

Portfolio Holder decision record sheet

Name of decision maker:	Councillor Robin Bromham
Portfolio:	Neighbourhood Operations
Date of Portfolio Holder decision:	02/05/2024

Title of decision:	To award 4 x contract Lots for Tree Maintenance Services
Part II:	
Part II reason:	

Decision made and reasons:

Decision:

To award contract Lots A (urban tree works) and D (tree planting) to Gristwood & Toms Ltd, and;
To award contract Lots B (urban tree works) and C (woodlands) to John O'Connor Ltd.

Reason:

To enable the Council to carry out tree maintenance operations at agreed rates for three years, with a potential two year contract extension period. This will allow the Trees & Woodlands team to progress works effectively in relation to their current financial position.

Commissioning process:

The submission of documentation and a schedule of rates (SOR) was chosen, as this approach realises better value for money than framework agreements.

The minimum specification for tenderer's submissions were 1) to hold Approved Contractor accreditation of the Arboricultural Association for at least five years, 2) to have an Environmental Management System that meets ISO 14001, and 3) be able to demonstrate that they are a competent and regular user of Ezytreev Contractor Plus.

Tender process:

The Tree Maintenance Services contract was advertised by the Council's Procurement team and tender returns received by them. Contract documentation was forwarded to the Trees & Woodlands team for assessment.

Submissions included information about contract management, safety procedures, environmental performance, the provision of plant and equipment, and a SOR document.

Tenderer's were able to apply for combinations of Lots A (urban), B (urban), C (woodlands) and D (planting) but one contractor could not be awarded both A and

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B together. This was to ensure that when required emergency tree work services could be provided by two separate contractors. There is also a requirement to provide an emergency service within Lot C.

Each submission was assessed against our minimum tender specification, and then evaluated for 'quality' and 'price'. The 'quality' score was made up of the responses to five questions, whereas the 'price' score was generated by Procurement using a SOR assessment.

Submissions by two contractors, Dryad and Glendale, were excluded from the tendering process as they did not meet our minimum requirement in respect of their use of Ezytreev Contractor Plus.

It is proposed that Gristwood & Toms Ltd be awarded Lots A and D and that John O'Connor Ltd be awarded Lots B and C.

Commercial Board:

Approval from Commercial Board was obtained on 26th March 2024 to proceed to authorisation and award.

Reports considered: (here reference can be made to specific documents)
Commercial Board Report Mar 2024 TMS PFH 02.04.24

Officers/Councillors/Ward Councillors/Stakeholders consulted:
Procurement, Finance, Head of Neighbourhood Management, Trees & Woodlands team

Deputy Monitoring Officer comments:	Officers should ensure that the agreed terms are properly documented in the appropriate service contract terms and conditions.
Chief Financial Officer comments:	Procurement of tree services is required to be delivered within existing approved budgets.
Implications:	Council is committed to 3yr contracts with potential 2yr extension periods
Risk:	Award to two separate contractors minimises financial risk to the Council
Value for money:	Markey tested, assessed via SOR

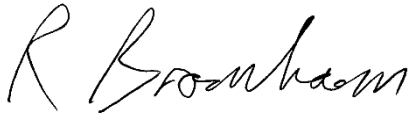
Options considered and reasons for rejection:

Tendering options considered included:

- A framework agreement / none currently exists in this region that meets DBC's requirements.
- Iterations of various contract Lots / a smaller number of Lots provides less emergency cover during extreme weather events, whilst a greater number of Lots creates additional administration costs.

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Portfolio Holder's signature:



Date: 26/04/2024

Details of any interests declared and any dispensations given by the Standards Committee:

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Date decision record sheet received from portfolio holder: 26/04/2024

Date decision published: 02/05/2024

Decision no: PH-014-24

Date of expiry of call-in period: 10/05/2024

Date any call-in received or decision implemented: