

**ST ALBANS CITY AND DISTRICT COUNCIL**

**DECISION REGISTER**

Portfolio(s) decision relates to:	Grounds Maintenance Contract Procurement	Name of Portfolio Holder:	Councilbr Sheila Burton
Name of decision maker:	Kevin Tighe	Signature of decision maker:	
Name of relevant Overview and Scrutiny Committee:	Community Services	Date of decision:	12/7/05

Type of decision ( <i>please tick</i> )	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:	Constitution of the Council, Part 3, Section 6.2.2 (page 71)
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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)	No
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**DECISION** (*Note this should be written in the style of a committee minute and should not include confidential information*):

That the new Grounds Maintenance Contract will run for a five year period with the possibility of a two year extension

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 ... This option will provide the optimum balance of flexibility and capital investment into machinery. Horticultural machinery has a five year useful life before problems arise, a contract of this length will allow the contractor to purchase all new machinery at the start of the contract as he will achieve maximum benefit from it. The two-year extension gives the contractor a chance to spread his set up costs over a longer period and the opportunity therefore to submit a lower tender price. It offers the council the flexibility to allow a good contractor to continue whilst still retaining the option not to allow an extension for a poor performing contractor.

**OTHER OPTIONS CONSIDERED:**

**REASONS FOR REJECTING THESE OPTIONS**

1. That the contract run for a 10 year period
2. That the contract run for a 5 year period

These options would not provide the optimum balance of flexibility (10 year contract) or longevity (for capital investment into machinery) 5 year contract

**CONSULTTEES**

Grounds Maintenance Steering Group (of Members and Officers) meeting on 15 June 2005 (Meeting not open to the public).

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)
Councilor S Burton	Portfolio holder for Sport and Healthy Living	7/7/05	Agreed reasons for future length of Grounds Maintenance contract

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

Bibliography	Custodian	File location
None		