

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Transformation and Public Service Reform

Tendering Committee: 22 January 2020

Subject: Contract Authorisation Report – Maintenance of grass verges on rural roads and cutting of hedges

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead – Regulatory, to conclude the award of the contract for maintenance of grass verges on rural roads and cutting of hedges.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for maintenance of grass verges on rural roads and cutting of hedges to Complete Weed Control Limited; and
 - b) Note that the contract shall be for a period of two years with an option of two x 12 month extension periods. The value of the contract is £26,735 per annum ex VAT. The estimated commencement date of the contract is 10 February 2020.

3. Background

- 3.1** The purpose of the tender was to appoint a suitably experienced and qualified contractor to cut and trim grass verges on rural roads and provide hedge cutting services throughout West Dunbartonshire within the agreed budget.
- 3.2** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2016* for Services. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement (Place) on 26 September 2019.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal on 11 November 2019. Eight contractors expressed an interest, with two contractors submitting a response by the deadline for the submissions of 12

noon on 10 December 2019.

- 4.2** The two tender submissions were evaluated by representatives from Greenspace, Corporate Procurement Unit, Health & Safety and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity.
- 4.3** Two tender submissions passed the selection criteria. Two tender submissions were evaluated against a set of award criteria which was based on a Price / Quality ratio of 90% / 10%. The scores relative to the award criteria of each tenderer, are as follows:

	Weighting	Complete Weed Control	Robert Sharp and Sons
Quality (10%)			
Contract Monitoring & Management • Experience • Involvement / Ownership	(9%)	9%	9%
	(4.5%)	2.3%	2.3%
	(4.5%)	3.4%	3.4%
Social Benefits	(1%)	0.8%	0.8%
Quality Sub-Total %:	(10%)	6.5%	6.5%
Price (90%)			
Price Sub Total £	-	£26,735	£44,998
Price Sub Total %	(90%)	90%	53.5%
Total Score	100%	96.5%	60%

- 4.4** It is recommended that the contract is awarded to Complete Weed Control Limited, of Carluke, who has provided the most economically advantageous tender. The contract shall be for a period of two years with an optional two x 12 month extension periods at a value of £26,735 per year ex VAT. The value of the contract is below the annual budget of £50,000.
- 4.5** Complete Weed Control Limited has committed to follow Fair Working Practices and exceeds the Scottish Living Wage across all staff contracts and have committed to delivery of the following social benefits as a direct result of delivery of this contract:
- Donation of goods to local food-share scheme;
 - Sponsoring a charity that promotes physical or mental health or wellbeing;
 - Donation of labour to support a local community project;
 - Providing volunteers to support a local community project;
 - Deliver quarterly mentoring sessions to West Dunbartonshire residents to

- remove barriers to work of those most likely to reoffend; and
- Supporting environmental educational projects in schools such as tree or woodland planting or educational packs.

The social benefits will be discussed at the implementation meeting with Complete Weed Control Limited and actions to take these forward will be agreed.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of this contract will be met from the approved Revenue budgets of Greenspace Services, generating a saving of £23,265 per year.

6.2 This procurement exercise was conducted with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Greenspace officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 The successful contractor has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should the Tendering Committee decide not to proceed as recommended then this will delay the services, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this reports to determine if there is an equalities impact. The results were that there is no equalities impact.

9. Consultation

9.1 Greenspace, Finance and Legal Services have been consulted regarding the contents of this report.

10. Strategic Assessment

10.1 The service provided will contribute to the delivery of the following Council strategic priorities:

- A Strong local economy and improved employment opportunities;

- Open, accountable and accessible local government;
- Meaningful community engagement with active empowered and informed citizens who feel safe and engaged

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Date: 23 December 2019

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Appendices: None

Background Papers: Contract Strategy

Wards Affected: All