

Members' Library Service Request Form

Date of Document	14/10/14
Originator	Stuart Baxter Operations and Engineering Manager
Originator's Ref (if any)	
Document Title	Road Services Contracts Grass Cutting 2014 - 2015

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Additional information:

Authorised By	Ray Montgomery
Designation	Head of Infrastructure
Date	14/10/14

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REPORT TO: Members' Library Service

MEETING DATE:

BY: Head of Infrastructure

SUBJECT: CON-14-051 Grass Cutting Contract 2014- 2015

1 PURPOSE

- 1.1 To inform Members of the steps taken to procure the above Infrastructure – Road Services Contract and provide details of the proposed work.

2 RECOMMENDATIONS

- 2.1 That Members note the decision of the Head of Infrastructure to award the contract for Grass Cutting Contract 2014- 2015 to James Tait & Son, Redshill Farm, Gifford, East Lothian, EH41 4JN. In accordance with the revised Scheme of Delegation (Appendix 2 to Standing Orders) section 1.11 Financial Limits and Section 4.6(f) of the Scheme of Delegation.
- 2.2 This report is submitted to the Members Library service in accordance with Standing Order 3.4 (a) and (c) for Members' information.

3 BACKGROUND

- 3.1 The winning tender will be utilised by East Lothian Council for the provision of Grass Cutting of the road verges over for financial year 2014 – 2015 with the option to extend the contract on an annual basis for a maximum of 3 additional years.
- 3.2 An advert was placed on Public Contracts Scotland on 8 April 2014 with a return date of 16 April 2014. Ten companies expressed interest in the advert, but only 4 submitted.
- 3.3 In accordance with the Council's Corporate Procurement Policies and Procedures tenders were subsequently issued, returned and assessed to determine the most suitable Contractor giving due regard to quality and price, The price element was evaluated using a schedule of prices and predetermined model of quantities based on a typical Annual works package, the quality element was a pass or fail for contractors.

3.4 The evaluated tender results are as follows: -

Contractor	Rates Supplied	Quality Score	Tender Value	Combined Placing
James Tait & Son	£27.80	Pass	£30,232.50	1
	£30.30			
J G Findlay Limited	£36.50	Pass	£39,693.75	2
	£41.50			
Robert Darling & Son Limited	£26.50	Fail	£28,818.75	n/a
	£32.50			
W B McLaren Plant Hire	£33.00	Fail	£35,887.50	n/a
	£35.00			

Note: rates supplied above include standard rate and overtime rate.

3.5 The proposed works Include: The cutting of grass verges throughout East Lothian.

4 POLICY IMPLICATIONS

4.1 None

5 EQUALITIES IMPACT ASSESSMENT

5.1 This report is not applicable to the well being of equalities groups and Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

6.1 Financial - Financial provision of £40,000 has been made in East Lothian Council 2014/2015 Road Services Revenue Budget and is adequate to cover the costs of the works and all other expenses

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 None

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DATE	14 October 2014