

To: **Executive Member for the Environment**
22 September 2022

Environmental Monitoring Contract Award
Executive Director: Delivery

1 Purpose of Report

- 1.1 The current contract for the provision of environmental monitoring is due to expire on the 31st December 2022. As a result the Council is required to re-tender. Following advertising, a robust evaluation of submitted tenders was undertaken. In accordance with the Councils Contract Standing Orders, the purpose of this report is now to seek approval to award the new contract.

2 Recommendations

- 2.1 **That the Environmental Monitoring contract that is due to commence on the 1st January 2023 is awarded to tenderer A.**
- 2.2 **As per the procurement plan which was agreed by the Executive on the 15th March 2022 the contract award decision is delegated to the Executive Director, Delivery and Executive Member for the Environment**

3 Reasons for Recommendations

- 3.1 To ensure the delivery of a high-quality environmental monitoring service provided at the best value for money.

4 Alternative Options Considered

- 4.1 The current environmental monitoring contract had to be retendered under procurement rules. Further extensions of the contract would not be permitted.

5 Supporting Information

- 5.1 The Executive considered the Strategic Procurement Plan for the retender of the environmental monitoring contract on the 15th March 2022. The Executive approved the plan and this report seeks approval for the award of the new contract for an initial period of five years from 1st January 2023 to 31st December 2027 and the option to extend the contract for five further periods of one year (1+1+1+1+1). If all the extension periods were taken up the contract would finish on the 31st December 2032.

Advertising & Tenders

- 5.2 The tender opportunity was advertised on the Find a Tender website, South East Business Portal and Contracts Finder. The procurement followed the open procedure.

- 5.3 All communication with potential tenderers was through the e-Procurement system prior to the submission date to ensure the final tenders were based upon equal information.
- 5.4 Tenders were submitted into the e-Procurement system on the 1st June 2022. Unpriced copies of these were circulated to the Project Team. Tenders were assessed using the evaluation weightings agreed by the Executive as part of the Strategic Procurement Plan namely 50% quality and 50% price.
- 5.5 The confidential annex gives details of the number of tenders submitted and their relevant scores.

6 Consultation and Other Considerations

Legal Advice

- 6.1 Legal comments remain as per the comments provided as part of the 15 March 2022 Strategic Procurement Plan with the addition that it is noted that the competitive procurement exercised required by the Public Contracts Regulations 2015 has been undertaken. This will need to be recorded as a Key Decision.

Financial Advice

- 6.2 The financial implications are contained within the confidential annex. Once the saving attributable to Bracknell Forest Council is known, it will feed into the budget build process for 24/25, with in-year savings being reported through the monthly budget monitoring process accordingly.

Other Consultation Responses

- 6.3 N/A

Equalities Impact Assessment

- 6.4 An Initial Equalities Screening Record Form was completed for this requirement as part of the procurement plan.

Strategic Risk Management Issues

- 6.5 The Council has a statutory obligation to provide environmental monitoring at 3 sites.
- London Road, Ascot is a disused Berkshire landfill site managed by the Council and costs are recharged to the Berkshire Unitary Authorities.
 - Longshot Lane is also in part a disused landfill site and the responsibility of the Council. This land is managed by the Council's Property team as it has business units built on it.
 - Long Hill Park is another disused landfill site and is operated by the Council as a wildlife and public recreation facility

Compliance with the Environment Agency permit is mandatory. If monitoring was not to take place or was not of a high enough quality, there could be significant environmental impacts on local residents and businesses.

Climate Change Implications

6.6 The recommendations in Section 2 above are expected to:

Minimise the risk to the local environment, local residents and businesses through monitoring and actively managing the relevant sites.

Health & Wellbeing Considerations

6.7 N/A

Background Papers

Procurement plan 15th March 2022

Contact for further information

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