

## Report for Resolution

**Report to** Mousehold Heath Conservators  
13 March 2009

**ITEM**

**Report of** Head of Procurement and Service Improvement

**4**

**Subject** Re-provisioning of CityCare Contract

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### Purpose

This report provides Conservators with details of the re-provisioning of the CityCare contract

### Recommendations

The Conservators are asked to:-

- (i) Note the proposed timetable and opportunities for involvement in the re-provisioning of the CityCare contract
- (ii) Determine the level of involvement they wish to have in the re-provisioning of the contract
- (iii) Delegate involvement in the design of contract services to the Management Sub Group

### Financial Consequences

The financial consequences of this report relate to the services provided on Mousehold Heath through the existing contracts. In 2008/09 the budgets for services provided via CityCare contracts were: grounds maintenance contract £58,790, day to day repairs £37,200, grounds maintenance dayworks £7,960 and treeworks £3,940

### Strategic Priority and Outcome/Service Priorities

The report helps to meet the strategic priority "Aiming for excellence – ensuring the Council is efficient in its use of resources, is effective in delivering its plans, is a good employer and communicates effectively with its customers, staff and partners" and the service plan priority re-provide the services delivered by City Care by 31 March 2010.

### Contact Officers

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### Background Documents

None

# Report

## Timeline

1. The re-provisioning of the CityCare contract must conform to the legislation described in the Public Procurement Regulations 2006. This means that if the current contract were to be extended beyond its current term the Council could be at risk of a fine to the total value of the contract and also that contracts over a value of approximately £150k must be advertised on a European wide basis through the Official Journal of the European Union (OJEU). The CityCare contract comes to an end on 1 April 2010 with no provision for an extension and because of its value must be re-let through the OJEU process.
2. The publication of the OJEU notice will elicit expressions of interest from potential suppliers. Those suppliers who wish to be considered will undergo an initial filtering (the pre-qualification stage) to determine whether they have the financial, technical and ethical capacity to deliver the services the Council requires. Following the pre-qualifying phase suppliers will be sent an invitation to tender which includes the detailed specification of the work that needs to be carried out. The suppliers will send their responses as to how they would carry out this work and will be evaluated by a panel of representatives from across the Council. It is intended to notify the successful contractor in October 2009 in order to give their organisation sufficient time to prepare for the delivery of the services from 1 April 2010.

### **A summary of the timeline for this process is detailed below:**

April 2009 – OJEU notice published

April 2009 – Pre qualification questionnaires sent to suppliers

May 2009 – Pre-qualification questionnaires returned

June 2009 – Invitations to Tender sent to selected suppliers

August 2009 – Invitations to tender returned

September 2009 – Evaluation takes place

October 2009 – Nomination of new contractor

31 March 2010 – City Care Contract ends

1 April 2010 – New grounds maintenance contract starts

3. It should be noted that whereas the name of the supplier may change, the people supplying the services are unlikely to. This is because such changes are covered by the Transfer of Undertaking (Protection of Employment) Regulations 2006.

## Conservator Involvement

4. As important stakeholders the Conservators should be afforded the opportunity to become involved in the design of the new services. The purpose of this minute is to ascertain what level of involvement the Conservators feel that they could commit to
5. **Design and prioritisation of specifications:** The Conservators could provide some useful input into what type of services they wish to see delivered, the standards which should be adhered to and, in these cost conscious times, the priorities they afford to them.
6. **Performance Management:** The Conservators could also provide a role in ensuring that the systems are in place to ensure that the contract fulfils its objectives and reaches the performance standards promised by the contractor. Design of an appropriate performance management system and how performance is to be monitored are areas where Conservator involvement could be useful, particularly in the development of an improved service.
7. **Evaluation:** The Conservators may also wish to become involved in the evaluation of the prospective suppliers both at the pre-qualifying and return of tender stage.
8. **Mobilisation of the new contract:** During the mobilisation phase the Conservators could assist the new contractor in understanding their specific requirements through dialogue and site visits.

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