



**Oversight and Governance**

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## 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>

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 immediately.

## **Delegated Decisions**

### **I. Officer Decision - Paul Barnard (Service Director for Strategic Planning and Infrastructure):**

I.I. On-street Electric Vehicle Charging - OLEV - Installation  
Tender Award

**(Pages 1 - 24)**

# EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – COD29 20/21

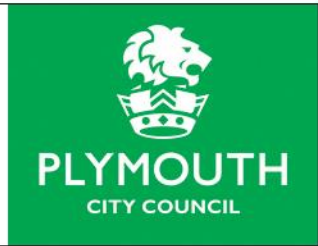
Decision				
1	<b>Title of decision:</b> On-street Electric Vehicle Charging - OLEV – Installation tender award			
2	<b>Decision maker (Council Officer name and job title):</b> Paul Barnard, Service Director SP&I			
3	<b>Report author and contact details:</b> Dan Turner, Low Carbon City Officer			
4a	<b>Decision to be taken:</b> To agree the contract award to Connected Kerb for the installation of EV charging points following award via the CCS DPS procurement framework.			
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> L18 20/21 25/11/2020			
5	<b>Reasons for decision:</b> To achieve manifesto pledge 15 to increase on-street electric vehicle and to tackle the climate emergency with the aim of Plymouth being carbon neutral by 2030. This allows the EV charging points to be installed as part of the Innovate UK project.			
6	<b>Alternative options considered and rejected:</b> The ESPO framework was rejected as there were more suitable providers available on the CCS DPS.			
7	<b>Financial implications:</b> Contract awarded for £402k with grant funding from OLEV and match provided by TCF mobility hubs. This results in a 100% grant funded project.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>  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
			No	

		No	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>
		No	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.
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>		
9	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>Growing Plymouth:</b> It helps to deliver the promise of a "Green, sustainable city that cares about the environment" through delivering renewable energy to reduce carbon emissions.	
10	Please specify any direct environmental implications of the decision (carbon impact)	Helps in the transition towards low carbon transportation in the city through the provision of vital infrastructure.	
<b>Urgent decisions</b>			
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes	(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	X (If no, go to section 13a)
12a	Reason for urgency:		
12b	Scrutiny Chair signature:		Date
	Scrutiny Committee name:		
	Print Name:		
<b>Consultation</b>			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	
			(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Coker – Cabinet Member Strategic Planning and Infrastructure Cllr Dann – Environment and Street Scene	

<b>13c</b>	<b>Date Cabinet member consulted</b>	07/04/2021						
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>			If yes, please discuss with the Monitoring Officer				
		<b>No</b>						
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Paul Barnard					
		<b>Job title</b>	<b>Service Director Strategic Planning &amp; Infrastructure</b>					
		<b>Date consulted</b>	<b>07/04/2021</b>					
<b>Sign-off</b>								
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS141 20/21					
		<b>Finance (mandatory)</b>	pl.21.22.05.					
		<b>Legal (mandatory)</b>	MS/27.04.21					
		<b>Human Resources (if applicable)</b>						
		<b>Corporate property (if applicable)</b>						
		<b>Procurement (if applicable)</b>	PW/PS/584/ED/0421					
<b>Appendices</b>								
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Equalities Impact Assessment ( <i>where required</i> )						
	B	Contract Award Report - Part 1						
<b>Confidential/exempt information</b>								
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	X	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>						
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b> Contract Award Part 2			x				

Background Papers							
<b>19</b>	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>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.</p>						
Title of background paper(s)		Exemption Paragraph Number					
		1	2	3	4	5	6
Council Officer Signature							
<b>20</b>	<p>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 and those who do not. For further details please see the EIA attached.</p>						
<b>Signature</b>				<b>Date of decision</b>	19/04/2021		
<b>Print Name</b>	Paul Barnard						

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



**OLEV  
On-Street Electric Vehicle  
Charging Infrastructure  
Procurement Reference No.  
20284**

## Table of Contents

1. INTRODUCTION	3
2. BACKGROUND	3
3. PROCUREMENT PROCESS	3
4. TENDER EVALUATION CRITERIA	4
5. SUMMARY OF EVALUATION	7
6. FINANCIAL IMPLICATIONS	7
7. RECOMMENDATIONS	8
8. APPROVAL	8



## **I. INTRODUCTION**

This report is in relation to the process undertaken and recommendation related to the award of Contract for On-Street Electric Vehicle Charge Point Provider & Installation.

This contract will be executed under Crown Commercial Service RM6213 Call off Terms & Conditions and will run for the duration of the project.

Contract Duration: The intended duration of the contract is for 36 months.

## **2. BACKGROUND**

Plymouth City Council declared a climate emergency in March 2019 with a pledge to become carbon neutral by 2030. To achieve this there is an urgent need to reduce carbon emissions from transport, which accounts for 28% of all Plymouth's carbon emissions. In order to achieve the require carbon reduction Plymouth City Council recognises the need to provide a substantial electric vehicle (EV) charging network across the city, consisting of a variety of technologies, locations and chargepoint styles.

One area identified is the need for public on-street EV charging targeted at local residents. In order to achieve this Plymouth City Council successfully bid for Office for Low Emission Vehicles (OLEV) funding as part of the 'On-street Residential Charging' scheme.

Through the project Plymouth City Council aim to install up to 50 7kW chargepoints across up to 20 hub locations. Plymouth City Council were awarded a grant from OLEV on-street charging scheme and any installation must adhere to the criteria of the grant.

The Council are responsible for locating suitable sites. The appointed chargepoint contractor will provide the charge point unit, undertake the civils and installation of the charging units. The winning contractor will be responsible for its operation and maintenance for a period of up to 3 years in accordance with OLEVs guidelines.

Funding for the project is time limited and Plymouth City Council would expect the installations to start before February 28<sup>th</sup> and chargepoints to be installed by 31<sup>st</sup> May 2021. The Council will liaise with the DNO to ensure grid capacity is available at each site but the installer will be required to submit the connection application and work with the DNO (the Council will pay the DNO directly so bidders do not need to provide grid connection costs)

## **3. PROCUREMENT PROCESS**

Following a procurement options appraisal, it was determined that undertaking a tender exercise through a Predetermined EU compliant Dynamic Purchasing System (DPS) was the most appropriate route to market to procure this requirement, with the following considered the most suitable:

Crown Commercial Service (CCS) –RM6213 – Vehicle Charging Infrastructure Solutions Dynamic Purchasing System.

This DPS was established in accordance with EU procurement regulations; it is a Public Sector sourcing tool for services and goods, and is similar to a framework, with new suppliers able to join at any time. It provides a quick, simple and competitive route for a wide range of vehicle charging infrastructure solutions.

## 4. TENDER EVALUATION CRITERIA

### Overview of Process

CCS formed the DPS through advertising within the Official Journal of the European Union (OJEU) on 8th April 2020 under contract notice reference 2020/S 072-173486 and will expire on 7th April 2024. CCS are responsible for managing the DPS processes and suppliers at agreement level and for providing us with the advice and guidance to help Councils get the best out of the agreement when creating an Order Contract (also known as a Call-Off Contract).

Suppliers have been assessed on their financial standing at the point of them joining the DPS. Suppliers have also agreed to the terms and conditions of the DPS, and the subsequent call-off schedules.

Evaluation of the Call-Off Tender exercise was undertaken in accordance with the overall evaluation strategy for the project.

The Council evaluated tender submissions as a two stage process. The first stage is known as the GDPR compliance stage and the second as the award stage.

The first stage consisted of an assessment of the Tenderer's suitability in principle to meet the requirements of the Council as detailed in the ITT document. Only Tenderers passing this first stage had their Tenders evaluated at the second stage.

The award stage considered the merits of the eligible Tenders in order to assess which is the most economically advantageous. At award stage only technical, social value and pricing criteria that are linked to the subject matter of the contract were used.

### Stage 1 - GDPR Compliance

Tenderers were asked to provide a number of method statement responses to GDPR related questions within the ITT return document, which were intended to explain how they will meet specific requirements.

These method statement responses were scored on a PASS/FAIL basis:

Each question clearly indicated what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'FAIL' on any of the criteria, the remainder of the Tender would not be evaluated and they will be eliminated from the process.

Tenderer's would be disqualified if they did not submit these completed questions.

### Stage 2 – Award Criteria and Methodology

#### Evaluation of Tenders

All responses were assessed against the Evaluation Criteria set out below:

EVALUATION CRITERIA	WEIGHTING
Price	30%
Quality	60%
Social Value	10%

A Tender may not have been accepted that significantly failed to satisfy any specific criterion, even if it scored relatively well against all other criteria.

In the event that evaluating officers, acting reasonably, considered that a Tender was fundamentally unacceptable on any issue, then regardless of the Tender's other merits or its overall score, and regardless of the weighting scheme, that Tender may have been rejected.

### Price – 30% Weighting

Tenderers were asked to complete the Price Schedule within the ITT Document.

Tenderers' price scores were calculated based upon the lowest price submitted by Tenderers.

$$\left( \frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Total Tender Sum}} \right) \times \text{Weighting} = \text{Weighted score}$$

The Tenderer with the lowest price were awarded the full score of 30 [30%], with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices were when compared to the lowest price.

### Table A – Price evaluation model

**Example below shows maximum points available = 30 (30%)**

Tenderer	Price	Calculation	Final Score
1	£100,000	100,000/100,000 x 30	30.00
2	£105,000	100,000/105,000 x 30	28.57
3	£117,500	100,000/117,500 x 30	25.53
4	£150,000	100,000/150,000 x 30	20.00

### Quality – 60% Weighting

Tenderers were asked to provide a number of method statements within the Invitation to Tender document, which were intended to explain how they would meet specific requirements.

Each method statement was scored on a scale of 0 to 5 points, in accordance with the following scheme:

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.

Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

***Tenderers had to achieve a score of 2 or more for each scored item. Any scored criteria item receiving less than 2 would result in the Tender being rejected and Tenderers being disqualified from the process.***

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 60.

Method Statements		Tier 1	Tier 2
<b>Non-Price</b>		<b>60%</b>	
<b>MS1</b>	<b>Contract Management / Mobilisation</b>		15%
<b>MS2</b>	<b>Understanding of Project</b>		5%
<b>MS3</b>	<b>Approach to Installation, including Health &amp; Safety, and CDM Regulations</b>		5%
<b>MS4</b>	<b>Previous Experience</b>		10%
<b>MS5</b>	<b>Selection of Chargepoint Infrastructure</b>		15%
<b>MS6</b>	<b>Usage, Operations and Maintenance Provision</b>		10%

### **Social Value – 10% Weighting**

Social value commitments were evaluated against the criteria below, based on a combination of quantitative and qualitative assessment.

Social Value	Tier 1	Tier 2
<b>Total Social Value</b>	<b>10%</b>	
<b>Social Value - Quantitative</b>		5%
<b>Social Value - Qualitative</b>		5%

#### Social Value Quantitative Assessment

The Quantitative assessment was based on the total £SV submitted by the Tenderer through using the TOMs Procurement Calculator. The Tenderer submitting the highest social value offer were

scored full marks for this section. The Tenderer's Total £SV was evaluated using the scoring system below:

$$\left( \frac{\text{Tenderer's Total Social Value Commitment (£)}}{\text{Highest Total Social Value Commitment (£)}} \right) \times \text{Weighting} = \text{Weighted score}$$

#### Social Value Qualitative Assessment

The qualitative assessment was based on the method statement in column N of the TOMs Procurement Calculator. Commitments were evaluated in the same way in which Quality in the rest of the Tender submissions are evaluated, in line with the 0 – 5 scoring matrix above. The weighted scores were rounded to 2 decimal places.

Tenderers were made aware for 'Record Only' Criteria, the higher the percentage recorded, the higher the points would be awarded.

#### Total Social Value Evaluation Score

The total Social Value score was calculated from the scores of the quantitative and qualitative Social Value assessments.

#### **Total Evaluation Methodology (100% of weighting)**

To determine the overall total score and corresponding ranking for each Tenderer, it was necessary to add the total weighted price points score with the total weighted quality points score, and total weighted social value score.

#### **Moderation**

Moderation was only undertaken where there was a difference in evaluator scoring of more than 1 point. This was to ensure no omissions had been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

## **5. SUMMARY OF EVALUATION**

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council's chosen procurement portal on 12th January 2021 with a Tender submission date of 15th February 2021.

The received Tender submissions, were evaluated in accordance with the overall evaluation strategy set out above, and were independently evaluated by Council Officers, all of whom had the appropriate skills and experience, in order to ensure transparency and robustness in the process.

In order to ensure fairness of the process the evaluation of Quality and Price were split, with Price information being held back from the Quality evaluators.

The resulting quality and financial scores are contained in the confidential paper.

## **6. FINANCIAL IMPLICATIONS**

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained in the confidential paper.

## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer for the Provision of On-Street Electric Vehicle Charging Infrastructure. Details of the successful Tenderer have been set out in the confidential paper.

This award will be provisional and subject to the receipt from the highest scoring Tenderer of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

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

## 8. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
<b>Name:</b>	Dan Turner		
<b>Job Title:</b>	Low Carbon City Officer		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	19/04/2021
Head of Service / Service Director / Strategic Director [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Paul Barnard		
<b>Job Title:</b>	Service Director – Strategic Planning & Infrastructure		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	19.4.21

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.

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# EQUALITY IMPACT ASSESSMENT

SP&amp;I



## STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

<b>What is being assessed - including a brief description of aims and objectives?</b>	This business case relates to grant funding from the Office for Low Emission Vehicles (OLEV) for on-street electric vehicle charging infrastructure. The aim is to install approximately 50 charging points across 10 sites in Plymouth. The sites will focus on residential use.
<b>Author</b>	Dan Turner, <a href="mailto:dan.turner@plymouth.gov.uk">dan.turner@plymouth.gov.uk</a> , 01752 304165
<b>Department and service</b>	Place – SP&I
<b>Date of assessment</b>	13/07/2020

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	The average age in Plymouth is about the same as the rest of England (39.3 years) but less than the SW (41.6 yrs). The city has the third lowest % of older people in the SW and the 5 <sup>th</sup> highest % of under 18's.	None – The project will have a positive impact as the scheme will be available to all demographics. Age is not a barrier in benefiting from the proposals.	None	N/A
<b>Disability</b>	28 % of households in Plymouth declare a long term health condition or disability. 10% of our population say their day to day activities are limited by this.	None – Though it is important that any communications in relation to this scheme or in the application of the project consider the accessibility of the content (	None	N/A

		language, easy read, font size, translation etc)		
<b>Faith/religion or belief</b>	In Plymouth the main religion is Christian (58.1%). Just over 1% declare Islam as their faith, with Hindu, Buddhist, Jewish, and Sikh combined making up 1% as well.	None – there are no barriers to benefit from these proposals on the grounds of faith religion or belief	None	N/A
<b>Gender - including marriage, pregnancy and maternity</b>	50.6% of Plymouth's population are women	None – The project won't show bias to any gender	None	N/A
<b>Gender reassignment</b>	National figures (ONS 2013) indicate that up to 10,000 people have undergone gender re-assignment and locally there are 23 people	None – The project will not discriminate on grounds of gender reassignment	None	N/A
<b>Race</b>	93% of Plymouth's population identify themselves as White British . 7.1% identify themselves as BME, with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.	None - The project will provide more EV charging irrespective of race.	None	N/A
<b>Sexual orientation - including civil partnership</b>	There is no precise local data on the LGB population of Plymouth – though nationally this is estimated at around 5 – 7%.	None - The project will provide more EV charging for all regardless of sexual orientation.	None	N/A

**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2020.	None	N/A

<p><b>Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.</b></p>	<p>None</p>	<p>N/A</p>
<p><b>Good relations between different communities (community cohesion)</b></p>	<p>None</p>	<p>N/A</p>
<p><b>Human rights</b> Please refer to <a href="#">guidance</a></p>	<p>None</p>	<p>N/A</p>

**STAGE 4: PUBLICATION**

Responsible Officer Kat Deeney



Date 15/10/2020

Director, Assistant Director or Head of Service

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