

**CONTRACT SPECIFICATION FOR THE RENEWAL OF THE
GROUNDS MAINTENANCE SERVICE FOR 2001**

1 SUMMARY

- 1.1 The purpose of this report is to present to Members for information and comments the final draft specification of the Grounds Maintenance Contract.

2 BACKGROUND

- 2.1 The Council's Grounds Maintenance Service is currently delivered by the Waste Management Contractor Serviceteam Ltd.
- 2.2 The contract was first awarded to Serviceteam Ltd (then known as Tylers Ltd) in 1988 and although the subject of a number of amendments and extensions, has never been formally re-tendered.
- 2.3 The most recent extension to the contract was negotiated in January 1999 for a period of 12 months the contract is now due to end on 31 March 2001.

3 INTRODUCTION

- 3.1 Members of the Compulsory Competitive Tendering Panel have overseen the redrafting of the new contract specification for the Grounds Maintenance service. The panel first considered the draft specification in January 1999. A number of amendments and additions have been made and a second and final draft has now been produced, considered and agreed. This final draft is attached for information and comment (Appendix A).
- 3.2 The twelve month delay between considering the first and final drafts was as a result of Minute 63 of the CCT Panel meeting held on 14 & 15 January 1999, which proposed a 12 month extension to the current grounds Maintenance Contract. .
- 3.3 Details of the contract.

The Grounds Maintenance Contract covers

- Grass Cutting (including general amenity areas, highways, housing areas and rural verges
- Grass Edges(including shrub /rose beds
- The maintenance of Shrub/Rose beds
- Wild Flowers
- Tree Maintenance
- Hedge Maintenance (Formal and Informal)

- Sports Areas
- Sports Pitches
- Playground equipment
- Water Safety and:
- Cemeteries

3.4 At the meeting of the CCT Panel held of 14 February 2000 (minute 84) Members recommended that flexibility be built into the new contract to allow for the disposal of any playspace/playgrounds.

3.5 The Renewal Time Table

Appendix B attached outlines for Members information, the key dates and events for the renewal of the Grounds Maintenance contract.

Members will note from the timetable provided that the shortlisting of applicants is programmed to take place in April 2000. This takes the process outside of the normal committee cycle. To ensure that the process can meet the proposed timetable, Members are asked to consider delegating authority to agree the shortlist of companies to the CCT Panel or Officers.

4 ENVIRONMENTAL IMPLICATIONS

4.1 The delivery of a quality Grounds Maintenance service will enhance the environment of the whole district.

5 FINANCIAL IMPLICATIONS

5.1 The full financial implications to the council cannot be assessed until the tenders have been returned .At the present time the contract costs the Authority £617,000 for the 1999/2000 financial year

PARISH IMPLICATIONS

The Grounds Maintenance service will be district wide and therefore all parishes will benefit.

RECOMMENDATION

It is proposed that the Committee **RESOLVES**

1. That Members agree the attached Contract Specification for the Grounds Maintenance Service.
2. That Members delegate authority for shortlisting applicants only, to the CCT Panel or Officers as appropriate

Tony Galloway

HEAD OF LEISURE & CLIENT SERVICES

Background Papers:

For further information please contact Tony Galloway on (01702) 546366

APPENDIX A

This Appendix contains the General Specifications for the Grounds Maintenance Contract Sections 1- 14. Sections 15 – 17 together with Appendices I – XIV will be sent to Members early next week.

The Chairman of the Committee has asked that all Members raise questions on the document with Officers prior to the meeting.

At the meeting Officers will advise Members of all questions raised, together with the answers provided.

Would Members please contact Mr David Timson (Direct Dial 01702 318075) with any questions they wish to raise.