

**NORTH SOMERSET COUNCIL**

**DECISION OF: CLLR BRYANT EXECUTIVE MEMBER FOR ENVIRONMENT**

**WITH ADVICE FROM: DIRECTOR OF DEVELOPMENT AND ENVIRONMENT  
AND HEAD OF STRATEGIC PROCUREMENT**



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**DECISION NO: 18/19 DE 389**

**SUBJECT: PROCUREMENT PLAN FOR THE COMMISSIONING OF GREEN TEAM CONTRACT**

**KEY DECISION: NO**

**BACKGROUND:**

Executive Member Decision 18/19 DE 242 approved the Commissioning Plan for the replacement of the Green Team Contract from April 2019.

This decision sets out the proposed procurement plan to secure the necessary contract.

**DECISION:**

That the procurement plan as presented be approved.

**REASONS:**

**Introduction**

The council's Parks and Open Spaces Projects and Maintenance (Social Enterprise) contract was due to end on 31 March 2019. Decision note DE 18/19 283 provided for the extension of the contract to 1 October 2019. It is now necessary to secure a new contract arrangement from 1 October 2019.

The contract has been renamed as the Green Team (Natural Environment & Highways Operations) Contract referred to from this point on as "The Green Team contract".

The provision of the Services provided under the Green Team contract directly contributes to the council's ambitions, both for providing Quality Places in which to live and visit and for Prosperity and Opportunity, by enabling young people to fulfil their potential.

**cope of contract**

The Green Team contract will provide the following main services:

1. Support existing volunteer groups with maintenance within park and open spaces.
2. Contributing towards our Britain In Bloom and Green Flag awards by providing maintenance within each of these areas.
3. Providing support to the Parks, Tree, PROW and Area Officer Teams with regular and reactional maintenance.
4. Treating hazardous & injurious weeds (we have a legal responsibility to treat these plants enforced by Natural England) on the highway verge and within our own estate

5. Grounds and habitat maintenance works – hedge cutting, vegetation and grass clearance, strimming and edging pathways.
6. Graffiti cleansing
7. Painting/decorating of highway and parks furniture and structures
8. Installation of furniture and signage.

In addition to these practical tasks is the commitment of having social value at its core. This will be addressed in three ways:

- i. Supporting the local community by supervising volunteers seeking employment that are affected by:
  - a. Long term unemployed
  - b. Ex Offending
  - c. Suffering from mental health issues.
  - d. Educational Special Needs
  - e. Recovering from alcohol or substance abuse
- ii. Providing opportunities for Community Payback involvement within the community
- iii. Providing people with experience, skills and the opportunity to be introduced back into long term employment.

### **Duration**

It is proposed that the contract will have an initial term of five years with options for the contract to be extended for up to a further five years through one or more extensions. By setting the initial contract duration to five years this will allow the option for considering the integration of the requirements of this contract with those of the current Parks and Street Scene contract, which is due for re-let prior to April 2020.

Five years is considered a sufficient period to allow bidders to recover any capital investment they may need to make into the provision of vehicles and any investment they need to make into local facilities to support the contract.

### **Contract commencement and mobilisation**

The contract will commence from 1 October 2019.

The awarding of the contract by mid-July will allow over two month's mobilisation before contract commencement. This mobilisation period is considered sufficient given the overall size and nature of the contract.

### **TUPE**

There is the potential that TUPE will apply to this contract. TUPE information will be requested from the incumbent contractor and will be provided to bidders during the tender period.

## **Specification and contract management**

### **Specification**

The core provision of the contract will be based on the provision of a set number of supervision hours. Supervision hours will provide the practical training, mentoring and supervision of volunteer resources, as well as allowing for some direct service provision under the contract.

There is a requirement for two teams under the contract, the key tasks for each team will be

- Parks & Open Spaces Team – e.g. Vegetation clearance & Parks furniture Maintenance
- Highways Team – Treatment of Injurious and Invasive weeds on the highway verge and vegetation clearance

Whilst there are core requirements for each time, during contract operation resources may be directed between various tasks depending on operational requirements.

Both teams will be structured as a supervisor, operative and at least two volunteers. Normally there will be between two and four volunteers per task

### **Contract Management**

The successful contractor will be given a schedule of work and activities together with the indicative task hours on an ongoing basis. Weekly the contractor will be required to provide monitoring information to the council detailing the tasks completed in the previous week and the projection of task to be completed in the coming week.

### **Route to market**

#### **Market / Suppliers**

The nature of the contract is such that the successful supplier will need to have well established links to establishments, organisations and support networks that provide career, training and life skill support to individuals. The overall market for suppliers to be able to access these resources within the local area, which is necessary as this is where the volunteers will be based, is expected to be limited.

### **Procurement process**

The use of the Open Procedure is considered the most appropriate route to market, for the following reasons

- As the overall market is considered to be limited it is considered unnecessary to limit the number of bidders invited to tender through using a pre-qualification process. Bidders will still be required to complete and demonstrate that they meet the requirements of the Standard Questionnaire (minimal technical, financial and operation requirements) before being awarded the contract.

- The overall specification and delivery methods are understood and specified and therefore it would not be possible to justify fully the use of a negotiation stage. The additional time and resources requirements for a negotiation stage would also negate against its use on this contract.

### Outline timetable

The proposed outline timetable is set out below

Stage	Date
Finalisation of contract documents	March 19
Publish contract notice (advertise opportunity)	Early April 19
Receive and evaluate tenders	Late May – June 19
Award contract and ALCATEL (Director decision followed by retrospective report to Executive)	Late June -July 19
Mobilisation	Mid July to end September 19
Service Delivery	1 October 2019

### Tender Evaluation

Bidders will be given the available budget figure of £110,000 and will be required to bid back the number of supervision hours they will be able to provide, for the available finances, over the year.

Bidders will also be required to make a commitment to the minimum volunteer hours they will be able to provide over the year. The number of volunteer hours to be provided will be included within the overall evaluation criteria.

The main evaluation criteria will be

Core staffing hours	60%
Volunteer hours	30%
Operational Method Statements	10%

### Social Value and Sustainability

The core specification of the contract is embedded in the aspirations of Social Value through providing real life opportunities for those removed from the labour market to gain skills and experience that will assist them in the transition to employment.

As client the council, when issuing works orders and activities to the contractor, will have the opportunity to require that best practices in respect of sustainability and environmental matters are adopted.

### Procurement Governance

The Procurement Service will provide procurement support during the reletting of this contract.

### OPTIONS CONSIDERED:

As set out in the information above.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this request to approve the procurement plan

For the contract stage current budgets provide for funding of £110,000, this value will be provided to bidders and they will be required to bid back against this budget.

There will be mechanisms within the contract to facilitate the ability to increase or decrease the annual contract sum, depending on available budgets.

## **LEGAL POWERS AND IMPLICATIONS**

This Procurement will be subject to The Public Contracts Regulations 2015.

## **CONSULTATION**

The Executive Member for Environment has been kept informed of progress.

## **RISK MANAGEMENT**

The following are considered to be the key risks associated with this procurement.

### **Market engagement**

As mentioned above the overall market for contractors able to provide this service is considered to be limited. To ensure effective competition an open tender process will be used. The opportunity will be listed in OJEU, the governments contract finder and on the council's procurement portal which reaches organisations throughout the country.

### **Market price**

Overall contract delivery will be limited by available budgets. To seek to gain maximum available resources and to ensure that bidders are fully aware of budget levels the budget will be given to bidders and they will be asked to bid back their offer against the set price.

## **EQUALITY IMPLICATIONS**

Have you undertaken an Equality Impact Assessment? Yes

There are no direct Equality Implications arising from this decision.


## **CORPORATE IMPLICATIONS**

The resultant contract will sit within the operational area of Natural Environment Team. There are no specific Corporate Implications with this decision.

## **BACKGROUND PAPERS**


Executive Member Decision 18/19 DE 242 Green Team Contract Commissioning Plan

SIGNATORIES:

Signed:  ..... Executive Member for Environment

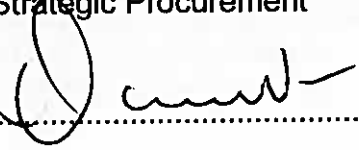
Date: 15/04/2019 .....

WITH ADVICE FROM:

Signed:  ..... Assistant Director (Placemaking and Growth) Development and Environment. In accordance with paragraph 1.5 of the Council's constitution (May 2018), officer authorisations and delegations

Date: 15/4/2019 .....

Head of Strategic Procurement

Signed:  ..... Head of Strategic Procurement

Date: 14/4/19 .....