

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	Award of Christmas Tree contract 2020
<b>Cabinet Member:</b>	Councillor Damian White
<b>SLT Lead:</b>	Jane West, Chief Operating Officer
<b>Report Author and contact details:</b>	Nicola Bowen, Events Manager
<b>Policy context:</b>	The decision has been made in line with procurement policy and guidelines
<b>Financial summary:</b>	This is a four month contract – total value £31,208.50
<b>Relevant OSC:</b>	N/A
<b>Is this decision exempt from being called-in?</b>	Yes. It is a non-key decision by a member of staff

### The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input checked="" type="checkbox"/>
Places making Havering	<input checked="" type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

The Council is looking to appoint a Christmas tree supplier who will provide trees installation and removal in designated areas in specified locations within the borough for Christmas 2020.

The Council wishes to award a four month contract which would cover the festive period and end in January following the removal of the trees. The contract will start at the beginning of October and installation will commence mid-November. The reason the contract will begin prior to installation is due to the fact a work plan and schedule need to be drafted and agreed with the Supplier prior to installation.

The contract ending in January allows us sufficient time to look at the procurement process for 2021 with a view to procuring a longer term contract, depending on budgets/funding and advice from Procurement colleagues.

A Request For Quotation (RFQ) process was undertaken in conjunction with Procurement to arrive at the award.

The supplier which scored the highest in the process was 4<sup>th</sup> D Landscapes. Their total contract value quoted is £31, 208.50

Breakdown of scoring:

The technical score - 59

The price score – 100

**Total score – 87.7**

### AUTHORITY UNDER WHICH DECISION IS MADE

**Constitution of the London Borough of Havering**

#### **3.4 Powers of Second Tier Managers**

##### **Contract powers**

- (a) **To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.**

## Non-key Executive Decision

### **STATEMENT OF THE REASONS FOR THE DECISION**

The supplier 4<sup>th</sup>D Landscapes scored the highest in the RFQ process. Their submission was robust and well documented, and majority of their questions were answered with a comprehensive and qualified response submitted in terms of detail and relevance to all the technical questions asked. The company also provided great examples of similar(?)services they had provided in other local authorities, with the costs and duration of the contracts and what was included in all the contracts (storage, removal etc.).

They have also received very good feedback from a variety of stakeholders they have worked with.

### **OTHER OPTIONS CONSIDERED AND REJECTED**

The alternative option is to have no Christmas Trees in the borough. This option has been rejected due to the fact that the Christmas Trees compliment the borough's Town Centres for the duration of the Christmas period.

### **PRE-DECISION CONSULTATION**

N/A

### **NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Nicola Bowen

Designation: Events Manager

Signature:

Date: 29.09.2020



## **Non-key Executive Decision**

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

1. The Council has a “general power of competence” under Part 1 Chapter 1 of the Localism Act 2011 which gives it the same power to act as that of an individual, subject to other statutory provisions limiting or restricting its use and the recommendations in this report are compatible with the exercise of those statutory powers.
2. This report seeks approval of the outcome of the request for quotes process that was undertaken so as to procure Christmas Trees throughout the borough for the Christmas period.
3. The value of the contract (£31,208.50) is below the EU-set thresholds for regulated procurements and a Request for Quotations (RFQ) procedure conducted via the Council’s e-tendering suite (Capital E-Sourcing) is prescribed by Rule 9.8 of the Council’s Contract Procedure Rules (CPR) as the procurement route to follow.
4. From this report, the RFQ process has been conducted, 4thD Landscapes has emerged as the successful bidder, and the Council’s CPRs have been complied with.
5. The contract award should be entered in Contracts Finder.

### FINANCIAL IMPLICATIONS AND RISKS

The contract cost of £31,250.50 would be funded from the existing Marketing and Events budget (A22035), private contractors payments for supplies and services (651780.6113). This budget is currently earmarked to fund the cost of the festive lights and Christmas trees.

### HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

There are no human resources implications and risks (nor accommodation implications) to this decision.

### EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

We do not consider there to be any equalities and social inclusion implications and risks to this decision.

### BACKGROUND PAPERS

N/A

**Non-key Executive Decision**

**Part C – Record of decision**


I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

**Details of decision maker**

Signed

A photograph of a handwritten signature in blue ink on a white background. The signature appears to be 'MCH' followed by a horizontal line.

Name: Marcus Chrysostomou

Cabinet Portfolio held:

CMT Member title:

Head of Service title: Head of Communications

Other manager title:

Date: 1 October 2020

**Lodging this notice**

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_