

Cabinet Agenda



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Date: 13 October 2011
Website: www.whitehorsedc.gov.uk

A meeting of the Cabinet

will be held on Friday 21 October 2011 at 10.05am or on the rising of South Oxfordshire District Council's Cabinet meeting held at 10am in the Council Chamber, The Abbey House, Abingdon, OX14 3JE

Cabinet Members:

Councillors

Matthew Barber (Chairman)
Roger Cox (Vice-Chairman)
Yvonne Constance
Reg Waite
Elaine Ware

A large print version of this agenda is available. In addition any background papers referred to may be inspected by prior arrangement.

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let the Democratic Services Officers know beforehand and they will do their very best to meet your requirements.

A handwritten signature in black ink, appearing to read 'M Reed'.

Margaret Reed
Head of Legal and Democratic Services

Members are reminded of the provisions contained in the code of conduct adopted on 30 September 2007 and standing order 34 regarding the declaration of personal and prejudicial interests.

Agenda

Open to the Public including the Press

Map and vision

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A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp

The council's vision is to build and safeguard a fair, open and compassionate community.

1. Apologies for absence

To receive apologies for absence.

2. Declarations of interest

To receive any declarations of personal or personal and prejudicial interests in respect of items on the agenda for this meeting.

3. Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

4. Statements, petitions, and questions relating to matters affecting the Cabinet

Any statements, petitions, and questions from the public under standing order 32 will be made or presented at the meeting.

5. Adjournment of meeting

To adjourn the Cabinet meeting to allow an informal meeting to take place with South Oxfordshire District Council's Cabinet members to discuss the grounds maintenance contract.

6. Grounds maintenance contract

(Pages 5 - 9)

To consider report 33/11 of the head of corporate strategy.

In accordance with paragraph 15(j) of the council's Overview and Scrutiny Procedure Rules, the Scrutiny Committee chair has agreed that this is an urgent matter and therefore is not

subject to call-in.

7. Exclusion of the public, including the press

The chairman to move that in accordance with Section 100A(4) of the Local Government Act 1972, the public, including the press, be excluded from the remainder of the meeting to prevent the disclosure to them of exempt information, as defined in Section 100(I) and Part 1 of Schedule 12A, as amended, to the Act when the following item is considered:

Grounds maintenance contract

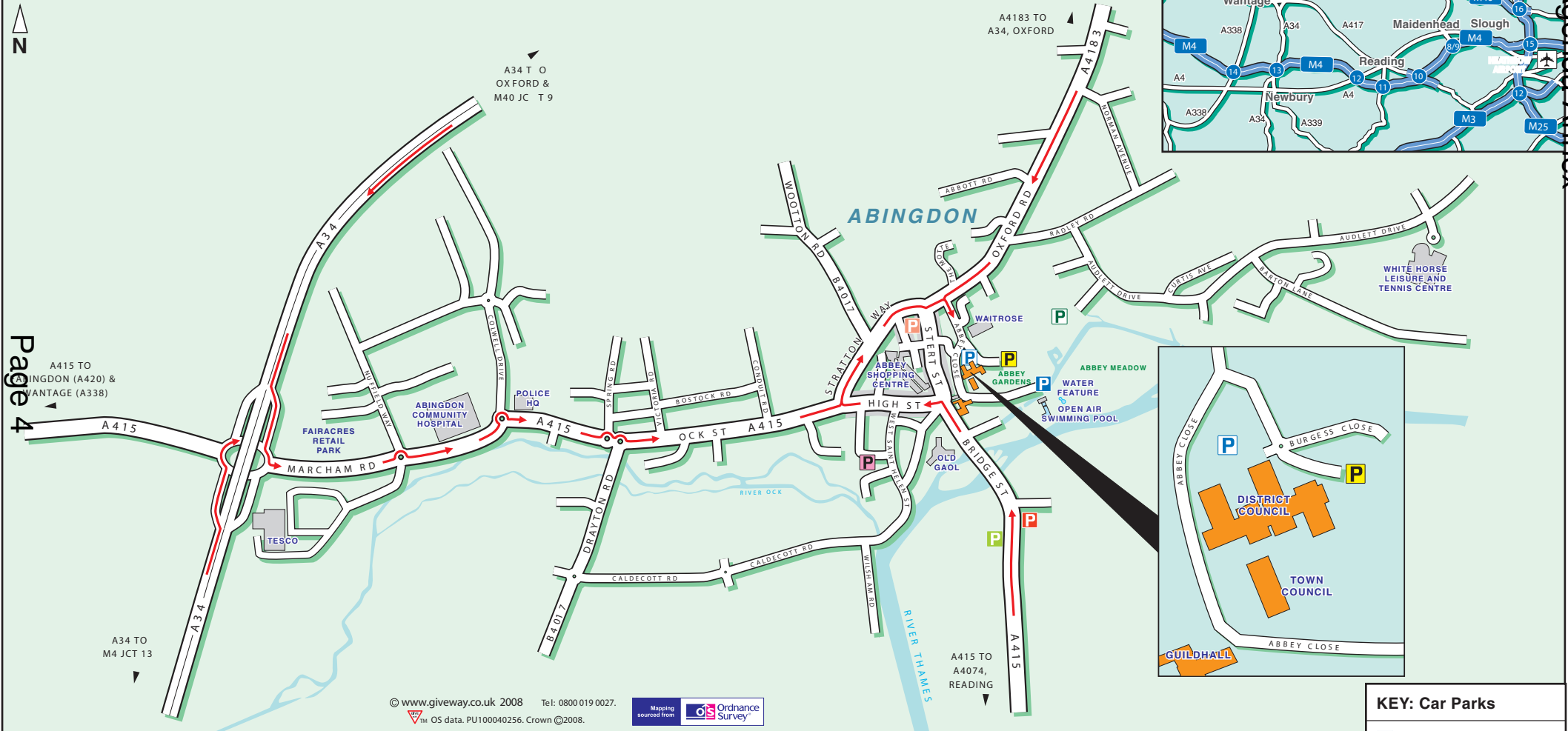
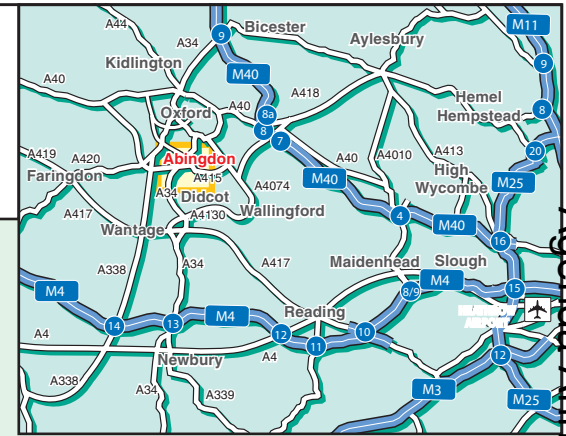
(Category 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

Exempt information under section 100A(4) of the Local Government Act 1972

8. Grounds maintenance contract

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To consider the exempt information contained in the appendix to report 33/11.



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OS data. PU100040256. Crown ©2008. Mapping sourced from Ordnance Survey

KEY: Car Parks

	Abbey Close
	Cattle Market
	Charter Multi-storey
	Civic
	Rye Farm
	Hales Meadow
	Audlett Drive
	West St Helen Street

By rail – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit www.nationalrail.co.uk or call 08457 484950

By bus – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council’s website at www.oxfordshire.gov.uk. Contact details for bus operators can be found on the travel information pages on our website www.whitehorsedc.gov.uk

Parking – details of car parks charges can be found on our website

Cabinet Report



Report of Head of Corporate Strategy

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Wards affected: All

Cabinet member responsible: David Dodds

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To: CABINET

DATE: 21 October 2011

Report No. 33/11

Cabinet member responsible: Reg Waite

Tel: 01235 861779

E-mail: reg.waite@whitehorsedc.gov.uk

To: CABINET

DATE: 21 October 2011

Appointment of suppliers to the grounds maintenance framework agreement and a supplier for the councils grounds maintenance service

Recommendation(s)

- (a) That Cabinet appoints suppliers one, three, five, six and eight to a framework agreement for the provision of grounds maintenance services.
- (b) that Cabinet appoints supplier eight to a joint contract for South Oxfordshire and Vale of White Horse district councils for the supply of grounds maintenance services for a five year period with the option to extend for a further three years.
- (c) that Cabinet authorises the head of service for corporate strategy in consultation with the head of legal and democratic services to finalise terms and conditions and enter into contracts on each councils behalf.
- (d) that Cabinet delegates authority to the head of corporate strategy in consultation with the relevant cabinet member to extend the joint contract for a period of three years, subject to satisfactory performance.

Purpose of Report

1. This report recommends that cabinet approves the appointment of five suppliers to a grounds maintenance framework agreement from which one is appointed, via a single

drawdown contract, for the delivery of the councils' joint grounds maintenance service.

Strategic Objectives

2. The proposed contract award contributes to the shared strategic objective of managing our business effectively by making a financial saving for the councils whilst providing a service that meets the needs of our residents.

Background

3. The current grounds maintenance contracts at both authorities end in December 2011 following two year extensions and therefore a procurement exercise was required in order to continue providing this service. A report was presented to cabinet earlier this year where a joint specification was approved.
4. To ensure officers were clear on the most appropriate procurement route, advice was sought from the councils' procurement hub officer. We also took advice from the cabinet office, who confirmed that grounds maintenance is a Part B service and therefore did not need to be advertised in the Official Journal of the European Union (OJEU) publication. However, in order for other Oxfordshire organisations to be able to buy into the service we were advised that we should establish a framework agreement rather than follow the traditional single contract tendering route.
5. The authorities are procuring this framework agreement under the councils' restricted tender process in accordance with the EU directive 2004/18 as required by the UK Public Contracts Regulations 2006. The recommendation is to appoint five suppliers to the framework agreement.
6. By establishing a framework agreement it allows Other Contracting Bodies (OCB's) the option to purchase the service either by direct award or following mini competition from any of the suppliers appointed to the framework. Other OCB's that have expressed an interest in using the framework agreement are the other district councils including Oxford City , Oxfordshire County Council, parish councils, schools and colleges and members of Oxfordshire Community and Voluntary Action group.
7. From the five suppliers appointed to the framework agreement officers recommend awarding, via a single drawdown contract, a five year contract with an option to extend for a further three years. This contract should be awarded to the supplier offering the most economically advantageous tender to South Oxfordshire and Vale of White Horse district councils.

Procurement process

8. The first stage of the process was to advertise for expressions of interest. In total 17 suppliers submitted completed pre-qualification questionnaires in June 2011. These were evaluated according to technical capacity, professional ability and financial standing.
9. Nine suppliers were short listed and issued with invitations to tender with a return date of 14 September 2011. Eight tenders were submitted.
10. The tenders were evaluated based on a weighting of 60 per cent price and 40 per cent quality in accordance with current council policy. There were four pricing

schedules that the suppliers priced against which were each evaluated and combined to give a total price score. The 40 per cent quality evaluation considered how the supplier proposed to undertake the work identified within the approved specification and were evaluated in accordance with the criteria specified in the tender documents.

11. The scores achieved by each of the tenders are shown in table one below. The names of the individual suppliers are shown in (exempt) annex one.

Table one: evaluation matrix (Maximum 2000 points)

Supplier	Price	Quality	Total	Ranking
one	942	661	1603	2
two	738	642	1380	7
three	1012	514	1526	5
four	860	438	1298	8
five	1036	562	1598	3
six	946	604	1550	4
seven	794	659	1453	6
eight	1142	610	1752	1

12. From the table the top five ranked suppliers can be identified and on that basis officers are recommending that suppliers one, three, five, six and eight are appointed to the framework.
13. Supplier eight is ranked first and is offering the most economically advantageous proposal for South Oxfordshire and Vale of White Horse district councils with a total combined score of 1752 points. This supplier scored the highest number of points for their financial submission and achieved the fourth highest score for quality. On that basis officers are recommending that supplier eight is appointed to the joint contract for South Oxfordshire and Vale of White Horse district councils.

Options

14. No other options were considered because the evaluation of the tenders clearly identifies the five highest scoring companies and that supplier eight is offering the most economically advantageous proposal for the council.

Financial Implications

15. The current annual contract values for each authority are:

South Oxfordshire District Council = £169,050

Vale of White Horse District Council = £432,108

Total = £601,158

16. The tender bid received from each supplier for the routine maintenance work is shown in table two along with the cost that would be incurred by both councils:

Table two – Commercial Proposal for routine work

Supplier	Bid	South	Vale
one	£517,153.67	£77,203	£439,950
two	£731,496.66	£110,108	£621,388
three	£441,072.57	£66,199	£374,873
four	£578,039.61	£80,182	£497,857
five	£473,204.36	£71,614	£401,590
six	£575,545.59	£73,695	£501,850
seven	£567,547.47	£81,170	£486,377
eight	£403,229.17	£61,919	£341,310

17. If supplier eight is appointed the councils will make the following savings per annum, South £107,131 and Vale £90,798. This equates to a combined saving of £989,645 over a five year contract term and a saving of £1,583,432 if the councils choose to take up the option to extend the contract for a further three years.

18. A detailed financial check has been undertaken of the top five ranked suppliers and all have a minimal risk of failure with nothing in the reports that should give the councils cause for concern.

Legal Implications

19. Working closely with the legal and procurement teams the procurement process has followed the councils restricted tender process in accordance with the EU directive 2004/18 as required by the UK Public Contracts Regulations 2006. All suppliers have been kept informed of the process throughout. A contract award notice for the appointment to the framework will be published and the required standstill period will elapse before formal agreements are entered into.

20. The councils are required to enter into formal agreements with each of the five suppliers to be appointed to the framework agreement.

21. The councils are required to enter into a formal drawdown contract with the preferred supplier.

Risks

22. There will be an increased risk in the commencement of a new joint contract for the provision of grounds maintenance for both councils. This will be mitigated as follows:-

- By robust monitoring of the contract delivery envisaged by the performance management processes specified
- By the provision by the contractor of a performance bond in the sum of 10 per cent of the contract value

23. Should there be major issues resulting in a decision to terminate it would be open to the councils to drawdown under the framework agreement proposed above.

Other Implications

24. None

Conclusion

25. Supplier's one, three, five, six and eight offer the best proposals out of the eight suppliers that responded and both cabinets are asked to appoint them to the framework agreement.

26. Supplier eight has submitted the tender which is the most economically advantageous to the councils. Awarding the contract to them will result in significant financial savings for the councils, both cabinets are asked to approve the award of a contract to supplier eight.

Background Papers

- None

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted