

**Report to:** Executive Cabinet Member  
Environmental Services

**Date:** 10<sup>th</sup> September 2018

**Report of:** Director of Place

**Report No:** ECMES/368

**Contact Officer:** Kellie Hopkins

**Tele No:** (01204) 336718

**Report Title:** Approval for procurement of Horticultural Machinery

**Non Confidential**

This report does **not** contain information which warrants its consideration in the absence of the press or members of the public

**Purpose:**

The purpose of the report is to gain agreement from the Executive Cabinet Member to procure horticultural machinery.

**Recommendations:**

- The Executive Cabinet Member is recommended to:
- (a) Authorise the Director of Place to finalise the Council's requirements and procure horticultural machinery (via the Corporate Procurement team) in accordance with the Council's Standing Orders relating to Contracts by either;
    - (i) undertaking a full tender process; or
    - (ii) identifying an existing framework agreement and then commissioning the required machinery in accordance with the terms of the same.
  - (b) Authorise the Director of Place to appoint the successful tenderer to meet the Council's horticultural machinery requirements in accordance with the tender documents or existing framework agreement.
  - (c) Authorise the Borough Solicitor to carry out all necessary legal formalities.

**Decision:**

**Background Doc(s):**

**Signed:**

\_\_\_\_\_  
Leader / Executive Member

\_\_\_\_\_  
Monitoring Officer

**Date:**

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## **1. Background**

- 1.1 The current framework agreement for the supply of horticultural machinery is due to expire on 31<sup>st</sup> March 2019. The Council currently spends £155000 per annum on the supply of horticultural machinery such as blowers, chainsaws etc. under the current framework agreement. This does not include maintenance which the Council provides in house through Vehicle Fleet Management.
- 1.2 The current arrangements are for the hire of larger ride on machinery and the purchase of smaller hand held items such as strimmers and hedge trimmers however these arrangements may change in line with concurrent service reviews.

## **2. Procurement**

- 2.1 Neighbourhood Services are looking to commence the procurement process for the provision of horticultural machinery for supply on 15<sup>th</sup> March 2019. Officers are working with the GMCA procurement team to produce a specification that will give the flexibility of options for hire or outright purchase for a range of machinery.
- 2.2 Neighbourhood Services are also working with the GMCA procurement team and the Council's Corporate Procurement team to review currently available framework agreements to fully utilise the advantages of the sub regional and purchasing organisation's purchasing power. In the event that a suitable framework agreement is identified it may be possible to procure all required machinery under the same without the need to conduct a full tender process or to put a new framework agreement in place.
- 2.3 If an existing framework agreement cannot be identified, a full tender process would need to be undertaken by the Council's Corporate Procurement team in accordance with Standing Orders relating to Contracts.
- 2.4 In developing a specification for the required machinery Neighbourhood Services will take into account the current service reviews. The specification will therefore be drafted widely to afford the Council the flexibility it requires in order to manage potential future service changes. The specification will also include a number of machines for cemetery maintenance which are paid for through the bereavement services budget.

- 2.5 Subject to the service reviews, the specification may require the successful tenderer to provide the required machinery:
- (a) On a hire only basis; and/or
  - (b) On hire with support and maintenance basis; and/or
  - (c) On a supply only basis.
- 2.6 It is proposed that the new framework agreement for the provision of the required machinery is for a period of up to 4 years. The estimated contract value over the full term will exceed the current EU procurement threshold and, therefore, if the Council issues a tenders it will be conducted in accordance with the Public Contracts Regulations 2015 and the prescribed timescales therein. It is anticipated that tenders would be evaluated in December 2018 with the successful tenderer(s) appointed in January 2019 and machinery provided in time for the staff induction process mid March 2019.
- 2.7 The timescales for sourcing machinery under an existing framework would be dictated by the terms of the same but the process would likely be quicker than if the Council were to conduct its own tender.

### **3. Equality Impact Assessment**

An equality impact assessment has been completed and as this is a re-tender of an existing service there is no impact on any group from the outcome of the procurement process.

### **4. Recommendation**

The Executive Cabinet Member is recommended to:

- (a) Authorise the Director of Place to finalise the Council's requirements and procure horticultural machinery (via the Corporate Procurement team) in accordance with the Council's Standing Orders relating to Contracts by either;
  - (i) undertaking a full tender process; or
  - (ii) identifying an existing framework agreement and then commissioning the required machinery in accordance with the terms of the same.
- (b) Authorise the Director of Place to appoint the successful tenderer to meet the Council's horticultural machinery requirements in accordance with the tender documents or existing framework agreement.
- (c) Authorise the Borough Solicitor to carry out all necessary legal formalities.