



**Oversight and Governance**

Chief Executive's Department

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Published 21/06/23

## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 28 June 2023. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decision detailed below may be implemented on Thursday 29 June 2023 if it is not called-in.

## **Delegated Decisions**

### **I. Council Officer Decision - Giles Perritt, Assistant Chief Executive:**

- I.I. COD05 23/24 - Contract Award: Hard Facilities Management Term Service Contracts **(Pages 1 - 40)**

# EXECUTIVE DECISION

made by a Council Officer



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD05 23/24

Decision	
1	<b>Title of decision:</b> Contract Award: Hard Facilities Management Term Service Contracts
2	<b>Decision maker:</b> Giles Perritt – Assistant Chief Executive
3	<b>Report author and contact details:</b> Dan Williams, Interim Facilities Manager (Hard Services) T: 01752 308841 E: <a href="mailto:Daniel.Williams@plymouth.gov.uk">Daniel.Williams@plymouth.gov.uk</a>
4a	<b>Decision to be taken:</b> To award the following Lots under the Hand Facilities Management Services Contract as follows: Lot 1: General Building Repairs – £ 15,410,000 - JNE Construction Ltd Lot 2: Marine Works – £7,450,000 - JNE Construction Ltd Lot 3: Asbestos Analysis, Sampling & Surveying – £310,000 - Tersus Consultancy Ltd Lot 4: Electrical Compliance – £775,000 - Dodd Group (Midlands) Ltd Lot 5: Electrical Reactive – £8,500,000 - KK Controls & Equipment Ltd Lot 6: Mechanical Compliance – £590,000 - Dodd Group (Midlands) Ltd Lot 7: Mechanical Reactive – £9,100,000 - Dodd Group (Midlands) Ltd Lot 8: Security & Fire Systems / Equipment Maintenance – £2,365,000 - Scutum South West Ltd Lot 9: Water Hygiene Compliance – £660,000 - Churchill Contract Services Ltd
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> Ref: 4058      09/06/2022 – Cabinet
5	<b>Reasons for decision:</b> Contracts provide the outsourced repair and maintenance function within Facilities Management to maintain the Councils corporate and land estate.  Note: It was approved in the business case for this scheme that the delegated decision for the contract award was delegated to the Strategic Director of Customer and Corporate Services. Following the deletion of this post, this delegation now falls to the Assistant Chief Executive.
6	<b>Alternative options considered and rejected:</b> Do not award contracts  Current contracts expire on 31 <sup>st</sup> of July 2023 with no further options to legally extend. This would leave the council without a property repair and maintenance service.


<b>7</b>	<b>Financial implications and risks:</b> The contract values reflect spend across all council departments over a number of projects including general repair and maintenance			
<b>8</b>	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
		x		in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
<b>8b</b>	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>	25/07/2022		
<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	Corporate Plan, Our Priorities: Developing quality jobs and skills – through providing jobs, apprenticeships and training opportunities through terms service providers. Spending money wisely – through cost effective delivery of services evidenced through the procurement process.		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	All bidders have been assessed against stringent social value requirements which includes how bidders will reduce their carbon impact during delivery. These will be monitored throughout the contract lifetime.		

### Urgent decisions

<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		<b>No</b>	x	(If no, go to section 13a)
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			

### Consultation

13a	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	
		<b>No</b>	<input type="checkbox"/>	(If no go to section 14)
13b	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Chris Penberthy – Cabinet Member for Housing, Cooperative Development and Communities		
13c	<b>Date Cabinet member consulted</b>	07 June 2023		
14	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		<b>No</b>	<input checked="" type="checkbox"/>	
15	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Giles Perritt	
		<b>Job title</b>	Assistant Chief Executive	
		<b>Date consulted</b>	02/06/2023	
<b>Sign-off</b>				
16	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS 13 23/24	
		<b>Finance (mandatory)</b>	DJN.23.24.50	
		<b>Legal (mandatory)</b>	EJ/1098/20.6.23(2)	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>	Authors	
		<b>Procurement (if applicable)</b>	GA/PS/684/ED/0623	
<b>Appendices</b>				
17	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Contract Award report part I		
	B	Equalities Impact Assessment		
<b>Confidential/exempt information</b>				
18a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.
		<b>No</b>	<input type="checkbox"/>	
<b>Exemption Paragraph Number</b>				

		1	2	3	4	5	6	7
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>  Contract Award report Part 2				X			
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
<b>Council Officer Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>	20 June 2023			
<b>Print Name</b>	Giles Perritt							

**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT - PART I**



**HARD FACILITIES MANAGEMENT SERVICES**

**PCC Ref: 21602**

**Proactis Ref. DN610394**

**FTT Contract Notice: 2022/S 000-017784**

- 1. INTRODUCTION**
- 2. BACKGROUND**
- 3. PROCUREMENT PROCESS**
- 4. PRE TENDER SELECTION CRITERIA & EVALUATION**
- 5. TENDER EVALUATION CRITERIA**
- 6. SUMMARY OF EVALUATION**
- 7. FINANCIAL IMPLICATIONS**
- 8. RECOMMENDATIONS**
- 9. APPROVAL**



## **I. INTRODUCTION**

The purpose of this report is to provide a summary of the tender process for the Provision of Facilities Management Services in the Council owned buildings and to issue project team's recommendations to award nine (9) contracts derived from procurement process to the winning bidders of nine (9) Lots.

## **2. BACKGROUND**

Plymouth City Council ("the Council") was seeking suppliers to deliver a hard Facilities Management maintenance provision, which would serve the Council owned buildings and other type of sites. The overall provision was divided to the following lots. Each lot was to be awarded a separate contract as a result of this tender.

Lot 1: General Building Repairs

Lot 2: Marine Works

Lot 3: Asbestos Analysis, Sampling & Surveying

Lot 4: Electrical Compliance

Lot 5: Electrical Reactive

Lot 6: Mechanical Compliance

Lot 7: Mechanical Reactive

Lot 8: Security & Fire Systems / Equipment Maintenance

Lot 9: Water Hygiene Compliance

### **Market Warming Event**

Prior to the tender launch the Council organised a Supplier Event which was held on-line on 23<sup>rd</sup> June 2022. The event was attended by 103 suppliers.

## **3. PROCUREMENT PROCESS**

A competitive procurement was carried out using the Restricted Procedure for the above EU Threshold procurements for Works contracts, as outlined in the Council's Contracts Standing Orders. This is a two-stage process comprising of a Pre-Selection stage and a Tender stage.

## **4. PRE TENDER SELECTION CRITERIA & EVALUATION**

The tender with nine (9) Lots was launched on 29<sup>th</sup> June 2022 by publishing the contract notice: 2022/S 000-017784 and the tender pack on the Supplying the South West portal and in the Find a Tender Service. The submission deadline for a receipt of Selection Questionnaires and PAS 91's was noon on 29<sup>th</sup> July 2022.

The Council received the total of 63 on-time submissions in Stage I, with the following breakdown per each lot:

Lot 1 – 5 submissions

Lot 2 – 2 submissions

Lot 3 – 13 submissions

Lot 4 – 8 submissions

Lot 5 – 8 submissions

Lot 6 – 6 submissions  
 Lot 7 – 6 submissions  
 Lot 8 – 9 submissions  
 Lot 9 – 6 submissions

Each section within the Stage 1 documents: PAS 91 and Selection Questionnaire were evaluated on PASS/FAIL or on scored basis.

Pass/Fail Questions – In the event of a Tenderer being awarded a 'FAIL' for any question, the remainder of their bid was eliminated from the process. Also, a submission was disqualified if Pass/Fail questions were not completed.

#### Pass / Fail sections

- Supplier identity, key roles and contact information
- Financial information
- ESPD option, Grounds for mandatory and discretionary exclusion and non-payment of tax and social security contributions
- Health and safety policy and capability
- Optional Question Module: OI Equalities and diversity

**Scored Questions** – such questions were evaluated in accordance with the following weightings:

Table 1: SQ and PAS91 Scored Questions - Weightings

Questions	Weighting
Environmental management policy and capability	10%
Quality management policy and capability	10%
Experience of having carried out activities of a similar size and nature	30%
Technical facilities available to deliver contract	20%
Managerial and staff resources	20%
Business contingency planning	10%
<b>TOTAL</b>	<b>100%</b>

Scored questions were evaluated using the following Scoring Method:

Table 2: SQ and PAS91 Scoring Method

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a broad depth of relevant experience and excellent level of expertise with all areas covered to a very high standard.
Very good	4	Response is very relevant and very good. The response is precisely detailed to demonstrate a very good amount of experience and expertise covering all aspects.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience and expertise covering all aspects.
Satisfactory	2	Response is relevant and acceptable. Demonstrates a reasonable amount of experience and adequate level of expertise but lacks detail in certain areas or with some aspects missing.

Poor	1	Response is partially relevant and poor. Provides little or limited evidence of experience and competence in the required field.
Unacceptable	0	No response, an unacceptable or irrelevant response provided.

The received Selection Questionnaires and PAS91's were first evaluated by individual evaluators in line with the scoring method, as shown in Table 2 above. These were followed by a series of moderation meetings. Further clarification of bidders' responses were sought, where necessary.

Following an evaluation of Stage 1 submissions, the Council intended to shortlist a maximum of five (5) compliant submissions per each Lot, which achieved the highest scores in the evaluation of that Stage. Only the shortlisted submissions were invited to the Invitation to Stage 2 - Tender (ITT).

Bidders who were unsuccessful in Stage 1 and not shortlisted to Stage 2 were informed of the results and debriefed on 1<sup>st</sup> December 2022 via the Supplying the South West portal.

## 5. TENDER AND EVALUATION CRITERIA

In order to provide a consistent basis for assessment an Evaluation Matrix was created and approved in consultation with the evaluation panel prior to submission deadline. This tender was evaluated on basis of Most Economically Advantageous Tender (MEAT).

The table below summarises the high-level criteria that were agreed by the Project Team prior to issuing the Tender documents.

Table 3: Tender Criteria and Weightings

EVALUATION CRITERIA	WEIGHTING
Quality	50%
Finance	45%
Social Value	5%
<b>OVERALL TOTAL</b>	<b>100%</b>

In addition to the weightings, each stage of evaluation had an agreed scoring methodology in terms of the allocation of points. Table 4 below shows the methodology used to support the evaluation of Method Statement Questionnaire responses.

Table 4: Tender Evaluation Methodology

SCORE	DEFINITION	APPROACH TO SCORING
		In the evaluating panel's reasoned opinion, the response
0	Incomplete / non-compliant	<ul style="list-style-type: none"> <li>• Fails to provide a response</li> <li>• Has very serious gaps in information;</li> <li>• Shows no understanding of the issues and requirements of the contract;</li> <li>• Misunderstands the objectives of the requirement;</li> <li>• Is not supported by evidence</li> </ul> (A response at this rating is detrimental to the interests of the Council)
1	Unsatisfactory	<ul style="list-style-type: none"> <li>• Fails to address most of the criteria</li> <li>• Fails to meet the specification in most respects</li> <li>• Creates concerns around the practicality, resource, methodology and expertise for the proposed solution.</li> </ul>

		<ul style="list-style-type: none"> <li>• Is not supported by satisfactory or any evidence</li> <li>• Gives the Council major cause for concern.</li> </ul> <p>(a response at this rating builds very little or no confidence that the bidder's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution)</p>
2	Poor	<ul style="list-style-type: none"> <li>• Criteria is partly covered</li> <li>• Response is partly answered</li> <li>• Includes a lack of clarity, relevant information and detail in areas</li> <li>• Raises reservations that the solution will deliver the requirements.</li> <li>• Provides some evidence</li> <li>• Gives the Council some cause for concern</li> </ul> <p>(a response at this rating includes reservations which cannot be easily resolved with the bidder pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.)</p>
3	Satisfactory	<ul style="list-style-type: none"> <li>• Provides satisfactory and relevant information</li> <li>• May lack substance / detail in some areas</li> <li>• Demonstrates a reasonable understanding of the requirements</li> <li>• Provides acceptable evidence</li> <li>• Confirms that the bidder can deliver most of the requirements</li> </ul> <p>( a response at this rating may include minor reservations that can easily be resolved with the bidder pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost)</p>
4	Good	<ul style="list-style-type: none"> <li>• Provides relevant information and a good level of detail</li> <li>• Demonstrates a good understanding of all relevant issues;</li> <li>• Has a suitable, appropriate, and fully worked-up methodological approach.</li> <li>• Offers a good standard of evidence to support the response</li> <li>• Produces confidence in the bidder's ability to deliver a suitable solution, on time and at an appropriate cost.</li> </ul> <p>(A response at this rating may include minor reservations that can easily be resolved with the bidder pre-contract award [i.e. changes which would not distort the competition] or during the contract term without impacting time, quality or cost)</p>
5	Excellent	<ul style="list-style-type: none"> <li>• Provides full and appropriate information and level of detail;</li> <li>• Shows a full and comprehensive understanding of all relevant issues;</li> <li>• Has a suitable, appropriate, and fully worked-up methodological approach , together with full evidence of how that approach would be applied in practice;</li> <li>• Indicates that the bidder may add value to the requirement</li> <li>• Provides a high standard of evidence to support the response</li> <li>• Creates full confidence that the requirement will be delivered in full</li> </ul> <p>(an excellent response should not include any reservations, doubt or uncertainty)</p>

### Quality (50%) – All Lots

All criteria and questions in the Method Statement had weightings attached to them to reflect their relative importance, as demonstrated in table 5 below. This information was provided to bidders as part of instructions in the ITT pack.

Table 5: Tender Criteria and Weightings applicable to all lots

No.	Question / Evaluation Area	Weighting 50%
1	LOT SELECTION	not scored
2	ACCREDITATIONS AND CERTIFICATIONS	PASS/FAIL
3	MANAGEMENT OF THE SERVICE	15
4	PRIORITY RESPONSES	20
5	SUBCONTRACTING AND WORKING WITH OTHERS	20
6	MANAGING SUPPLY CHAINS	10
7	QUALITY MANAGEMENT	20
8	RISKS AND CHALLENGES	15
<b>QUALITY TOTAL</b>		<b>100</b>

The sum of awarded points will then be converted into the 50% available for Quality as follows:

$$\frac{\text{Points Scored}}{\text{Maximum Points Available}} \times 50\% \times 100$$

#### Minimum thresholds for Quality

In addition, the Council reserved the right to disqualify any organisation which:

- did not achieve a minimum 50% out of available 100% in each of the quality criteria listed in Table 6 above, and
- achieved the score of 0 or 1 in any question of the Method Statement

The quality aspects of the bids were first evaluated by individual evaluators in line with the scoring method, as shown in Table 4 above. These were followed by a series of moderation meetings. Further clarification of bidders' responses were sought, where necessary. Subsequently scores were moderated further based on the clarifications.

#### **Finance Evaluation (45%) – All Lots**

The Finance evaluation documents, were drafted by a Quantity Surveyor who together with Procurement were also responsible for analysis and assessment of Finance/Price element of the tenders. The Finance methodology was based on the lowest price in accordance with the evaluation strategy in the ITT document pack. A submission with the lowest Evaluated Tender Price were awarded a maximum weighting.

Price criterion for each Lot contained two (2) sections, which were evaluated on the following basis:

Table 6: Finance criteria and weightings

Price Section	Weighting (45%)
Rates	60
Mark Ups	40
<b>Total</b>	<b>100</b>

**Section 1 – Rates (60 out of 100)**

Sum of prices of all Rates elements listed in the schedule for the relevant Lot formed the Evaluated Total Price for Section 1.

Evaluated Total Price for Section 1 in each submission was scored on the bases of the lowest price. The scoring was determined using the following formula:

$$\frac{\text{Lowest Total Rates Price}}{\text{Evaluated Rates Price}} \times 60\% \times 100$$

**Section 2 – Mark Ups (40 out of 100)**

Sum of percentages of all Mark Up elements listed in the schedule for the relevant Lot formed the Evaluated Total Mark Up for Section 2.

Evaluated Total Mark Up for Section 2 in each submission was scored on the bases of the lowest percentage. The scoring was determined using the following formula:

$$\frac{\text{Lowest Mark Ups}}{\text{Evaluated Mark Ups}} \times 40\% \times 100$$

**Final Evaluated Tender Price (45%)**

The sum of achieved weightings for Section 1 – Rates and Section 2 – Mark Ups formed the Final Evaluated Tender Price. The final scoring was determined using the following formula:

$$\frac{\text{Highest Sum of Sections 1 and 2}}{\text{2nd Highest Sum}} \times 45\% \times 100$$

**Social Value Evaluation (5%) – All Lots**

Bidders were required to complete columns K and N in the Social Value – TOM Procurement Calculator. Social value commitments were assessed based on a combination of quantitative and qualitative assessment, as indicated in Table 7 below:

Table 7: Social Value criteria and weightings

Social Value Evaluation	Evaluation Basis	Available 5%
Qualitative elements	Response to column N	50
Quantitative elements	Sum of commitment – column K	50
<b>Total</b>		<b>100</b>

Qualitative elements were assessed by evaluators from the FM Team and a subsequent moderation of scores. The Quantitative elements were assessed by Procurement.

The sum of awarded marks for quantitative and qualitative SV elements were converted into 5% available for Social Value as follows:

$$\frac{\text{Total Weighting Acheived}}{100} \times 5\% \times 100$$

## 6. SUMMARY OF EVALUATION

Invitations to Tender were issued to Bidders who were successful in Stage I on 1<sup>st</sup> December 2022 via the Supplying the South West portal. Bidders were allowed a period for asking clarification questions, which along with the answers were circulated amongst all of the bidders. Tenders were opened on 17<sup>th</sup> January 2023.

In order to ensure fairness of the process the evaluation of Quality and Social Value were conducted separate from with Price assessment. Price information being held back from the Quality evaluators.

### Tender Submissions

The Council received the following number of on-time tender responses per each lot::

- Lot 1 – 3 submissions
- Lot 2 – 2 submissions
- Lot 3 – 4 submissions
- Lot 4 – 3 submissions
- Lot 5 – 4 submissions
- Lot 6 – 4 submissions
- Lot 7 – 3 submissions
- Lot 8 – 4 submissions
- Lot 9 – 3 submissions

### Quality

The tenders in each lot were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper.

### Social Value

The tenders in each lot were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper

## 7. FINANCIAL IMPLICATIONS

Price / Finance criterion in each lot was evaluated by Procurement and a Quantity Surveyor.

Financial provision for contracts deriving from each tendered lot has been made within the project budget. The maximum spends for each contract related to this decision are listed below:

- Lot 1: General Building Repairs – £ 15,410,000
- Lot 2: Marine Works – £7,450,000
- Lot 3: Asbestos Analysis, Sampling & Surveying – £310,000
- Lot 4: Electrical Compliance – £775,000
- Lot 5: Electrical Reactive – £8,500,000
- Lot 6: Mechanical Compliance – £590,000

Lot 7: Mechanical Reactive – £9,100,000

Lot 8: Security & Fire Systems / Equipment Maintenance – £2,365,000

Lot 9: Water Hygiene Compliance – £660,000

The actual spend per each individual contract will depend upon the uptake throughout the life of each contract. Details of the finance/price evaluation and contractual pricing are contained in the confidential paper.

## 8. RECOMMENDATIONS

It is recommended to conditionally award the following contracts to Bidders who submitted the Most Economically Advantageous Tenders for the respected lot:

Lot 1: General Building Repairs – JNE Construction Ltd.

Lot 2: Marine Works – JNE Construction Ltd.

Lot 3: Asbestos Analysis, Sampling & Surveying – Tersus Consultancy Ltd.

Lot 4: Electrical Compliance – Dodd Group (Midlands) Ltd.

Lot 5: Electrical Reactive – KK Controls & Equipment Ltd.

Lot 6: Mechanical Compliance – Dodd Group (Midlands) Ltd.

Lot 7: Mechanical Reactive – Dodd Group (Midlands) Ltd.

Lot 8: Security & Fire Systems / Equipment Maintenance – Scutum South West Ltd.

Lot 9: Water Hygiene Compliance – Churchill Contract Services Ltd.

Details of the successful Tenderers have been set out in the confidential paper. This award will be provisional and subject to the receipt of the satisfactory self-certification documents detailed in PAS91 and Selection Questionnaire from the winning Tenderers.

In the event the highest scoring supplier cannot provide the necessary documentation the Council reserves the right to award the contract to the second highest scoring supplier.

This award is also subject to the outcome of any challenge made during the call-in or mandatory standstill period.

## 9. APPROVAL

### Authorisation of Contract Award Report

#### Author (Responsible Officer / Project Lead)

**Name:** Gosia Anthony

**Job Title:** Category Lead



<b>Additional Comments (Optional):</b>	This document has been drafted based on the Evaluation Panels' assessments and recommendations.		
<b>Signature:</b>		<b>Date:</b>	12/06/23
<b>Head of Service / Service Director</b> [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Giles Perritt		
<b>Job Title:</b>	Assistant Chief Executive		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	20 June 2023

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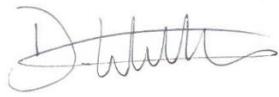
The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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# EQUALITY IMPACT ASSESSMENT – FM TERM CONTRACTS

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Dan Williams	<b>Department and service:</b>	Customer and Corporate - FM	<b>Date of assessment:</b>	21/06/2023
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Dan Williams Interim Facilities Manager (Hard Services)	<b>Signature:</b>		<b>Approval date:</b>	21/06/2023
<b>Overview:</b>	<p>A competitive procurement was carried out using the Restricted Procedure for the above EU Threshold procurements for Works contracts, as outlined in the Council's Contracts Standing Orders. This is a two-stage process comprising of a Pre-Selection stage and a Tender stage. This was for contracts relating to repair and maintenance of the Councils corporate estate.</p> <p>Contracts provide the outsourced repair and maintenance function within Facilities Management to maintain the Councils corporate and land estate.</p>				
<b>Decision required:</b>	<p>To award the following Lots under the Hand Facilities Management Services Contract as follows:</p> <p>Lot 1: General Building Repairs – £ 15,410,000 - JNE Construction Ltd</p> <p>Lot 2: Marine Works – £7,450,000 - JNE Construction Ltd</p> <p>Lot 3: Asbestos Analysis, Sampling &amp; Surveying – £310,000 - Tersus Consultancy Ltd</p> <p>Lot 4: Electrical Compliance – £775,000 - Dodd Group (Midlands) Ltd</p> <p>Lot 5: Electrical Reactive – £8,500,000 - KK Controls &amp; Equipment Ltd</p> <p>Lot 6: Mechanical Compliance – £590,000 - Dodd Group (Midlands) Ltd</p> <p>Lot 7: Mechanical Reactive – £9,100,000 - Dodd Group (Midlands) Ltd</p> <p>Lot 8: Security &amp; Fire Systems / Equipment Maintenance – £2,365,000 - Scutum South West Ltd</p> <p>Lot 9: Water Hygiene Compliance – £660,000 - Churchill Contract Services Ltd</p>				

**SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL**

<p><b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?</p>	Yes		No	X
<p><b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	Yes		No	X
<p>Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)</p>	Yes		No	X
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	Full EIAs should be undertaken per individual project as they are required. This decision awards the call off contracts.			

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>Plymouth</p> <ul style="list-style-type: none"> <li>16.4 per cent of people in Plymouth are children aged under 15.</li> <li>65.1 per cent are adults aged 15 to 64.</li> <li>18.5 percent are adults aged 65 and over.</li> <li>2.4 percent of the resident population are 85 and over.</li> </ul>			

	<p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
<b>Disability</b>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p>			
<b>Gender reassignment</b>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>			
<b>Marriage and civil partnership</b>	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same</p>			

	sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).			
<b>Pregnancy and maternity</b>	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.			
<b>Race</b>	In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census) People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census) 92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).			
<b>Religion or belief</b>	48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census). Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).			
<b>Sex</b>	51 per cent of our population are women and 49 per cent are men (2021 Census).			
<b>Sexual orientation</b>	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06			



	per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).			
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**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

Human Rights	Implications	Mitigation Actions	Timescale and responsible department

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.			
Pay equality for women, and staff with disabilities in our workforce.			
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024			
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.			
Plymouth is a city where people from different backgrounds get along well.			

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