



Report of Technical Manager

Report to Chief Officer Parks and Countryside

Date: 18th October

Subject: Request to tender for a single contractor for the supply and occasional installation of fixed play equipment

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

Seeking approval to conduct a further competition against Lot 2 of the Eastern Shires Purchasing Organisation's (ESPO) Framework Agreement (115) with the intention of awarding to a single supplier for the supply and occasional installation of Outdoor Playground Equipment.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

The delivery of good quality play areas, providing a broad range of play opportunity for all children to access supports the authority to deliver on its plans to be the best council for;

- Communities
- Children
- Health and well being
- Economic growth

3. Resource Implications

The utilisation of a single supplier contract will help us reduce costs by reducing the need to tender each and every scheme

- The tender process will ensure that the equipment is fit and suitable for each scheme.
- Sustainable and simply resourced play equipment, spares and replacements form part of the tender.
- The provider will provide assistance in carrying out consultation where necessary to ensure the scheme best meets the needs of the community.
- This will reduce delays in the delivery of schemes citywide.

Recommendations

- a) That the Chief Officer Parks and Countryside approves the request to allow the service to conduct a further competition against Lot 2 of the Eastern Shires Purchasing Organisation's (ESPO) Framework Agreement (115) with the intention of awarding to a single supplier for the supply and occasional installation of Outdoor Playground Equipment for the period of 1 year (March 2021 – February 2022) with the option of a further 3 x 12 month extensions.

1. Purpose of this report

- 1.1 This report is seeking approval to conduct a further competition against Lot 2 of the Eastern Shires Purchasing Organisation's (ESPO) Framework Agreement (115) with the intention of awarding to a single supplier for the supply and occasional installation of Outdoor Playground Equipment.

2. Background information

- 2.1 The former process of purchasing fixed play equipment the Dynamic Purchasing system (DPS) ended over two years ago.
- 2.2 Since that time the service has been looking at various methods that will allow them to procure fixed play equipment
- 2.3 After much debate and investigation the service believe that the best option is to tender for a single supplier via the ESPO Framework (115).

3. Main issues

- 3.1 The ESPO Framework is due to expire on the 31st of March 2021
- 3.2 As such it is imperative that approval to use the ESPO Framework is granted in October so that the service is able to progress the tendering exercise and appoint a contractor prior to the 31st of March 2021. It should be noted that call-off contracts made against the ESPO Framework may supersede the end date of the Framework.
- 3.3 This is so that the service may take advantage of the ESPO Framework, its T&C and that the checks on the suppliers that have been carried out.

- 3.4 Furthermore the service needs to establish an approved method of procuring fixed play equipment to ensure that it complies with financial and procurement regulations.
- 3.5 Using a single supplier for the supply and occasional installation of fixed play equipment will help save both time and money in the delivery of projects and schemes for the service and the city as a whole.
- 3.6 In terms of evaluation we shall be using an 80:20 split – with the emphasis being on quality rather than price.

The reason for this is simply as the service feel it is vital that the chosen equipment/design meets the needs of users, is robust, provides a good degree of play value and play quality.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Consultation with the executive member for the service has been undertaken.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 Delivery of new and refurbished playgrounds has been the subject of an EIA previously as has the use of s106 monies and grant funding.
- 4.2.2 It is understood that all our play schemes endeavour to be as inclusive and accessible as possible whilst offering risk and challenge to all children. Play areas are to encourage a broad range of play experiences including, social, creative, imaginative and physical opportunity to support and developmental skills, understanding risk and physical development as such schemes need to balance both risk, challenge and inclusivity wherever possible.
- 4.2.3 Play area do not discriminate against race or religion and endeavour to build good community links through play.

4.3 Council policies and the Best Council Plan

4.0 Council Policies and City Priorities

- 4.1 The most relevant Vision for Leeds III (2011-2030) ambition is to have high quality buildings, places and green spaces, which are clean, looked after, and respect the city's heritage, including buildings, parks and the history of our communities by 2030.
- 4.2 By 2030 Leeds aims to
- Address neighbourhood problem sites; improve cleanliness and access to the quality of green spaces.
 - Improve the quality and sustainability of the built and natural environment
- 4.3 On 22nd August 2007, through revisions to the council's capital strategy, executive board resolved that, where there are funding requirements for pre-determined priority works to community parks, play areas and sports pitches, any available S106 funds should be used where such works are legally eligible within the terms

of the legal agreement.

Climate Emergency

- 4.3.1 The use of sustainable materials are paramount for the service and these will be a major part of the tender process.
- 4.3.2 Where possible tree planting will be considered for each scheme to help the councils commitment to the Climate Emergency and support in the councils ambition to be carbon neutral by 2030.

4.4 Resources, procurement and value for money

- 4.4.1 The use of a single supplier for the delivery of all our new, existing play schemes will help save the authority money by:
 - Reducing lengthy evaluation process of the tenders for each scheme
 - A single delivery of play area plans
 - Support with local consultation
- 4.4.2 As stated before In terms of evaluation we shall be using an 80:20 split – with the emphasis being on quality rather than price. This is because in most cases the funding is secured from a number of sources including developer contributions (s106) and grant funding – meaning the budget is set ahead of going out to tender.

4.5 Legal implications, access to information, and call-in

- 4.5.1 As a Key decision, this decision is subject to call-in.
- 4.5.2 The request is also subject to advertising on the council's forward plan.

4.6 Risk management

- 4.6.1 A full tender evaluation of the tender returns for the contract will be undertaken to mitigate against any risk in engaging with a single supplier.
- 4.6.2 The actual tender process will be in two stage
 - Step A evaluation of the written submission from companies
 - Step B Presentation from companies to the board to allow them to understand the design rationale, get a flavour of the equipment and how they worked with their client to deliver the scheme.
- 4.6.3 The contract has included a clause that allows the authority to purchase equipment if so required following consultation with community group's from an alternative supplier, in the event that the selected supplier cannot meet the specific requirements.

Any handling charges will be agreed and set for the duration of the contract.
- 4.6.3 The contract is for one year – with the possibility of extending for a further 1x3 years on a year by year basis, if the contact proves successful.

4.6.4 However it allows the contract to be terminated at the end of year one if the service does not feel they are securing best value or if the contractor does not meet the needs of the service.

5. Conclusions

5.1 In conclusion after much investigation and detailed planning with the service and procurement team, it is felt that undertaking this tender exercise to secure a single supplier for play equipment and occasional installation of play equipment is the most appropriate method for the service.

5.2 It is expected that this method will save the service, time and money in the long term.

6. Recommendations

7. That the Chief Officer Parks and Countryside approves the request to allow the service to conduct a further competition against Lot 2 of the Eastern Shires Purchasing Organisation's (ESPO) Framework Agreement (115) with the intention of awarding to a single supplier for the supply and occasional installation of Outdoor Playground Equipment for the period of 1 year (March 2021 – February 2022) with the option of a further 3 x 12 month extensions.

8. Background documents¹

8.1 None.

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.