
Meeting: Executive
Date: 4 December 2012
Subject: Dog Warden and Kennelling Service Contract
Report of: Councillor Brian Spurr, Executive Member for Sustainable Communities – Services

Summary: This report seeks approval to retender the Dog Warden and Kennelling Service Contract for Central Bedfordshire.

The retendering of this contract will enable the continuation of this essential service from 1 October 2013 to 30 September 2017 with a one year extension.

The estimated total contract value for the contract is £100k per annum based on current contract costs.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Jane Moakes, Assistant Director, Community Safety, Public Protection, Waste & Leisure
Public/Exempt: Public
Wards Affected: All wards
Function of: Executive
Key Decision No
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The action supports the Council priorities of providing:

- Great universal services – bins, leisure and libraries

By providing appropriate dog warden and kennelling services to ensure stray dogs are collected and appropriately managed to meet the Council's statutory duty.

Financial:

1. As an ongoing statutory service, finance is provided in base budgets for 2012/13 and within budgets in the Medium Term Financial Plan. It is anticipated that this procurement will result in some savings against current spend. Currently this contract is a sub contract of the pest control and dog warden contract and carries sub contract contractual costs. It is proposed to procure this contract separately to the pest control contract which should result in cost savings.

Legal:

2. The Council has a statutory duty under the Environmental Protection Act 1990 S.149 in respect of seizure of stray dogs. The dog warden and kennelling service enables the council to meet this statutory duty.
3. The current contract term is 4 years ending on 30 September 2013 (start date 1 October 2009). The EU procurement process applies to the contract due to its value and an Official Journal of the European Union (OJEU) notice will need to be placed in February 2013.

Risk Management:

4. The risks associated with the retendering of the current contract include:
 - Failure to discharge statutory duty
 - Failure to follow EU and CBC Procurement rules
 - Failure to retender on a timely basis, which may result in failure to deliver value for money
 - Failure to provide continuity of service delivery

The retendering process will address and mitigate these risks.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. Not applicable, any issues arising from non provision of the service would impact on all residents in the area.

Public Health:

7. The health and wellbeing of residents would be negatively impacted if a dog warden and kennelling service was not provided. There is the potential for stray dogs to cause physical harm to people and the environment and the spread of disease.

Community Safety:

8. No Community Safety implications.

Sustainability:

9. The procurement process will adhere to the Council's procurement policies which take into account the environmental performance of potential contracts as part of the assessment process.

Procurement:

10. The Council's Code of Procurement Governance provides that the Executive must approve expenditure before commencing any procurement over £500k. The costs over the life of this contract potentially reaches this threshold. The procurement team will actively support the tender process and the Council's Procurement Procedures will be followed.

Overview and Scrutiny:

11. The matter has not been considered by Overview and Scrutiny.

RECOMMENDATIONS:**The Executive is asked to:**

1. **approve the procurement of the Dog Warden and Kennelling contract in accordance with the Council's Code of Procurement Governance; and**
2. **delegate the award of the contract to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities - Services subject to successful procurement processes.**

Reason for Recommendations: To ensure that a dog warden and kennelling service is provided to meet the Council's statutory duty to deal with stray dogs; to provide a warden service to regularly monitor the area for stray dogs and provide information and support to dog owners with regard to their responsibilities.

Executive Summary

12. The report seeks approval for retendering of the dog warden and kennelling contract to continue the service.
13. The estimated total contract value is £100k per annum, however it is anticipated that this procurement will make savings; therefore, the total financial commitment could be lower than current costs.

Dog Warden and Kennelling Service

14. The dog warden service is currently provided under contract and is combined with the pest control contract. It operates across the whole of the area and was procured in October 2009. The dog warden service activities involve collection of stray dogs, addressing complaints about dog fouling, (including issuing of fixed penalty notices), responding to dog barking complaints and educational activities on responsible dog ownership.
15. The kennelling service is provided through a separate agreement with a local boarding kennel that receives stray dogs, provides a boarding facility for up to eight days and re-homes. It is proposed that we combine these services into one contract as the functions are closely related.
16. The current dog warden contract ends 30 September 2013 and arrangements need to be in place to continue this service from 1 October 2013. It is proposed that the contract term for the combined is from 1 October 2013 to the end of September 2017 with a one year extension, as this should achieve better rates. The procurement process milestones are set out below:

Complete contract documentation	15/01/13
OJEU notice and open tender issue	01/02/13
End of evaluation and intention to award	31/03/13
Formal award and mobilisation period	01/05/13
New contract start date	01/10/13

17. In reviewing the service requirements and the current market, consideration was given to combining the dog warden, kennelling and pest control service under one contract. However, the nature of the services are quite different, dog warden and kennelling services being more specialist with comparatively fewer potential bidders than pest control, where the market is well developed and competitive. Running separate procurement processes for each contract will enable bidders to focus on their core business and should result in costs savings. The pest control contract will be subject to a procurement process, and will be tendered to the same contract period from 1 October 2013 to 30 September 2017 (four years with one year extension). Due to its value it does not require Executive approval.

Conclusions and Next Steps

18. Executive is asked to approve the retendering of the dog warden and kennelling contract.
19. It is proposed that following the procurement process, the award of the contract is delegated to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities Services.

Appendices:

None

Background Papers: (open to public inspection) - None