

## **REPORT TO: DIRECTOR OF CORPORATE & NEIGHBOURHOOD SERVICES**

**Subject:**       **AWARD OF A FRAMEWORK AGREEMENT FOR THE PROVISION OF  
A GARDEN AID SERVICE UNDER DELEGATED AUTHORITY  
DURING RECESS**

**Date:**           **25<sup>th</sup> MARCH 2013**

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### **1. INTRODUCTION**

- 1.1 This report provides information on the outcomes of the tendering process for a Framework Agreement for the Provision of a Garden Aid Service to Falkirk Council Residents.
- 1.2 Authority is sought to award the Framework Agreement. The Council is in recess pending implementation of a new decision making process as decided by Council on 19<sup>th</sup> March 2013. In accordance with that decision urgent business may be conducted under the delegated authority of the Chief Officer of the relevant Service in consultation with the Convenor or Depute of Policy and Resources Committee. In addition, the Chief Officer requires to consult as widely as is required and in any event with the Chief Executive and Chief Governance Officer. The delegation does not permit any decision involving expenditure outwith budget, or an increase in the permanent establishment, or where there is a dispute as to the legality or propriety of the matter, or the proper interpretation of Council Policy arising from the matter to be decided. The contract if awarded under delegated authority shall be reported to the next appropriate meeting of the Council for information.
- 1.3 This framework requires to be considered in this manner given that an award of contract is necessary to enable the contract to be operational in early April for the start of the spring growing season.

### **2. CONTRACT DETAILS**

- 2.1 The Framework Agreement is for an initial one year period, covering the 2013 garden maintenance season, with an option to extend on an annual basis over the next two years.
- 2.2 The Garden Aid service is divided into geographical areas with Service Providers asked to confirm the maximum number of gardens they could deal with.
- 2.3 The estimated annual spend on the Framework Agreement is £500,000. Should the framework run for the potential full three years through to the 2015 maintenance season the total spend would be approximately £1,500,000.
- 2.4 Tendered rates have also been requested for one-off cuts to void houses, one-off hedge cuts etc over and above the core garden aid works. This additional one-off work will be awarded to Service Providers contained within the Framework Agreement on the basis of Best Value to the Council. This additional work will be contained within the £1,500,000 estimated value of the Framework Agreement.

### **3. TENDERS RECEIVED**

- 3.1 The Framework Agreement was advertised as an open tender through the Public Contracts Scotland Portal and in OJEU. Following the advert a total of 11 tenders were received by the due date of Tuesday 12 February 2013 and were opened in accordance with Standing Order 11.2 relating to contracts.

### **4. TENDER EVALUTION**

- 4.1 A detailed evaluation of the price and qualitative information provided by each tenderer was carried out. To assist with the evaluation of tenders, providers were asked to confirm the maximum number of gardens they could undertake should they be successful in the tendering exercise.
- 4.2 Tenders were selected as offering best value to the Council and these are detailed at Appendix 1, together with provider capacity.
- 4.3 Falkirk Council's Grounds Maintenance Section shall deliver the Garden Aid core service for the Bo'ness area, c770 gardens, on the basis of Best Value demonstrated through benchmarking. This approach shall also support the Council's Employment & Training Unit deliver training and employment opportunities to local residents.
- 4.4 The total estimated value of the Framework for the 2013 maintenance season is £500,000 which can be contained within the available budgets for 2013/14. The garden aid budget is held within the Council's General Fund Housing budget.

### **5. SUMMARY**

- 5.1 **It is recommended that the Director of Corporate and Neighbourhood Services, in consultation with the Convenor or Depute of the Policy and Resources Committee and the Chief Governance Officer approve under delegated authority acceptance of the tenders outlined in Appendix 1, with an estimated value of £500,000 for the Provision of the 2013 Garden Aid Service to Falkirk Council and**
- 5.2 **Agree that any future extensions of the Framework Agreement be approved in line with the Council's Contract Standing Orders.**

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### **HEAD OF RESOURCES AND PROCUREMENT**

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