aerial rescue). 5.0%
1b	Company Resources	Please list the vehicles, plant and equipment you will utilise for the servicing of this contract, including age/maintenance schedule of each item? 5.0%
		<b>10.0%</b>
	<b>Operations &amp; Service Delivery</b>	
1c	Quality	This contract has a high focus on quality and where possible added value. Please describe how you can demonstrate your company's commitment to arboriculture through innovation, best practice and ways in which you can assist the Council in ensuring a high quality service. 10.0%
1d	Capability	Please provide information on how your organisation will ensure that all works are carried out in accordance with good working practises. Include information on staff supervision and quality control. 10.0%
		<b>20.0%</b>
	<b>Health, Safety &amp; Environmental</b>	
1e	Working Practises	Please provide the method statement for undertaking a section fell to an ancient English oak with significant dead branches within the upper canopy and a broad spreading canopy, which is immediately adjacent to a busy dual carriageway? 5.0%
1f	Safety	Please complete a risk assessment for the above example complete with control measures? 5.0%
1g	Environmental & Safety	Please give examples of when you would order your team to stop the above operation either during or prior commencement? 5.0%
		<b>15.0%</b>
	<b>Staff</b>	
1h	Staffing Arrangements	Please list the relevant qualifications and arboricultural experience of all staff members who will be involved in the delivery of the contract. You may be asked to provide copies of any qualifications you list. 5.0%
1i	Workforce Development	Please describe how you ensure your staff's Continual Professional Development. Include information on any internal and external training to which staff members have access. State the training which would be provided to the trainee/apprentice employed as part of this contract. 5.0%
		<b>10.0%</b>
	<b>Social Impact and Prosperity</b>	
1j	Local Impacts	What local employment and engagement impacts will the Contractor deliver? 2.5%
1k	Local Employment	What elements of the Contract Schedule and Tree Work Operations, if any, do you propose to use local-sub contractors and if so please identify those elements. 2.5%
		<b>5.0%</b>
	<b>Quality</b>	<b>60.0%</b>
2	<b>Price</b>	<b>40.0%</b>
	<b>Total</b>	<b>100.0%</b>