

Report to: Executive Cabinet Member
Environmental Services

Date: 10th September 2018

Report of: Director of Place

Report No: ECMES/369

Contact Officer: Kellie Hopkins

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Report Title: Approval for procurement of the weedspraying service

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 the required weedspraying service

Recommendations:

The Executive Cabinet Member is recommended to:

- (a) Authorise the Director of Place to:
 - (i) procure a weedspraying service (via the Corporate Procurement team) in accordance with the Council's Standing Orders relating to Contracts;
 - (ii) appoint the successful tenderer to deliver a weedspraying service in accordance with the tender documents; and
- (b) Authorise the Borough Solicitor to carry out all necessary legal formalities.

Decision:

Background Doc(s):

Signed:

Leader / Executive
Member

Monitoring Officer

Date:

1. Background

- 1.1 The term of the current contract for the supply of weedspraying services is due to expire on 31st March 2019. The Council exercised a contract extension option on the previous anniversary and cannot extend it further.
- 1.2 The contract, which currently has a value of £53k per annum, is for the application of herbicide to control weeds on the town's 979 kilometres of adopted highway.

2. Service

- 2.1 The Council requires the application of a Glyphosate based herbicide which will kill existing weed but not stop the germination of new weed growth. There is currently no available chemical licenced for use on hard surfaces that will give a residual control of future weeds. The herbicide application does not present a risk to animals and humans.
- 2.2 The service will consist of three herbicide applications, one during the spring and one during the summer at dates to be agreed with the appointed contractor plus the facility to provide a further part or whole spray if required, however these arrangements may change in line with concurrent service reviews.
- 2.3 The industry standard method for the application of the herbicide is with the use of quad bikes or similar vehicles with hard to reach areas applied manually.
- 2.4 The specification will be drafted to allow for flexibility in the event of a change in service requirements.

3. Procurement

- 3.1 Neighbourhood Services are looking to commence the procurement process for the supply of weedspraying services. It is the intention to advertise a two year contract.
- 3.2 The potential value of the tender is likely to be under the current EU procurement threshold and, therefore, the tender will not need to be carried out in accordance with the Public Contracts Regulations 2015.

- 3.3 The time scale for the tender process under Standing Orders relating to Contracts will allow for tenders to be returned in December 2018 with tender evaluation and contract award before the end of January 2019.
- 3.4 The tender will be conducted by the Corporate Procurement team and in line with standard procedures. A completely electronic process linked to the North West Local Authority procurement portal (The Chest) will be conducted and, subject to Executive Cabinet Member agreement, the Corporate Procurement team will manage the entire process including the evaluation and award of the tender to the most economically advantageous tenderer.

4. 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.

5. Recommendation

The Executive Cabinet Member is recommended to:

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- (i) procure a weedspraying service (via the Corporate Procurement team) in accordance with the Council's Standing Orders relating to Contracts;
 - (ii) appoint the successful tenderer to deliver a weedspraying service in accordance with the tender documents
- (b) Authorise the Borough Solicitor to carry out all necessary legal formalities.