PARKS MAINTENANCE PLANT AND EQUIPMENT REPLACEMENT PROGRAMME FOR 2011/2012 – PROCUREMENT AUTHORITY APPROVAL REQUEST

REPORT BY DIRECTOR OF NEIGHBOURHOOD SERVICES

ABSTRACT: The report asks to approve the Director of Neighbourhood Services’ recommendation to tender for and purchase grounds maintenance equipment required for the 2011/12 capital replacement programme and delegate acceptance of these tenders to the Director of Neighbourhood Services.

1. RECOMMENDATION(S)

1.1 It is recommended that the Committee:-

(i) approve the estimated total cost of £232,000 for the purchase of grounds maintenance plant and equipment required for the 2011/2012 capital replacement programme as set out in Section 5 of this report;

(ii) note that procurement governance - including procurement authority considerations - will be undertaken by the Tayside Procurement Consortium Steering Group.

2. BACKGROUND

2.1 The Council’s grounds maintenance machinery replacement programme is prioritised to ensure that equipment scheduled for replacement (as detailed in Section 5 below) represents that, which is priority, in order to maintain service provision.

2.2 It demonstrates a continued commitment to provide equipment which is fit for purpose, safe to use and fully compliant with current PUWER (Provision and Use of Work Equipment Regulations), EU type regulations and HSE guidance on exposure to hand arm vibration.

3. PROCUREMENT AUTHORITY

3.1 Objectives

The Director of Neighbourhood Services considers that the procurement of this equipment is a necessary requirement for continued service delivery.

Each item of plant or equipment has been selected to the most appropriate specification, taking into consideration hand arm vibration levels, operator comfort, whole life maintenance and annual repair costs.

The procurement process will be carried out in collaboration with our Tayside Procurement Consortium (TPC) partners, Dundee City Council and Perth & Kinross Council. Accordingly the TPC Steering Group will undertake all procurement governance, including procurement authority.

It is anticipated that a combined contract will deliver savings in terms of volume of purchase.

3.2 Programme

A User Intelligence Group representing all three Councils, will meet in August. Invitations to tender will be published on the Public Contracts Scotland web portal early September with returns due mid October.

Following collaborative evaluation, it is anticipated to award contracts in early December on a framework basis for a period of three years. This should ensure that orders for the required plant and equipment can be placed in time to ensure delivery by no later than 31 March 2012.
The procurement is not considered to be a “major procurement” in terms of Financial Regulation 16.8.4. Approval of this report would mean that the contract can be accepted without the need for further approval by the relevant Committee. In accordance with the new arrangements, the contract award will be reported to the Corporate Services Committee for noting only.

3.3 **Key Terms Proposed**

Should there be any substantial delays in reaching a collaborative agreement with TPC, a further report will be presented to this Committee seeking procurement authority on an individual Council basis.

3.4 **Contract Evaluation and Award Basis**

Completed tenders shall be evaluated and the contracts will be awarded on the basis of specification, price, quality, service support and availability of spare parts.

The Corporate Procurement Manager has been consulted on the proposed procurement process and outline requirement and is satisfied that that this approach is suitable and likely to produce best value for the Council.

3.5 **Procurement Risks**

A risk assessment has been undertaken for this procurement and other than the normal risks inherent in any contract, no significant risks have been identified.

4. **FINANCIAL IMPLICATIONS**

4.1 As noted at 2 above, the Council has a machinery replacement programme in place and this report seeks procurement authority to purchase from that programme, the plant and equipment listed in Table 1.

**Table 1**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Estimated Cost (£,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Tractor Digger</td>
<td>1</td>
<td>34</td>
</tr>
<tr>
<td>Ride On Cylinder Mower</td>
<td>3</td>
<td>68</td>
</tr>
<tr>
<td>Ride On Rotary Mower</td>
<td>5</td>
<td>38</td>
</tr>
<tr>
<td>Pedestrian Cylinder Mower</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>Pedestrian Rotary Mower</td>
<td>43</td>
<td>29</td>
</tr>
<tr>
<td>Hedge Trimmer</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>Chainsaw</td>
<td>14</td>
<td>6</td>
</tr>
<tr>
<td>Back Pack Blower</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Cement Mixer</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Motorised Barrow</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Salt Spreader</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Heavy Duty Drill</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Cold Water Pressure Washer</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Pedestrian Tractor Unit</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Pedestrian Scarifier</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Tractor Rotovator</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Expenditure** 232,000

The provisional capital budget volume presented to the Council Tax setting meetings on 10 February 2011 contains an allowance of £194,000 for the ground maintenance equipment replacement programme. Through application of ring-fenced capital receipts, this allowance will increase to £232,000 and the total cost of the purchase of ground maintenance equipment in this report can, therefore, be contained within the revised allowance. The Neighbourhood Services Section of the Financial Capital Budget Volume to be presented to the Corporate Services Committee on 1 September 2011 will be amended to reflect the revised allowance.
5. **HUMAN RIGHTS IMPLICATIONS**

5.1 There are no Human Rights implications associated with this report.

6. **ANGUS COMMUNITY PLAN AND SINGLE OUTCOME AGREEMENT**

6.1 This report contributes to the following local outcomes contained within the Single Outcome Agreement within Angus Council:

- Resources are used effectively.

7. **CONSULTATION**

7.1 The Chief Executive, the Director of Corporate Services, the Head of Finance and the Head of Law and Administration have been consulted in the preparation of this report.

8. **EQUALITIES IMPLICATIONS**

8.1 The issues dealt within this report have been the subject of consideration from the equalities perspective (as required by the legislation). An equalities impact assessment is not required.

**NOTE:** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above Report.

EnvManagement/NS/DFI/KR