

**ST ALBANS CITY AND DISTRICT COUNCIL**

**DECISION REGISTER**

Portfolio(s) decision relates to:	Issue of tender documents to contractors expressing an interest in tree maintenance term contract	Name of Portfolio Holder:	Cllr Churchard
Name of decision maker:	Cllr Churchard	Signature of decision maker:	
Name of relevant Overview and Scrutiny Committee:	ECE	Date of decision:	20/4/04

Type of decision (please tick)	Key	<input checked="" type="checkbox"/>	Significant	<input type="checkbox"/>	Virement	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Scheme of delegation reference under which decision is taken:	Paragraph 5 under contract procedure rules.
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Has this decision drawn upon confidential information? (If yes – please set out what confidential information has been taken into account on a separate sheet)	Yes. See attached list of expressions of interest in Part 2.
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**DECISION:** To authorise the issue of tender documents for the council's tree maintenance term contract to the selected organisations listed below.

Barrow & Holding  
 The F.A. Bartlett Tree Expert Co. Ltd  
 Glendale  
 Gristwood and Toms (Tree Contractors) Ltd.  
 IMS  
 ISS Waterers Landscape  
 Jack Fletchers (Trees) Limited  
 KBR Ltd  
 Larchwood Tree Services Ltd

The process leading to the selection of the above organisations is set out on the attached sheet.

The contract is expected to run from 14 February 2005 to 31 October 2006, but the Council may, at its discretion, seek to extend the Schedule of Rates by negotiation for a further period completing on 31 March 2008.

In arriving at my decision I have properly and thoroughly taken into account the legal, financial and workforce implications for the Council. My decision is within the Council's policy and budget framework and complies with the regulations and procedures set out in the Constitution. I have explicitly considered the Council's corporate objectives in arriving at my decision. In coming to my decision I have consulted with all relevant parties as appropriate and in accordance with the scheme of delegation.

**REASON/S FOR THE DECISION**

The basis for this decision is to ensure that the term contract is sent to organisations that are able to provide competitive tenders for the council.

**OTHER OPTIONS CONSIDERED:**

**REASONS FOR REJECTING THESE OPTIONS**

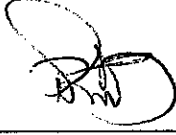
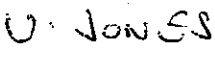

1. None

2. None

3. None

**CONSULTEES**

In making this decision, I have consulted the following people:

Name and Signature	Position	Date of consultation	Outcome of consultation (may cross reference to supplementary/background sheets)
Mr P. Smith 	Senior group accountant	26 November 2004	Financial advice (credit rating) given regarding the selection of organisations expressing an interest received by the council.
Mrs U. Jones 	Senior assistant solicitor 	26 November 2004	Legal advice given regarding the selection of organisations expressing an interest received by the council.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985**

Bibliography	Custodian	File location

Confidential information under paragraph ... of the Local Government Act 1972 (as amended) was taken into account in reaching this decision, as included on a separate summary sheet supplied with this decision sheet but not available to the public.