



RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

DELEGATED
OFFICER DECISION Martin Eden
TAKEN BY:
PORTFOLIO
AREA: Environment

SUBJECT: Highway Verge and Amenity Land Grass and Specialist Site Grass Cutting Programme 2021- 2022

1. DECISION

To approve the award of a contract to Plano Ltd and James O Garnett for the Highway Verge and Amenity Land Grass and Specialist Site Grass Cutting Programme 2021- 2022.

2. REASON FOR DECISION

The Council's current contract for highway verge and grass cutting had expired. A tendering exercise has been undertaken and 5 companies submitted bids. The tenders were evaluated against criteria detailed in the tender pack and the highest scoring submission for lots 1,4,5 was Plano Ltd and for lots 2 was James O Garnett, lot 3 was not let and is remaining with a community interest group.

3. BACKGROUND

The tendering process began on 28th January 2021. The opportunity was advertised widely via Find a Tender Service, Contracts Finder and the Council's e-tendering portal – The Chest.

Tenderers could bid for one or more of the following lots:

- LOT 1: Volume grass cutting across the BwD
- LOT 2: Rural grass cutting
- LOT 3: Blackburn 'old' Cemetery
- LOT 4: Roundabout highway verges
- LOT 5: Barbara Castle Way

Bids were assessed on the following award criteria:

<i>Criteria</i>	<i>Scoring %</i>
<i>Price</i>	<i>55%</i>
<i>Quality</i>	<i>40%</i>
<i>Social Value</i>	<i>5%</i>

Bidders were asked to answer 5 quality questions to demonstrate their suitability. Areas they were asked to cover in their responses included:

- how they meet the specification
- protecting the public whilst carrying out the work
- appropriate PPE
- risk management
- meeting timescales
- business continuity
- dealing with adverse weather conditions.

The tender submissions were evaluated by officers from the Environment Department and Procurement Team. Both of the successful bidders offer the Council a strong value for money solution.

The new contract will initially be from April 2021 to October 2022 with possible extension periods of 2 x 12 months.

4. OPTIONS CONSIDERED AND REJECTED

- Use an existing framework agreement. A suitable agreement could not be identified and therefore this option was rejected.
- Continue with a short term contract. This was rejected because the aggregated value meant a tender exercise had to be undertaken to meet the Council's Contracts and Procurement Procedure Rules. In addition, it was felt a longer term contract would offer better value for money.

5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
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CONTACT OFFICER:	Phil Winstanley
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DATE:	10.3.21
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BACKGROUND DOCUMENTS:	N/A
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Signed: 

Director: Martin Eden

Date: 17-03-21