



**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

**PROPOSED INDIVIDUAL DECISION BY THE LEADER**

**TOPIC - Authorisation to tender for the Maintenance Of Small Sewage Treatment Works, Pumping Stations and Cesspools**

**PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on Tuesday 12 October 2010.**

**Contact Officers:**

**Case Officer:** Andy Hickman, Tel: 01962 848 105, Email: ahickman@winchester.gov.uk

**Committee Administrator:** Nancy Graham, Tel: 01962 848 235, Email: ngraham@winchester.gov.uk

**SUMMARY**

The City Council is responsible for cleaning and maintaining various sewage treatment works, pumping stations, and cesspools which are owned by the Council, and were originally constructed to serve council houses where there was no mains drainage available. Some properties served by these facilities have been sold off under the Right to Buy scheme although they continue to be served and a service charge is payable to the Council towards the maintenance costs.

These cleaning and maintenance services are currently included in the Serco Depot Services Contract, but with the introduction of new joint working arrangements for refuse and grounds maintenance and new contracts for housing maintenance, it was decided that Sewage Treatment Works services should be tendered separately. The

current arrangements will end in September 2011, and a contract is therefore required to be in place from 1 October 2011.

The services cover the routine maintenance and cleaning of the works and also any reactive or emergency repairs or maintenance which may be required, together with the emptying of Council operated cesspools. Also included are biannual electrical inspections and annual inspection of pumping equipment.

There are 36 small sewage treatment works (including septic tanks), 19 pumping stations (9 are isolated and 10 within curtilage of treatment works) and 21 cesspools serving some 800 properties throughout the Winchester City Council district. The works range in size from very small works serving 4 properties to larger works serving 85 properties. The septic tanks and cesspools serve between 1 and 8 properties.

It is proposed that a contract period of 8 years, with a one year extension at the Council's option, is selected. Tenderers will need specialist equipment to provide the services, and a contract period of this length will allow tenderers to offset the cost of such equipment over the contract period, thereby producing more competitive bids.

The services fall within the requirements of the Public Contracts Regulations 2006, and therefore as the estimated cost is over the threshold in the Regulations, a public notice in the Official Journal will be required. The restricted procedure is proposed, whereby expressions of interest are sought and evaluated, following a tenders being invited from those companies who score highest on the initial evaluation.

Under the Contracts Procedure Rules, the Head of Access and Infrastructure may select the Restricted Procedure. However, as a 60%:40% quality:price evaluation is proposed, the evaluation model must be approved under the Portfolio Holder Decision Notice scheme.

### **PROPOSED DECISION**

1. That the use of the Restricted Procedure for the tendering of Sewage Treatment Works Maintenance for a contract of 8 years from 1 October 2011 (with the option of a one year extension thereafter) be approved.
2. That delegated authority be given to the Head of Access and Infrastructure to:-
  - a. Select tenderers following the submission of pre-qualification questionnaires;
  - b. Prepare a detailed evaluation process based on a 60%:40% quality:price evaluation model;
  - c. Evaluate tenders using the approved evaluation process and let the contract accordingly.

**REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

It is intended that tenders will be evaluated on the basis of 60% quality and 40% financial considerations. The technical ability and overall quality of the contractor is important, as failure to properly maintain the works can result in pollution and environmental damage, for which the Council would be liable. The Environment Agency can and does prosecute where inadequate maintenance occurs.

The maintenance of Sewage Treatment Works is a specialist service. Consideration was given to including these services in the Grounds Maintenance element of the joint working arrangements currently under way with East Hampshire District Council. However, East Hants already has separate arrangements for the few works which they are responsible for, and given the specialist nature of the services, it was considered that separate tendering arrangements would be more appropriate.

**RESOURCE IMPLICATIONS:**

The annual cost of the service is currently in the region of £100,000. As the Works serve HRA properties, the costs are met from the Housing Revenue Account, offset by service charges paid by private owners whose properties are served by these Works.

**CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

Leader and Portfolio Holder for High Quality Environment.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

n/a

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

n/a

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

n/a

Approved by: (signature)

Date of Decision

Councillor Kelsie Learney – Leader