

ST ALBANS CITY AND DISTRICT COUNCIL

DECISION REGISTER

Portfolio(s) decision relates to:	Environment and Sustainability Housing Sport and Healthy Living	Name of Portfolio Holders:	Cllr Mike Ellis Cllr Aislinn Lee Cllr Sheila Burton
Name of decision maker:	Kevin Tighe	Signature of decision maker:	
Name of relevant Overview and Scrutiny Committee:	Community Services	Date of decision:	31/10/06

Type of decision <i>(please tick)</i>	Key	<input checked="" type="checkbox"/>	Significant	<input type="checkbox"/>	Virement	<input type="checkbox"/>	Other	<input type="checkbox"/>
---------------------------------------	-----	-------------------------------------	-------------	--------------------------	----------	--------------------------	-------	--------------------------

Scheme of delegation reference under which decision is taken:	<p>Constitution of the Council:</p> <p>(i) Part 2, Section 13.03 (b) (Page 30)</p> <p>(ii) Part 3, Section 6.1.4 (Page 71)</p> <p>(iii) Part 4, Section 12 (Page 224)</p>
---	---

Has this decision drawn upon confidential information? <i>(If yes – please set out what confidential information has been taken into account on a separate sheet)</i>	Yes – Four tenders for the St Albans Grounds Maintenance Contract
---	---

DECISION *(Note this should be written in the style of a committee minute and should not include confidential information):*

That the Head of Leisure Services determines, on the basis of the evaluation of the tenders, to appoint John O’Conner (Grounds Maintenance) Ltd as the Council’s grounds maintenance contractor for a period of five years commencing on 1st January 2007.

That the Head of Leisure Services determines to enter into discussions with John O’Conner (Grounds Maintenance) Ltd to mobilise the contract and finalise the detailed terms of the agreement.



REASON/S FOR THE DECISION:

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 and have consulted with all relevant parties as appropriate and in accordance with the scheme of delegation.

The basis for this decision is the detailed quality/cost evaluation of tenders for the Council's Grounds Maintenance Contract that clearly identified John O'Conner (Grounds Maintenance) Ltd as providing the best value option for the Council.

The Head of Leisure notes that the cost of the service is within existing budgets. Members will wish to note that in accordance with a cabinet decision (6/12/2005) this Grounds Maintenance Contract will run in tandem with a Highways Agreement for the maintenance of Trees and Woodlands and highways verges.

OTHER OPTIONS CONSIDERED:

REASONS FOR REJECTING THESE OPTIONS:

- a) Extension of the existing grounds maintenance contract with John O'Conner (Grounds Maintenance) Ltd
- b) Formation of an in-house team to deliver the Council's grounds maintenance responsibilities
- c) Tender a contract for a period greater than five years

On the advice of an Officer/Member Working Group, Cabinet at its meeting on 1 March 2005 determined that the optimum way forward was to undertake an open tender process for a new grounds maintenance contract

On the advice of an Officer/Member Working Group, Cabinet at its meeting on 1 March 2005 determined that the optimum way forward was to undertake an open tender process for a new grounds maintenance contract

It was determined that a five year contract would provide the Council with the lowest risk best value solution

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)

Cllr Mike Ellis	Portfolio Holder for Environment and Sustainability	30th October 2006	Noted the appointment of John O'Conner (Grounds Maintenance) Ltd
Cllr Aislinn Lee	Portfolio Holder for Housing	23 October 2006	Noted the appointment of John O'Conner (Grounds Maintenance) Ltd
Cllr Sheila Burton	Portfolio Holder for Sport and Healthy Living	10 October 2006	Noted the appointment of John O'Conner (Grounds Maintenance) Ltd

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985

Bibliography	Custodian	File location
St Albans Grounds Maintenance Information Memorandum	Kevin Tighe (Head of Leisure Services)	District Council Offices
St Albans Grounds Maintenance Pre-Qualification Evaluation Report	Kevin Tighe (Head of Leisure Services)	District Council Offices
St Albans Grounds Maintenance Invitation to Tender	Kevin Tighe (Head of Leisure Services)	District Council Offices
Grounds Maintenance Tender - English Landscapes	Kevin Tighe (Head of Leisure Services)	District Council Offices
Grounds Maintenance Tender - Enterprise	Kevin Tighe (Head of Leisure Services)	District Council Offices
Grounds Maintenance Tender – John O'Conner (Grounds Maintenance) Ltd	Kevin Tighe (Head of Leisure Services)	District Council Offices
Grounds Maintenance Tender - Wyevale	Kevin Tighe (Head of Leisure Services)	District Council Offices
St Albans Grounds Maintenance Tender Evaluation Report	Kevin Tighe (Head of Leisure Services)	District Council Offices
St Albans Grounds Maintenance Procurement Evaluation Plan	Kevin Tighe (Head of Leisure Services)	District Council Offices
Highways Agency Agreement	Ursula Jones (Assistant Solicitor)	District Council Offices