

<b>REPORT TO</b>	<b>DATE OF MEETING</b>
Cabinet	9 <sup>th</sup> September 2015

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<b>SUBJECT</b>	<b>PORTFOLIO</b>	<b>AUTHOR</b>	<b>ITEM</b>
Procurement of Ride On Mowers	Neighbourhoods and Streetscene	Roger Ashcroft	6

## SUMMARY AND LINK TO CORPORATE PRIORITIES

The Council's vehicle and plant replacement capital programme includes for the replacement of six ride on mowers. This report requests approval to commit capital expenditure and accept the most economically advantageous tender for the procurement of the machines.

The proposals in the report link directly to all of the Council's corporate priorities but especially Clean, Green and Safe.

## RECOMMENDATIONS

That Cabinet agree:

1. To accept the tender from Company A in Table 2.
2. To grant authority under Section 3.4 of the Financial Regulations to incur capital expenditure of £160,194 for the purchase of six ride on mowers.

## DETAILS AND REASONING

### 1. Background

The Council's approved vehicle replacement capital programme for 2015/16 includes for the replacement of six ride on mowers.

### 2. Procurement Process

Recent major procurements of vehicles and plant have been conducted through a purchasing organisation framework agreement. A purchasing organisation framework is a professionally procured public sector agreement which complies with EU Public Procurement Directives and the Council's Standing Orders and Contract Procedure Rules. This opens up a mini competition to suppliers included in the framework as opposed to a full EU procurement process.

The Council has used ESPO (Eastern Shires Purchasing Organisation), which as a local authority purchasing organisation provides a service to help provide efficiencies for local authorities, through its collaborative procurement activities and framework agreements. By using the ESPO frameworks, the Council has benefited from the economies of using a large public sector agreement, efficiencies and reduced timescales in the procurement process, and has been able to take advantage of the specialist knowledge of the transport team at ESPO.

Officers have worked with ESPO to develop specifications for the required machines. These specifications were sent to all the suppliers included on the ESPO framework.

The use of ESPO has been fully compliant with the Council's Standing Orders and Contract Procedure Rules.

### 3. Details of Tenders Received and Recommendation for Acceptance

Companies were asked to provide tender prices for the provision of the six machines in compliance with the specifications. Four tenders were received from two suppliers. These included Option 1 which was non turbo machines and Option 2 which was turbo machines.

A full MEAT (Most Economically Advantageous Tender) evaluation of the bids has been undertaken and the tenders have been ranked based on overall scores using the approved evaluation criteria which was also agreed with ESPO.

The table below summarise the results of the detailed tendering exercise and shows the evaluation scores.

**Table 1 – Purchase of 6 Ride on Mowers - Option 1 Non Turbo**

Company	Cost £	Cost Score	Quality Score	Total Evaluation Score
Company A (Option 1)	149,982	78	22	100
Company B (Option 1)	162,720	72	18	90

**Table 2 – Purchase of 6 Ride on Mowers - Option 2 Turbo**

Company	Cost £	Cost Score	Quality Score	Total Evaluation Score
Company A (Option2)	160,194	74	22	96
Company B (Option2)	169,170	69	18	87

The procurement process has taken into consideration the views and operational needs of the Council's grounds maintenance operational teams. Demonstrations have also been undertaken of the different machine options including turbo and non turbo machines. This has identified that the turbo powered machines provide a better option to meet the Council's operational needs. This is because they can deal better with wet and varied grass lengths and the mower heads float better following the ground undulations preventing scalping. This gives better performance than the non turbo machines due mainly to the increased power. The Turbo option also has more durable cutting heads which enables them to take knocks and cut through debris without worrying about damaging the machine.

Company A has scored highest for Option 2 Turbo and is also the cheapest in this option.

Company A has scored slightly higher for Option 1 Non Turbo when compared to Option 2 Turbo, because of the slightly lower cost. However, Option 1 is not recommended for acceptance because the machines will not meet the Council's operational needs as well as those in Option 2 Turbo.

It is therefore recommended that the tender from Company A (Option 2) in Table 2 is accepted. The purchase cost is £160,194 which is significantly below the budget of £192,000 representing a saving of £31,806.

## WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these.

<b>FINANCIAL</b>	<p>The approved capital programme for 2015/16 includes a budget provision of £192,000 for the replacement of six ride on mowers. The purchase cost following the conclusion of the tendering exercise is £160,194.</p> <p>The maintenance costs associated with the six replacement ride on mowers are already included in the revenue budget for 2015/16 and the forecast estimates for future years.</p>		
<b>LEGAL</b>	<p>The Council will be bound by the terms and conditions of any contractual documentation entered into with the suppliers of the machines or any leasing agreements.</p> <p>The ESPO contract documentation covers all the machine purchase arrangements.</p>		
<b>RISK</b>	<p>The Council's Neighbourhood Services will suffer operational ineffectiveness should the six ride on mowers not be purchased.</p>		
<b>THE IMPACT ON EQUALITY</b>	<p>An Equality Impact Assessment is in place for Neighbourhood Services. There are no adverse equality impacts as a result of the proposals in this report.</p>		
<b>OTHER (see below)</b>	<p><b>Training and Development</b> Operator and maintenance training will be provided by the suppliers of the ride on mowers.</p> <p><b>Corporate Plans and Policies</b> The green environment is included in the corporate plan and is a priority for the Council.</p>		
<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>

## BACKGROUND DOCUMENTS

Cabinet report 11 February 2015 (Financial Strategy, Budget and Council Tax 2015/16).