

## **The Vale of Glamorgan Council**

### **Cabinet Meeting: 22 January, 2018**

### **Report of the Cabinet Member for Neighbouring Services and Transport**

### **Arboricultural Works in the Vale of Glamorgan - Award of Contract**

#### **Purpose of the Report**

1. To update Cabinet on the tendering process for arboricultural works.

#### **Recommendation**

1. That Cabinet notes the content of this report with a view to taking a decision on the award of the main contract for arboricultural works, the details of which are contained in a Part II Report later on this agenda.

#### **Reason for the Recommendation**

1. To update Cabinet and to advise of the intention to seek authority to award a contract via a related report later on this agenda.

#### **Background**

2. A procurement process has been undertaken in accordance with Council Policy to secure a new contract for arboricultural works. Previously a short term arrangement was agreed with two organisations, working alternative weeks following the decision not to continue with this work in house.
3. Under the tender process, bidders were required to provide a significant amount of qualitative information relating to qualifications, experience and method statements, in addition to a price to undertake works. The tender submissions were subsequently evaluated on the basis of 60% price and 40% quality. Given the need for the work to be undertaken to a very high standard and the potential dangers involved with this type of work, the Council's Procurement Officer, in consultation with service area officers agreed that this level of percentage for quality was fully justified.
4. A detailed specification for the works required was produced and the invitation to tender was placed on the Sell2Wales website.

## **Relevant Issues and Options**

5. Following the tender process, 10 compliant tenders were received in accordance with the instructions to tenders and these have been evaluated.

## **Resource Implications (Financial and Employment)**

6. The Part II Report proposes a contract award which would be within the budget allocation.

## **Sustainability and Climate Change Implications**

7. Sustainability and climate change issues have formed an integral part of the information included within the tender documentation and the contractor will be required to work in accordance with Council Policy.

## **Legal Implications (to Include Human Rights Implications)**

8. The procurement has been carried out in accordance with the Public Contracts Regulations 2015, the Council's Contract Procedure Rules and Procurement Code of Practice.

## **Crime and Disorder Implications**

9. None.

## **Equal Opportunities Implications (to include Welsh Language issues)**

10. The requirements for Equal Opportunities have been set in the tender information and are provided for in works contract clauses.

## **Corporate/Service Objectives**

11. Protecting our environment is a key objective in the Corporate Plan under an WO2 An Environmentally Responsible and Prosperous Vale, Objective 4 Promoting sustainable development and protecting our environment. The arboricultural contract enables preservation of the Council's trees, via planned maintenance and careful management as a key theme.

## **Policy Framework and Budget**

12. This report is within the policy framework and budget and is a matter for executive decision by Cabinet.

## **Consultation (including Ward Member Consultation)**

13. No local Ward Members have been consulted as the contract covers work across the whole of the Vale of Glamorgan.

## **Relevant Scrutiny Committee**

14. Social Care and Healthy Living

## **Background Papers**

None

**Contact Officer**

David Knevett - Operational Manager, Leisure

**Officers Consulted**

Visible Services and Building - Accountant  
Operational Manager for Legal - Committee Reports.

**Responsible Officer:**

Miles Punter - Director of Environment and Housing Services.