

**RECORD OF DECISION TAKEN UNDER
DELEGATED AUTHORITY FROM
EXECUTIVE/COUNCIL/COMMITTEE
DELEGATED POWERS OUTLINED IN
THE CONSTITUTION**



DELEGATED OFFICER DECISION TAKEN BY:	Strategic Director of Environment & Communities
DELEGATED BY:	Executive (date of delegation)
IN CONSULTATION WITH:	Chief Officer
PORTFOLIO AREA: Environment and Communities	

SUBJECT: Tree-maintenance Services Contract

1. DECISION

To approve the procurement strategy for the provision of a new contract for tree-maintenance services.

2. REASON FOR DECISION

A new long-term contract for tree-maintenance services is required following the expiry of the previous contract on the 31st of May 2024. The Council spends approximately £100,000 per year with external contractors for tree-maintenance services and therefore, an open tender exercise is required to demonstrate value for money. The tender will be advertised on Find a Tender Service, Contracts Finder and issued on The Chest e-tendering portal.

3. BACKGROUND

The Council is seeking to work collaboratively with a supplier of arboriculture services to help deliver high quality maintenance of our tree stock and ensure the safety of all employees, residents and visitors to the Council's land holdings. The supplier will provide extra capacity alongside the Council's in-house arboriculture team.

The Council originally entered into contract with Greenfingers Landscape Ltd in June 2022 however, on the 1st of June 2023 Tivoli Group Ltd acquired 100% of the share capital of Greenfingers Landscape Ltd and a contract novation was agreed with the Council.

Following discussions with Tivoli Group Ltd, the Council decided not to execute the final one-year contract extension option and has therefore, been operating outside of a formal agreement since June 2024.

The previous tender exercise was highly competitive with 16 submissions received. Following this success, we are looking to conduct another open tender exercise and award to the highest scoring bidder using the evaluation criteria detailed below:

Price – 45%
Quality – 40%
Social Value – 15%

It is proposed that the contract is established for an initial three years with the option to extend for a further one year.

4. KEY ISSUES AND RISKS

The Council are currently operating outside of a formal agreement for tree-maintenance services. Formally procuring a long-term contract will reduce risk to the Council if any disputes, performance or any other issues arise. It will also demonstrate value for money through effective use of competition.

5. FINANCIAL IMPLICATIONS

No major financial implications, the cost of the services to be undertaken will be met from within existing budgets.

The successful contractor will be required to fix their prices for 12 months and any future price increases will be capped at no more than RPIx.

6. LEGAL IMPLICATIONS

The procurement process will be carried out in accordance with the Council's Contract and Procurement Procedure rules and the Public Contract Regulations 2015. The contract will be in a form approved by legal officers.

7. RESOURCE IMPLICATIONS

Members from the Contracts and Procurement Team and the Environment Department will be required to develop the tender documents, evaluate the bids received and manage the subsequent contract.

8. OPTIONS CONSIDERED AND REJECTED

The use of a national Framework such as YPO or ESPO – This option was rejected as it would not give the opportunity for the large number of capable local contractors to bid for the work.

Extending the existing contract – This option was rejected following discussions with Tivoli Group Ltd and failure to reach an agreement regarding the extension.

Further information is available from the report author.

9. CONSULTATIONS

No consultations

10. DECLARATION OF INTEREST

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

N/A

VERSION:	1
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CONTACT OFFICER:	Mark Wilde
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DATE:	1 st November 2024
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BACKGROUND DOCUMENTS:	N/A
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