

**PROCUREMENT GATEWAY 3 -
CONTRACT AWARD REPORT**



**2022/23 Community Forest Winter
Tree Planting Programme**

Procurement Reference No.

Mother Tree – 24018

Fine Turf – 24189

Serpells – 24251

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1. INTRODUCTION

This contract award report is in relation to the procurement for the supply of various shrubs for community led planting events, deer fencing for Community Forest urban delivery scheme, and top soil for all Community Forest urban schemes, for the 2022/23 Community Forest Tree Planting Programme.

This contract will be executed under the suppliers Terms & Conditions and will run for the full contract duration.

Contract Duration: Duration of the contract is for dates from 18/11/2022 until 30/04/2023

2. BACKGROUND

The Plymouth and South Devon Community Forest (P&SDCF), was chosen to become England's 11th Community Forest after submitting an EOI to England's Community Forest and DEFRA in 2021.

The Community Forest partners have now been provided with the funding agreement which provides access to DEFRA's Trees for Climate funding programme for the next 4 years.

The Plymouth and South Devon Community Forest will stretch from the heart of the city to the edge of the moor. It will encompass 1,900 hectares of tree planting amongst a much wider landscape to form a mosaic of different forest habitats within the urban and rural areas. It is a long-term project with 30-40 year objectives with an ambition to deliver 500 hectares of new forest creation in the first 5 years.

The new planting will be on both public and private land with a landowner offer formed to provide the Community Forest to act as a grant awarding body under landowner agreements. Delivery against the ambition of 500 hectares of planting will see the project secure £8.830m from the Trees for Climate Fund for Yr. 21/22 and the next three financial years.

The requirements contained within are for tree protection for one urban scheme, being delivered in collaboration with a third party stakeholder, various shrubs for a community led planting event in the west of the city, and top soil for backfilling holes for all Community Forest urban schemes, all of which warrant the purchase of specialist stock and sundries.

3. PROCUREMENT PROCESS

A desktop review was undertaken over the course of several weeks carried out via a combination of internet research and direct supplier engagement, based on specialist stock knowledge, and historical data held by the department following previous tenders.

The following 3 suppliers were invited to quote:

- The Mother Tree
- South West Composting
- Serpells

Quotations were requested for the following:

The Mother Tree -

Item
Mixed edible shrubs - potted, Pheasantberry, Chinese Quince, Japanese Quince, Himalayan Dogwood, Fig 'Brunswick', Chilean Myrtle, Hazel cultivar
Soft fruit bushes – potted, 3x Gooseberry, 2x Cane fruit: 2x Chuckleberry, 4x Blackcurrant
Mixed edible trees & shrubs - potted, Szechuan pepper, Siberian Pea Tree, Monkey Puzzle

Serpells -

Quantity	Description
	Natural Infrastructure Officer - Quote
10.000	GRDEER02 1.8 MT X 100 MT GAMEFLEX
500.000	2.4METER X 70MM STAKE UC4 (8FT 3") GREEN TREATED
250.000	50 X 22 SAWN BATTEN 3.6M (2 X 1 X 12FT)
10.000	C/SUNK PRO SM TIMBER SCREWS 5 X 60MM 37500608

Fine Turf (South West Composting) –

Quantity	Description
6.00	TOP SOIL AS DUG BAGGED

Each item was sourced on a case by case basis. As the NET value of each order from the respective stockist was under £5k one quotation was obtained from local suppliers in line with contract standing orders.

4. TENDER EVALUATION CRITERIA

The criteria used to assess the suitability of the suppliers to provide the required goods was:

- Experience of delivering same/similar goods on projects of a similar nature and size
- Track record on delivering goods to the required standard
- Holding the appropriate insurances with the necessary minimum level of cover

The criteria used to determine the award of the contracts was:

- The capability to deliver the goods to the required standard i.e. stock of appropriate size and condition
- The capacity to fulfil the contract within the required timescales i.e. stock availability and delivery timescales
- Lowest price
- Value for money- consideration of the diversity of stock available to limit the number of orders needed
- Minimisation of the impact of delivery on the environment – i.e. Proximity of supplier to the delivery address

5. SUMMARY OF EVALUATION

The criteria above was applied to each of the 3 suppliers invited to quote and the results were as follows:

The Mother Tree -

Item
Mixed edible shrubs - potted, Pheasantberry, Chinese Quince, Japanese Quince, Himalayan Dogwood, Fig 'Brunswick', Chilean Myrtle, Hazel cultivar
Soft fruit bushes – potted, 3x Gooseberry, 2x Cane fruit, 2x Chuckleberry, 4x Blackcurrant
Mixed edible trees & shrubs - potted, Szechuan pepper, Siberian Pea Tree, Monkey Puzzle

Serpells -

Quantity	Description
Natural Infrastructure Officer - Quote	
10.000	GRDEER02 1.8 MT X 100 MT GAMEFLEX
500.000	2.4METER X 70MM STAKE UC4 (8FT 3") GREEN TREATED
250.000	50 X 22 SAWN BATTEN 3.6M (2 X 1 X 12FT)
10.000	C/SUNK PRO SM TIMBER SCREWS 5 X 60MM 37500608

Fine Turf –

Quantity	Description
6.00	TOP SOIL AS DUG BAGGED

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project funding budget.

The contract pricing is as follows:

The Mother Tree –

Item	Unit Cost	Quantity	Price
Mixed edible shrubs - potted, Pheasantberry, Chinese Quince, Japanese Quince, Himalayan Dogwood, Fig 'Brunswick', Chilean Myrtle, Hazel cultivar	£14	7	£98
Soft fruit bushes – potted, 3x Gooseberry, 2x Cane fruits, 2x Chuckleberry, 4x Blackcurrant	£8	11	£88
Mixed edible trees & shrubs - potted, Szechuan pepper, Siberian Pea Tree, Monkey Puzzle	£18	2	£54
Delivery	£12	1	£12
Total cost			£252

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
Natural Infrastructure Officer - Quote					
10.000	GRDEER02 1.8 MT X 100 MT GAMEFLEX	136.00	1,360.00	20.00	272.00
500.000	2.4METER X 70MM STAKE UC4 (8FT 3") GREEN TREATED	4.96	2,480.00	20.00	496.00
250.000	50 X 22 SAWN BATTEN 3.6M (2 X 1 X 12FT)	3.25	812.50	20.00	162.50
10.000	C/SUNK PRO SM TIMBER SCREWS 5 X 60MM 37500608	3.54	35.40	20.00	7.08

Serpells –

Fine Turf –

HINT: Turf must be rolled out as soon as possible on day of delivery

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
6.00	TOP SOIL AS DUG BAGGED	45.00	270.00	20.00	54.00
2.00	DELIVERY CHARGE	30.00	60.00	20.00	12.00


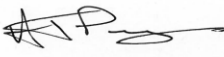
Implications if not approved could result in issues around funding and future funding could be withdrawn for the council.

7. RECOMMENDATIONS

1. It is recommended that the Strategic Director for Place approves the contract award to the suppliers for the specific products mentioned at a total of £5,269.90 for this year's Winter Tree Planting programme.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Peter Hawking-Sach		
Job Title:	Natural infrastructure officer		
Additional Comments (Optional):			
Signature:		Date:	01/02/2023
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Anthony Payne		
Job Title:	Strategic Director – Place		
Additional Comments (Optional):			
Signature:		Date:	22/02/2023