

COMMITTEE:	CABINET
DATE:	5 December 2002
SUBJECT:	CLEANSING CONTRACTS
REPORT OF:	DIRECTOR OF PLANNING, REGENERATION & AMENITIES
Ward(s):	All
Purpose:	<p>To give necessary authority to officers in consultation with the Cabinet Spokesperson for the Environment to:</p> <p>(a) award the Council's Refuse Collection Contract, Street Cleansing Contract, Public Conveniences Cleansing and Attendant Services Contract which are to commence on the 1 April 2003; and</p> <p>(b) extend by two years the contract period for the Dog Litter Bins and Associated Signs Contract with effect from the 1 April 2003.</p>
Contact:	Mark Probyn, Head of Amenities, Telephone 01323 415240 or internally on extension 5240.
Recommendations:	<p>That the Cabinet</p> <ol style="list-style-type: none"> 1. Authorises the Director of Planning, Regeneration and Amenities in consultation with the Head of Legal Services and Cabinet Spokesperson for the Environment to complete contract documentation with the preferred Contractor and to award the Refuse Collection Contract and Street Cleansing Contract. 2. Authorises the Director of Planning, Regeneration and Amenities in consultation with the Head of Legal Services and Cabinet Spokesperson for the Environment

		<p>4. Designates the Director of Planning, Regeneration and Amenities as the “Supervising Officer” for the purposes of the Refuse Collection and Street Cleansing Contracts; and Public Conveniences Cleansing and Attendant Services Contract.</p> <p>5. Appoints the Cabinet Spokesperson for the Environment, Opposition Spokesperson for the Environment, Director of Finance and Corporate Services and Director of Planning, Regeneration and Amenities as representatives of the Council on the Project Management Board which will be responsible for the implementation and ongoing monitoring of the Refuse Collection and Street Cleansing Contracts.</p>
<p>1.0</p>	<p><u>Background</u></p>	
<p>1.1</p>	<p>In December 2002 the Council commenced a negotiated tender process for the Public Convenience Cleansing and Attendant Services Contract; Dog Litter Bins and Associated Signs Contract; Street Cleansing Contract; and Refuse Collection Contract with the objective of awarding contracts prior to Christmas 2002 for implementation on the 1 April 2003.</p>	
<p>1.2</p>	<p>This tender process and series of negotiations with tenders is now nearing its completion.</p>	
<p>1.3</p>	<p>Members will be aware of the reports concerning the procurement of these Contracts to Cabinet on the 2 October 2002, Scrutiny Committee on the 11 November 2002, and Full Council on the 13 November 2002. Further to these it is the purpose of this Report is primarily to seek the Cabinet’s authorisation for officers in consultation with the Council’s Spokesperson for the Environment to conclude the tender process for these Contracts.</p>	
<p>1.4</p>	<p>Members will also be aware of the Report of the Director of Finance and Corporate Services to Council on the 13 November in which the Director advised on the evaluation of tenders undertaken by the Project Management Board and of the financial implications of the individual contracts and also of the potential impact on the Council Tax for future years.</p>	

2.	<u>Resolution of Council</u>	
2.1	On the 13 November 2002 Council resolved: (1) That the decision of the Cabinet at its meeting on 2 October 2002 in respect of contract and tendering arrangements be endorsed.	
	(2) That the proposals set out in the report of the Chairman of the Cleansing Contracts Project Management Board to the Scrutiny Committee and the views of the Scrutiny Committee set out in the minutes of its meeting of 11 November 2002 be noted. (3) That Council acknowledges the budgetary implications in 2003/04 and future years, in proceeding on the lines proposed by Cabinet and as given in the report to the Scrutiny Committee, in advance of formally approving next year's budget, and that this be recorded as an approved variation to the Council's Budget and Policy Framework. (4) That the Cabinet be authorised to agree contractual commitments in respect of the letting of cleansing contracts as outlined in the reports to Cabinet and Scrutiny Committee.	
3.	<u>Further Negotiations with Contractors</u>	
3.1	Further to Council on the 13 November the Project Team is working to complete negotiations with all Contractors by the date of this meeting of the Cabinet.	
3.2	At their meeting on the 11 November, further to an evaluation of submitted best and final offers from tenderers for these Contracts the Project Management Board agreed a preferred Contractor for the Public Convenience Cleansing and Attendant Services Contract; Refuse Collection Contract and Street Cleansing Contract.	
3.3	Negotiations will continue with these Contractors further to which it is proposed that a confidential update Report will be presented to Cabinet on the 5 December 2002 which will include the Company names of the successful tenderers and their final bids.	
4.	<u>Other Matters</u>	

4.1	It is necessary for the purposes of the Public Conveniences and Attendant Services Contract, Refuse Contract and Street Cleansing Contract for the Council to designate a "Supervising Officer".	
4.2	The Supervising Officer shall be the duly authorised representative of the Council for all purposes connected with these Contracts.	
4.3	The Cabinet is asked to designate The Director of Planning, Regeneration and Amenities as Supervising Officer as Supervising Officer.	
5.0	<u>Consultation</u>	
5.1	Consultation has taken place with regard to the Services provided through the Contracts referred to in this Report as described in the Report to Cabinet on the 2 October and Scrutiny Committee on the 11 November 2002.	
5.2	Further consultation will take place with Residents of the Borough prior to introducing a wheeled bin refuse collection service and recycling collection service. The Council will require the appointed Contractor to undertake a survey through which each residence will be assessed in terms of its suitability for a wheeled bin and recycling box service. Through this process the individual needs of residents will be taken into consideration including when assistance may be required through age or infirmity and in determining the capacity of the wheel bin required for each household.	
5.3	The Council also proposes to send a letter to each household prior to Christmas this year. The letter will provide useful information concerning the Council's future plans for the control and collection of household waste. It will also ask residents to express their views on if the Council should reduce services or increase the Council Tax to meet the cost of providing the refuse collection service and recycling service proposed.	
6.0	<u>Human Resource</u>	

6.1	The content of this Report does not address any human resource issues. The Project Board is mindful however of the need for the Council to review its staffing arrangements and to set in place an appropriate staffing arrangement that will support the appointed contractor for the Refuse Collection and Street Cleansing Contracts in implementation of a wheeled bin collection service and recycling box service.	
6.2	Members will be aware of the Council's bid to DEFRA for funding which includes a cost element which if successful would enable the Council to employ two additional staff for this purpose in the financial year 2002/03.	
6.3	It is also intended that staffing for this purpose would be the subject of a growth bid on the Council's revenue budget should the DEFRA bid be unsuccessful.	
7.0	<u>Financial Implications</u>	
7.1	The Financial Implications for the Council are contained in the Report of the Director of Finance and Corporate Services presented to Council on the 13 November 2002.	
7.2	Any further relevant financial information including the final contract sums will be contained within the confidential update Report referred to in paragraph 3.3 above.	
8.0	<u>Environmental, Youth and Anti-Poverty Implications</u>	
8.1	These matters have been addressed in the Report to Cabinet dated 2 October and Scrutiny Committee on the 11 November.	
9.0	<u>Summary</u>	
9.1	The primary purpose of this Report is to seek the Cabinet's authorisation for officers in consultation with the Council's Spokesperson for the Environment to conclude the tender process for the award of the Council's Refuse Collection Contract, Street Cleansing Contract, Public Conveniences Cleansing and Attendant Services Contract which are to commence on the 1 April 2003.	

Mark Probyn Head of Amenities	
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Background Papers:

The Background Papers used in compiling this report were as follows:

Report - Cleansing Contracts - Cabinet, 2 October 2002

Report - Cleansing Contracts – Scrutiny Committee, 11 November 2002

Report - Cleansing Contracts – Council, 13 November 2002

(document reference) Reports/5 December 2002_Cleansing Contracts