

## Park & Ride and Guided Busway Grounds Maintenance Contract Renewal

To: Highways and Transport Committee

Meeting Date: 25<sup>th</sup> April 2023

From: Executive Director Place and Sustainability

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2023/056

Outcome: Approve the re-procurement of a Grounds maintenance contract for Park and Ride sites and the Guided Busway.  
The estimated expenditure through this contract would be £1m over the 5-year period of the contract.

Recommendation: a) Agree to the re-procurement of the Grounds Maintenance contract as outlined within the report  
  
b) Delegate responsibility for awarding and executing the contract for the provision of Grounds Maintenance services and any extension periods to the contract to the Executive Director Place and Sustainability in consultation with Chair and Vice-Chair Highways and Transport Committee.

### Officer contact:

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### Member contacts:

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## 1. Background

- 1.1 In 2018 the Economy and Environment Committee approved the request to commence a procurement process to secure a grounds maintenance contract for the Park & Ride sites and Busway for a period of 5 years (3+1+1).
- 1.2 Working with Cambridgeshire County Council procurement team and South Cambridgeshire District Council (SCDC) a dual contract was procured to deliver the following services across the two authorities:
  - a) Trumpington Park & Ride
  - b) Madingley Road Park & Ride
  - c) Newmarket Road Park & Ride
  - d) Milton Park & Ride
  - e) Babraham Road Park & Ride
  - f) Longstanton Park & Ride
  - g) St.Ives Park & Ride
  - h) 25 km of Busway track and maintenance track
  - i) 14 Local Environmental Management areas (LEM's)
  - j) All open spaces, tree, hedge and shrub maintenance and associated works across multiple housing sites within SCDC.

## 2. Main Issues

- 2.1 The current 5-year contract expires on 4<sup>th</sup> October 2023 and as this contract has reached the end of permitted extension periods a re- procurement process is required. The existing contract is a contract delivering services for CCC Park & Ride and Guided Busway and to SCDC. It is proposed to procure a new contract on the same basis. CCC have received confirmation from SCDC of their approval to move forward on this basis.

This dual contract model has been successful over the period of the existing contract and provides an economy of scale for the two authorities, delivering efficiencies for grounds maintenance services. The contract is to be procured under the Procurement Contract Regulations 2015 and will be advertised on the Pro Contract System using the following timeline:

- a) April 2023 – Publish tender.
  - b) May 2023 – Responses to tender received.
  - c) June 2023 – Evaluate tenders.
  - d) July 2023 – Moderation process.
  - e) July 2023 – Award contract.
  - f) 5<sup>th</sup> October 2023 – New contract commencement date.
- 2.2 It is anticipated that the CCC element of the 5-year contract (3+1+1) will exceed £500k and under CCC's Contract Regulations the decision to re-procure is therefore one for the relevant Policy & Service committee to decide upon.

The estimated budget spend in each year is up to £200k. Current budget allocations for this are included within the 2023/24 service budget and future year budget plans. The CCC element of the contract amounts to c35% of the overall contract value, with a total

anticipated dual contract value of £2.85M. SCDC have provided approval on their element of the contract to allow the re-tender process to proceed.

On the award of dual contracts, a separate contract will be entered into by each authority. This allows for flexibility and risk management within each Local Authority. Once the contracts have been awarded the management and decision making relating to the contract will sit separately with each authority. This ensures that either contract can continue to operate without the other.

Potential bidders will need to pass all elements of the selection criteria which include; economic and financial standing, health & safety qualifications, and data protection and GDPR regulations, before being evaluated on the qualitative criteria, including the following:

- a) Customer care.
- b) Waste management and environmental considerations of entire operation including transportation of equipment.
- c) How the service might improve the economic, social and environmental wellbeing of Cambridgeshire.
- d) Innovation and efficiency.
- e) Consideration of vulnerable and elderly.

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### 3. Alignment with corporate priorities

#### 3.1 Environment and Sustainability

The Busway maintains 14 Local Environmental Management areas which will continue to be maintained and monitored to ensure the conditions remain in place for the identified species within these areas.

#### 3.2 Health and Care

There are no significant implications for this priority.

#### 3.3 Places and Communities

There are no significant implications for this priority.

#### 3.4 Children and Young People

There are no significant implications for this priority.

#### 3.5 Transport

The Park and Ride facilities and the Guided Busway provide key elements of the transport infrastructure serving Cambridgeshire. The ongoing grounds maintenance of these facilities

is essential to their ongoing successful operation, avoiding issues of over grown vegetation etc for service users and bus operators.

## 4. Significant Implications

### 4.1 Resource Implications

The estimated cost of the contract to Cambridgeshire County Council (assumed in the service budget) is estimated to be £200k per annum over the 5-year period of the contract. Provision has been made within the service budget allocations for this in 2023/24 and future years.

### 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

All procurement activity will be undertaken in compliance with the Council's Contract Procedure Rules and will be supported by both the Procurement and Bus Operations services.

### 4.3 Statutory, Legal and Risk Implications

Dual party contract required. The contract will be signed only with confirmation from legal services and procurement on the appropriateness of the contract to be entered into.

### 4.4 Equality and Diversity Implications

There are no significant implications within this category.

### 4.5 Engagement and Communications Implications

There are no significant implications within this category.

### 4.6 Localism and Local Member Involvement

Working with community groups along the Busway corridor allows us to modify small areas of verge within community areas to encourage wildflower species and local community involvement and pride in their environment.

### 4.7 Public Health Implications

There are no significant implications within this category.

### 4.8 Climate Change and Environment Implications on Priority Areas (See further guidance in Appendix 2):

#### 4.8.1 Implication 1: Energy efficient, low carbon buildings.

neutral Status:

Explanation: No buildings involved in the contract

#### 4.8.2 Implication 2: Low carbon transport.

Neutral/positive Status:

Electric bus fleet to replace the Park & Ride fleet in May/June 2023. Universal bus fleet operating on the Busway will be replaced by electric buses later in 2023. Whilst this does not directly affect the Grounds maintenance contract itself, holistically the Park and Ride Busway services and County Council zero carbon targets will benefit from this change.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Positive Status:

The Busway maintains 14 Local Environmental Management areas which will continue to be maintained and monitored to ensure the conditions remain in place for the species within these areas. Tree surveys along the 25km of the Busway will be undertaken every 2.5 years within the contract to ensure the condition of the trees is safe for the public and positive for the environment. Working with community groups along the Busway corridor allows us to modify small areas of verge within community areas to encourage wildflower species and local community involvement and pride in their environment. Also leads to reduced grass cutting at critical times of year for these species and an element of re-wilding.

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Positive Status:

Explanation: Removal of any existing plastic tree protectors will be undertaken within this contract.

4.8.5 Implication 5: Water use, availability and management:

Neutral Status:

Explanation: No change in sites or busway and no watering of existing planting is undertaken.

4.8.6 Implication 6: Air Pollution.

neutral /positive Status:

Electric bus fleet to replace the Park & Ride fleet in May/June 2023. Universal bus fleet operating on the Busway will be replaced by electric buses later in 2023. Whilst this does not directly affect the Grounds maintenance contract itself, holistically the Park and Ride Busway services and County Council zero carbon targets will benefit from this change

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.

neutral Status:

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Sarah Heywood

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Emma Duncan

Have the equality and diversity implications been cleared by your EqIA Super User? Yes

Name of Officer: Faye McCarthy

Have any engagement and communication implications been cleared by Communications?  
Yes

Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service  
Contact? Yes

Name of Officer: Sue Procter

Have any Public Health implications been cleared by Public Health?  
Yes

Name of Officer: Iain Green

If a Key decision, have any Climate Change and Environment implications been cleared by  
the Climate Change Officer?

Yes

Name of Officer: Emily Bolton

## 5. Source documents guidance

### 5.1 Source documents None