

CONTRACT SCRUTINY PANEL AGENDA



Monday 30th July 2007

at 10.00 a.m.

**in Training Room 2,
Belle Vue Community Sports and Youth Centre
Kendal Road, Hartlepool**

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Allison, Flintoff, Jackson, Richardson and Shaw

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 2nd July 2007 (*attached*)
- 4. ITEMS FOR INFORMATION**
 - 4.1 Tender Opening: Greyfields Sports Pitches Improvement Works
(Contract Ref no 224) – *Director of Regeneration and Planning Services and
Director of Neighbourhood Services*
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
- 6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs

referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

7. OPENING OF TENDERS

- 7.1 Greyfields Sports Pitches Improvement Works (ref 224) – *Landscape Architecture Team Leader.*

8. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

- i) **Date of Next Meeting Monday 13th August 2007 commencing at 10.00am in Training Room 1, Belle Vue Community Sports and Youth Centre**

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

2 July 2007

The meeting commenced at 10.00 a.m. in the Belle Vue Community, Sports and Youth Centre, Hartlepool

PRESENT: Councillor Flintoff (In the Chair);

Also present in accordance with Council Procedure Rule Councillor 4.2 (ii):
Councillor A Marshall as substitute for Councillor James.

OFFICERS: Geoff Knowlson, Public Transport Coordinator
Alec Gough, Local Transport Plan Coordinator
Karen Burke, Senior Procurement and Finance Officer
Pauline Newton, Principal Legal Executive
David Hunt, Strategy and Performance Officer
Jo Wilson, Democratic Services Officer

6. Apologies for Absence

Councillors Allison, James, Jackson and Johnson.

7. Inquorate Meeting

In the absence of a quorum, the Chair adjourned the meeting to be reconvened at the earliest opportunity when Democratic Services could arrange for a quorum of Members to be available.

Tuesday 3rd July 2007

The meeting reconvened at 9.30 a.m. in the Civic Centre, Hartlepool

Upon being reconvened, the following were present:

Councillor Flintoff (In the Chair);
Councillors Allison and Johnson.

OFFICERS: Geoff Knowlson, Public Transport Coordinator
Alec Gough, Local Transport Plan Coordinator
Karen Burke, Senior Procurement and Finance Officer
Pauline Newton, Principal Legal Executive
David Hunt, Strategy and Performance Officer
David Cosgrove, Principal Democratic Services Officer

8. Apologies for Absence

Councillors Jackson and James.

9. Declarations of interest by members

None.

10. Confirmation of the minutes of the meeting held on 18 June 2007

Confirmed.

11. Local Government (Access to Information)(Variation) Order 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation) Order 2006

Minute No. 12 – Opening of Tenders for a Green Composting Waste Service (Ref 217) para. 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Minute No. 13 – Opening of Tenders for Performance Management Solution (Ref 079) para. 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Minute No. 14 – Opening of Tenders for Urban and Suburban Regular Transport Bus Service (Ref 225) para. 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

12. Opening of Tenders for a Green Composting Waste Service (Ref 217) *(Head of Procurement and Property Services)*

Members were informed that tenders had been invited in respect of the above contract.

13. Opening of Tenders for Performance Management Solution (Ref 079) *(Strategy and Performance Officer)*

Members were informed that tenders had been invited in respect of the above contract.

14. Opening of Tenders for Urban and Suburban Regular Transport Bus Service (Ref 225) (*Transportation Team Leader*)

Members were informed that tenders had been invited in respect of the above contract.

R FLINTOFF

CHAIRMAN

CONTRACT SCRUTINY PANEL

30th July 2007



Report of: The Director of Regeneration and Planning Services
and The Director of Neighbourhood Services

Subject: Tender Opening: Greyfields Sports Pitches
Improvement Works (Contract Ref. No. 224)

1. PURPOSE OF REPORT

To inform the panel of the requirement to put the Graham Street Car park Improvement Works out to tender in-line with HBC's Procurement Procedure.

2. BACKGROUND

This programme of works has been developed with the client, HBC Parks & Countryside, and is to be funded by the authority. Improvement works will be undertaken in two phases to allow for continued partial use of the pitches over 2007-2008 and 2008-2009. Tenders are to be returned for opening at Scrutiny Panel on 30th July 2007. Tender packages have been issued to three constructors currently on HBC's lists of approved contractors and accredited by SAPCA, the Sports and Play Construction Association. SAPCA is the UK trade association for specialist sports facility construction and gives assurances that contractors are competent to construct specialist sports facilities and surfaces. Costs for these works are expected to be in the region of £150,000-160,000, although this includes a number of provisional items.

The works consist of earthworks to regrade and level the pitches and the complete re-seeding of the area with an appropriate, robust grass seed mix recommended for sports pitches. Associated drainage works are also proposed in order to improve the use of the pitch during a greater part of the season. Rationalisation of the footpath related to the remains of the previous running track and the former pavilion site will also be undertaken. Two pitches will be undertaken in each phase.

3. PROPOSALS

Given the likely value of these works being in excess of the £45,000 limit associated with quotations, the process of tendering has been undertaken to procure the implementation of the scheme. Three contractors have expressed interest in these works and have subsequently been invited to tender. These are John Hellens Contractors Ltd, Brambledown Landscape Services and Cleveland Land Services.

4. RECOMMENDATIONS

That all tenders received before the deadline date are opened at the subsequent meeting.

5. REASONS FOR RECOMMENDATIONS

All tendering contractors have been vetted and approved by HBC in order to be placed on approved lists of contractors. All tendering contractors are also SAPCA approved (the appropriate industry standard of accreditation) and also have appropriate experience of undertaking similar work for the authority.

6. CONTACT OFFICER

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