

Tender Award Report (TAR)

(To be completed once the procurement exercise is complete for contract values of £25k or more.)

Award of Invasive Plants Contract to The Grounds Care Group (UK) Ltd	Tender Reference
	6163-2021-MS

Report prepared and submitted by:

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Executive Summary

This report seeks approval to award **Invasive Plants** contract following an extensive procurement process to: **The Grounds Care Group (UK) Ltd**

The Grounds Care Group (UK) Ltd submitted an economically advantageous tender in terms of quality and price as well as added value in its demonstrable commitment to the residents and the principles of Clarion.

This new contract will be for a period of **4 years** initially, with the option to extend for a further **1 year + 1 year**.

The contracts will be managed by the **Housing Team** with all costs incurred settled centrally and then recharged against the business units. It is the responsibility of the receiving Business Unit to ensure that all costs are monitored in accordance with their budgets.

1.0 Background

1.1 Objectives –

- A uniform approach across the Group
- A dedicated specialist to ensure that we are able to fulfil our obligations as a landlord
- Contractors have the necessary accreditations for treatment of invasive plants
- Ensure VFM
- Implement formal procedures for instructing works
- Sufficient national contractor coverage

1.2 Rationale –

- Use of DPS system to allow for Section 20 process
- External DPS used with 2.5% costs added to supplier bid
- One supplier with a national contract managed regionally by Area Managers
- Portal system to allow Area Managers to log in and see information
- KPI's and spec reviewed for new contract

2.0 Procurement Process

2.1 Use of PfH DPS system. All correspondence passed to PfH for them to manage via their online procurement system.

2.2 Tender documents prepared by Procurement and evaluation carried out by Area Managers. COI forms completed prior to evaluation and there were no COI to record. DPS used to allow for Section 20 process. The contract is a national contract that is managed by Area Managers.

- 2.3 Appendix 1 show the contractors' positions following Stage 2 evaluation of tenders.[WMI] The team took a vote and it was decided that interviews would not add any value to the process as the current incumbent was the winning supplier and even if scores were amended by 1, it would not make a difference to the outcome due to the pricing assessment, majority votes attached. PFH were notified

3.0 Financial Assessment

3.1 Total Contract Cost

	Cost £ (excluding VAT)	VAT £	Total Cost £
Year 1	£62,708	£12,542	£75,250
Year 2	£62,708	£12,542	£75,250
Year 3	£62,708	£12,542	£75,250
Year 4	£62,708	£12,542	£75,250
1 Year Ext	£62,708	£12,542	£75,250
1 Year Ext	£62,708	£12,542	£75,250
			£451,498

3.2 Savings / Efficiencies

Tender was evaluated on basis of 10m2 and the winning contractor has offered a sliding scale of charges for invasive plant areas.

3.3 Abnormally Low / High Bids Rejection

There were none

4.0 Outcomes / Deliverables

- 4.1 The outcomes and deliverables in the new contract will meet all the needs of Invasive Plants including the quality aspects and standards.

5.0 Organisational Implications

5.1 Equalities Impact Assessment

N/A

5.2 Health & Safety Implications

The winning bidder is the current incumbent and is Health & Safety approved.

5.3 Responsible Procurement Implications

- Social Sustainability
N/A – however supplier is able to education residents on Invasive Plant species and training for Clarion staff
- Environmental Sustainability
Part of the INNSA code of practice provides guidelines on environmental practices.
- Economic Sustainability
N/A

5.4 Staffing & Accommodation Implications

N/A

5.5 Safeguarding Implications

All contractors staff working on residential areas have guidelines to work within

5.6 **Data Protection**
Covered in contract


5.7 **Any Other Implications**
None

6.0 Contract Management & Monitoring

6.1 **Details of sub contractors**
None

6.2 **Name of existing supplier (where applicable)**
The Grounds Care Group (UK) Ltd

7.0 Pricing



CLARION
HOUSING GROUP

Invasive Plant Tender

6163-2021-MS

The Grounds Care Group (UK) Ltd

Please base your prices on a 10 square metre treatment area

TREATMENT COSTS	£	
JAPANESE KNOTWEED	£ 185.00	
HOGWEED	£ 185.00	
BALSAM	£ 185.00	
RAGWORT	£ 185.00	
BAMBOO	£ 185.00	
Equipment Sundries	£ 16.00	
Clarion Staff Training per session		
TOTAL	£ 941.00	