

**Report to** Cabinet

**Item**

14 March 2018

**Report of** Director of neighbourhoods

16

**Subject** Procurement of replacement grounds maintenance equipment

## KEY DECISION

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### Purpose

To seek approval to delegate authority to award a contract for the replacement of grounds maintenance equipment.

### Recommendation

To delegate approval to the director of neighbourhoods in consultation with the portfolio holder for resources, to award the contract to replace grounds maintenance equipment.

### Corporate and service priorities

The report helps to meet the corporate priorities of a healthy city with good housing, a safe clean and low carbon city and value for money service.

### Financial implications

It is anticipated that the total costs of the goods will be £729,350. With the proposed phasing of the procurement, it is proposed that £559,580 will be funded from the 2018/19 capital budgets and £169,770 from the 2019/20 budgets. The costs will also be apportioned 84% to the non-housing capital programme and 16% to the housing capital programme.

**Ward/s:** All wards

**Cabinet member:** Councillor Kendrick – resources

### Contact officers

Adrian Akester, head of citywide service 01603 212331

Chris Eardley, environmental services manager 01603 212251

Helen Lambert, environmental services team leader 01603 212154

### Background documents

None

# Report

## Background

1. The grounds maintenance equipment currently used by Norwich Norse Environmental (NNE) is coming to the end of life and needs replacing. Breakdowns and down time is increasing and this is impacting on operational efficiencies and will lead to higher costs to the council.
2. In total 44 items of pedestrian, ride on and tractor equipment are required to complete the grass cutting operations in the city. The start of the rolling grass cutting programme is in early spring and runs until late autumn.
3. The equipment specification has been developed by the environmental service team and NNE. Various items of machinery have been trialled to ensure that all market developments in equipment have been considered. Hand, arm and whole body vibrations are of particular importance as the statutory health and safety limitations of exposure to these factors has restricted grass cutting operations over the last few years.
4. Disposal of the current grounds maintenance equipment will provide some level of income to the council. Items have been assessed by a used grounds equipment specialist and an initial estimate for the equipment has been made. Suppliers will be asked to quote a price for the equipment, this will not be part of the evaluation, but will give us confidence in the initial estimate we have had for the equipment. Where suitable and appropriate, some of the old equipment will be kept as spares and for back up machinery.

## Tender process

5. Crown Commercial Services, Eastern Procurement Ltd and Procurement for Housing, who might have been possible procurement platforms for this purchase, do not have active frameworks to cover grounds maintenance equipment.
6. Braintree District Council established a framework on 23 November 2015 that any UK Public Authority or Regional Authority can utilise to procure the supply of all types of grounds maintenance equipment. This is a local framework which is managed by Braintree District Council and the Essex procurement hub.

## Tender evaluation

7. Suppliers will be asked to confirm that they are able to provide the goods specified or similar, ensuring that they have the minimum requirements listed in the specifications.
8. Mandatory requirements will be included in the quality criteria regarding delivery dates and after sales service. Suppliers unable to meet the mandatory requirements will be excluded from the evaluation process.
9. Evaluation is proposed to be 70% price, inclusive of delivery; 30% quality to meet the minimum requirements of the specified goods.

## **Recommendation**

10. It is recommended that delegated authority to approve the award of the contract is given to the director of neighbourhoods in consultation with the cabinet member for resources.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	14 March 2018
<b>Head of service:</b>	Head of Citywide Services
<b>Report subject:</b>	Procurement of grounds maintenance equipment
<b>Date assessed:</b>	28 February 2018
<b>Description:</b>	Replacement of 44 items of pedestrian, ride on and tractor equipment required to complete grass cutting operations in the city.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The tender process ensures that the Council achieves the best value for money at that particular time.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The contract will ensure the natural environment is maintained and improved to a high standard.
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Much of the equipment is coming to the end of its life and needs to be replaced to maintain operational efficiency.
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some of the of old equipment will be kept for spares and back up.
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is a risk that if the equipment is in not in place ahead of the first cut in early April, this will have a lasting impact on the remaining cuts in 2018. The existing equipment is over its natural life span and therefore cannot be relied upon.

Recommendations from impact assessment
<b>Positive</b>
Value for money and the natural environment.
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>