



**Oversight and Governance**

Chief Executive's Department

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## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every week when required 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/yddrqll6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Thursday 14 October 2021. 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 decisions detailed below may be implemented on Friday 15 October 2021 if they are not called-in.

## **Delegated Decisions**

### **1. Councillor Nick Kelly (The Leader):**

1.1. The Supply of Fuel **(Pages 1 - 28)**

### **2. Council Officer Decision - Anthony Payne (Strategic Director for Place):**

2.1. Contract Award for the Outright Capital Purchase of Artic Unit and Walking Floor Trailer **(Pages 29 - 52)**

# EXECUTIVE DECISION

made by a Cabinet Member



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L14 21/22


Decision	
1	<b>Title of decision:</b> The Supply of Fuel
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Nick Kelly (Leader)
3	<b>Report author and contact details:</b> Martin Hoar – Fleet Services Manager <a href="mailto:Martin.hoar@plymouth.gov.uk">Martin.hoar@plymouth.gov.uk</a> Tel: 01752 305592
4	<b>Decision to be taken:</b> The Leader to Approve the business case Award the contract for the purchase of The Supply of Fuel Details of the successful tenderer are set out in the Contract Award Report.
5	<b>Reasons for decision:</b> In accordance with the delegated authority granted by the Leader of the Council the project undertook a procurement exercise, using the ESPO framework. See Contract Award Report.
6	<b>Alternative options considered and rejected:</b> <b>Option 1: Do nothing</b> Risks to service delivery impact and resulting reputational damage increased external costs make this option non tenable. <b>Option 2: Alternative Fuels</b> With the Council's target to be carbon neutral by 2030 this option was a consideration due to the asset life of vehicles being 8 – 10 years. In order to spread the financial costs and start a phased approach to the replacement of vehicles and reduce our carbon emissions every year it was decided to only purchase fossil fuel vehicles where a current EV is not suitable currently under 3.5t vehicles. <b>Option 3: External Fuel Purchases</b> Consideration was given to the benefit of the Council using it's of fuel bunkering, due to the reduced purchase price with buying in bulk this option is not financially beneficial to the Council with increased costs per litre.
7	<b>Financial implications and risks:</b> The Fuel for the Council is purchased on a weekly basis, the cost per litre can vary daily due to market pressures, when the price is low additional fuel can be purchased and held in bunkering.

8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			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>£1million</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.
	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>	N/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:	<p>Caring Plymouth - The majority of vehicles provide support for Street Scene &amp; Waste services. The service impacts the daily lives of all residents and visitors to Plymouth ensuring that the Council can provide mandatory services for residents.</p> <p>Growing Plymouth - Ability to service Bin collections and support services as the city increases in size to ensure a sustainable City that cares about the environment.</p>		
10	Please specify any direct environmental implications of the decision (carbon impact)	Due to the nature of fuel it has a carbon impact, the fuel is essential to keep vehicles and heating running.		

### Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</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	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	X	<b>(If no go to section 14)</b>
13b	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Mrs Maddi Bridgeman (Cabinet Member for Environment and Street Scene)		
13c	<b>Date Cabinet member consulted</b>	03.09.2021		
14	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	X	
15	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	<b>Strategic Director for Place</b>	
		<b>Date consulted</b>	<b>01.09.21</b>	
<b>Sign-off</b>				
16	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS44 21/22	
		<b>Finance (mandatory)</b>	Djn.21.22.105	
		<b>Legal (mandatory)</b>	MS/02.03.21	
		<b>Human Resources (if applicable)</b>	N/A	
		<b>Corporate property (if applicable)</b>	N/A	
		<b>Procurement (if applicable)</b>	GA/PS/576/ED/0321	
<b>Appendices</b>				
17	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Contract Award 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>	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		<b>No</b>	publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)					
		<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  Revenue Business Case Supply of Fuel			X  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.							
<b>Title of background paper(s)</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>Cabinet Member 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 and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>		7 October 2021		
<b>Print Name</b>		Councillor Nick Kelly (Leader)						

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

Part I – Supply of Liquid Fuels  
No. 20520



**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**



## **1. INTRODUCTION**

The purpose of this report is to provide a summary of the tender process for the Supply of Liquid Fuels project and to issue project team's recommendations to award a contract for this provision to the winning bidder.

## **2. BACKGROUND**

Plymouth City Council ("the Council") was seeking a supplier of various liquid fuels, such as diesel, gas oil, antifreeze, etc. for the Council fleet and heating oil for the following PCC sites: Prince Rock Depo, Chelson Meadow Recycling Centre and Mount Edgcumbe.

A contract deriving from this procurement shall be awarded for an initial period of three (3) years with option of two further annual extensions. The total contract period shall not exceed five (5) years.

## **3. PROCUREMENT PROCESS**

Value of this requirement exceeded OJEU threshold. In line with the Council's Contract Standing Orders and the Public Contract Regulations 2015 an OJEU compliant competitive process is required unless the Regulation 33 of the Public Contract Regulations 2015 for call-offs from a pre-determined OJEU compliant framework agreement could be satisfied.

The Procurement Services identified the Eastern Shire Purchasing Organisation (ESPO) Framework No. 301\_20 for the Provision of Liquid Fuels. This framework was set up with dual access:

- Call-off without a competition (direct award), or
- Further Competition

In order to secure the most competitive prices a decision was made to undertake a Further Competition under the Framework's Lot 9 - South West.

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

Not used in the Further Competition of a framework. ESPO had completed a pre-selection process through the means of a Selection Questionnaire.

### **ESPO Framework award process**

ESPO tender evaluation involved two stages, selection and award; those offers that met the selection criteria were then scored against the award criteria.

The selection criteria included assessment of: compliance of bid, financial stability, insurance levels, experience, quality, environmental and health & safety procedures, business continuity plans, compliance with contract regulations and compliance with the terms and conditions.

The award criteria were divided into five areas with the following specific weightings:

- Delivery and Ordering 36%
- Account Management 30%
- Quality Assurance 12%
- Environmental and Ethical Matters 12%
- Price 10%

## Further Competition

Procurement Service worked with the ESPO Energy Team who sought written quotations from two suppliers named on Lot 9 of the ESPO framework.

Since all suppliers shortlisted on the Framework had passed qualitative evaluation while bidding for the framework agreement, this further competition was carried out based on 100% price evaluation.

Plymouth City Council provided a list of requirements for variety of fuel with past volumes as an indication of potential future usage. ESPO Energy Team issued these to both suppliers in an invitation to quote.

## 5. SUMMARY OF EVALUATION

ESPO Energy Team issued the Request for Quotation (RFQ) to two suppliers on Lot 9 – South West under the Framework Agreement on behalf of Plymouth City Council.

### Price

Both invited suppliers submitted responses to the call for competition. Bidders provided prices against Plymouth City Council requirements. ESPO Energy Team conducted evaluation of submitted bids against pre-set price criterion.

## 7. 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.

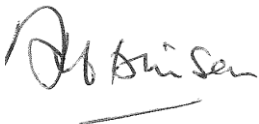
## 8. RECOMMENDATIONS

It is recommended to award the contract for Supply of Liquid Fuel to the highest scoring bidder. Details of the successful Tenderer have been set out in the confidential paper.

## 9. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Gosia Anthony		
Job Title:	Category Lead (FM)		
Additional Comments (Optional):			
Signature:		Date:	03/08/21
Head of Service / Service Director			

[Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Philip Robinson		
<b>Job Title:</b>	Service Director for Street Services, Street Services		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	03/09/2021

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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.

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# EQUALITY IMPACT ASSESSMENT

Supply of Fuel



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

<b>What is being assessed - including a brief description of aims and objectives?</b>	<p>Supply of fuel and oils for the Council vehicles, garage services.</p> <p>Supply of Diesel, AdBlue, engine oils and heating oil for Council sites to include Prince Rock, Chelson Meadow and Mount Edgecombe.</p> <p>Considered a priority due to a need for vehicles to have fuel to operate and garage services to maintain the Council's fleet, the current fuel contract has an exemption in place until end March 2021</p>
<b>Author</b>	Martin Hoar, <a href="mailto:Martin.Hoar@plymouth.gov.uk">Martin.Hoar@plymouth.gov.uk</a> 01752305592
<b>Department and service</b>	Fleet Manager, Highways Service
<b>Date of assessment</b>	24/02/21

## 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>	N/A	No Adverse Impact	N/A	N/A
<b>Disability</b>	N/A	No Adverse Impact	N/A	N/A
<b>Faith/religion or belief</b>	N/A	No Adverse Impact	N/A	N/A
<b>Gender - including marriage, pregnancy and maternity</b>	N/A	No Adverse Impact	N/A	N/A
<b>Gender reassignment</b>	N/A	No Adverse Impact	N/A	N/A

<b>Race</b>	N/A	No Adverse Impact	N/A	N/A
<b>Sexual orientation -including civil partnership</b>	N/A	No Adverse Impact	N/A	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
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.	None	N/A
Good relations between different communities (community cohesion)	None	N/A
<b>Human rights</b> Please refer to <a href="#">guidance</a>	None	N/A

### STAGE 4: PUBLICATION



Responsible Officer

Date

26.2.21

Strategic Director, Service Director or Head of Service

# EXECUTIVE DECISION

made by a Council Officer



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

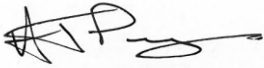
Executive Decision Reference Number – COD08 21/22

Decision	
<b>1</b>	<b>Title of decision:</b> Contract Award for The outright capital purchase of Artic Unit and Walking floor trailer
<b>2</b>	<b>Decision maker (Council Officer name and job title):</b> Anthony Payne, Strategic Director for Place
<b>3</b>	<b>Report author and contact details:</b> Martin Hoar – Fleet Services Manager <a href="mailto:Martin.hoar@plymouth.gov.uk">Martin.hoar@plymouth.gov.uk</a> 01752 305592
<b>4a</b>	<b>Decision to be taken:</b> The Strategic director of place to award the Contract for the outright capital purchase of Artic Unit and Walking floor trailer Details of the successful tenderer are set out in the Contract Award Report - Part II.
<b>4b</b>	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> Executive Decision 05/12/19 L31 19/20
<b>5</b>	<b>Reasons for decision:</b> In accordance with the delegated authority granted by the Executive Decision made by the Leader of the Council on 05 <sup>th</sup> December 2019 the project undertook a procurement exercise. The procurement process was undertaken via the a CCS (Crown Commercial Services) Framework exercise no suppliers submitted a bid. The tender was then re-advertised on Supplying The Southwest and 1 local supplier submitted a bid. One other supplier opted out due to the onerous task of completing the spreadsheets. See Contract Award Report - Part I I.
<b>6</b>	<b>Alternative options considered and rejected:</b> <b>Option I: Do nothing</b> Risks to service delivery impact and resulting reputational damage increased hire costs make this option non tenable.

	<p><b>Option 2: Sub Contract the work</b></p> <p>Due to the nature of the operation at the RTS work load can fluctuate, keeping the work in house gives PCC the option to move the driver or vehicle onto other work without committing to a fix number of loads to be removed each day, using our vehicle with reduce the Hire costs and sub-contractor costs to the operation.</p> <p><b>Option 3: Electric Vehicles</b></p> <p>Current availability and prices make this option non tenable for this specific vehicle type, with reduced load capacity being the main consideration, other fuel alternatives are costly but will be reviewed with future purchases dependant on infrastructure requirements</p>			
7	<p><b>Financial implications and risks:</b></p> <p>Purchase outright with the use of service borrowing is the recommended procurement option.</p> <p>The purchase price of the vehicles can be offset by the savings from current high hire charges for this specialist vehicle and reduction in maintenance costs with the 3 year manufacturer warranty cover.</p> <p>The build time for these vehicles is around 7 months so any further delay in the procurement would see increases in line with inflation.</p>			
8	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	Yes	No	<p><b>Per the Constitution, a key decision is one which:</b></p>
			✓	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
			✓	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>
			✓	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	<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>			
9	<p><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></p> <p>Caring Plymouth - The majority of vehicles in phase I of the Fleet Replacement programme deliver services related to street scene and waste. The service impacts the daily lives of all residents and visitors to Plymouth ensuring that waste is collected and disposed of when expected and that street and green spaces are kept clean and tidy and free from litter.</p> <p>Growing Plymouth - Ability to service waste and recycling waste collections as the city increases in size to ensure a sustainable City that cares about the</p>			

		environment. A Council that facilitates sustainable management of the City' waste and is able to react to the needs of the residents and citizens in a flexible and efficient manner.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Newer vehicles will reduce the carbon impact due to updated engine requirements		
<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	✓	(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	✓	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Maddi Bridgeman, Cabinet member for Environment and Street Scene		
13c	Date Cabinet member consulted	19 <sup>th</sup> July 2021		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	✓	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director of Place	
		Date consulted	13/11/2019	
<b>Sign-off</b>				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)		DS51 21/22

		<b>Finance (mandatory)</b>	PI.21.22.122						
		<b>Legal (mandatory)</b>	MS/01.10.21						
		<b>Human Resources (if applicable)</b>	n/a						
		<b>Corporate property (if applicable)</b>	n/a						
		<b>Procurement (if applicable)</b>	SB/PS/601/ED/0921						
<b>Appendices</b>									
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>							
	A	Briefing report for publication							
	B	Equalities Impact Assessment							
<b>Confidential/exempt information</b>									
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		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>			x					
	<b>Contract Award Part 2</b>								
<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 I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
<b>Title of background paper(s)</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>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 and those who do not. For further details please see the EIA attached.		
<b>Signature</b>		<b>Date of decision</b>	4.10.21
<b>Print Name</b>	Anthony Payne		

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



**Articulated Vehicle with Walking  
Floor Trailer**

**Procurement Reference No.  
I9474f**

**Table of Contents**

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## **1. INTRODUCTION**

This report is in relation to the process undertaken and recommendation related to the award of Contract for Articulated Vehicle with Walking Floor Trailer.

Contract Duration: The intended duration of the contract is for 12 months.

## **2. BACKGROUND**

The requirement below forms part of the projected 6-year (2020 -2026) fleet replacement programme, over 3 phases that was approved by the Leader of the Council during December 2019.

These vehicles are prioritised for replacement due to their age and increased cost to maintain. They support the Street Scene and Waste department, which delivers waste collection, street, cleansing weed management, leaf fall management as well as maintaining green spaces including parks and playing fields. These services are all highly visible and touch the daily lives of every resident and visitor to the city.

These vehicles are required to create a fit for purpose fleet for Street Scene and Waste Services and will replace vehicles that are currently owned by PCC on a like for like basis.

The age (2010 registration) and reliability of the current vehicles is proving to be problematic as these vehicles spend increasing amounts of time being repaired due to defects relating to wear and tear. Any time where the vehicles are in the garage creates an issue for operations as contingency must be sought to ensure that work continues during vehicle downtime when they are off road.

## **3. PROCUREMENT PROCESS**

Following a procurement options appraisal, it was determined that undertaking a tender exercise through a Predetermined UK/EU compliant Framework was the most appropriate route to market to procure this requirement, with the following considered the most suitable:

Crown Commercial Service (CCS) –RM6060 Lot 3

This Framework was established in accordance with UK/EU procurement regulations; it is a Public Sector sourcing tool for services and goods, and it provides a quick, simple and competitive route to the outright purchase of a wide range of vehicle conversions.

Following a requisite no suppliers on the framework came forward to tender, so the tender was then re-advertised on Supplying The Southwest where we had one local supplier (not on any framework) submit a bid.

## **4. TENDER EVALUATION CRITERIA**

### **Overview of Process**

The supplier has been assessed on their financial standing and although they failed these are acceptable risks given the relatively low contract value and short term the contract is for. Also the parent company have very good results and is a large company and the bidder themselves have a very good credit score.

Evaluation was undertaken in accordance with the overall evaluation strategy for the project.

The Council evaluated tender submissions as a two stage award process.

The first stage consisted of an assessment of the Tenderer's suitability in principle to deliver the Goods as detailed in the ITT document pack by meeting the Mandatory Requirements. Only Tenderers passing this first stage had their Tenders evaluated at the second stage.

The second stage considered the merits of the eligible Tenders in order to assess which was the most economically advantageous. In this stage only quality (including social value), and price criteria that are linked to the subject matter of the Contract were used.

### **Stage 1- Mandatory Requirement**

Stage 1 assessments were made against the responses to the Mandatory Requirements questionnaire included at Schedule 1 in the ITT Return Document.

#### Evaluation Criteria and Methodology

All Mandatory Requirement questions were evaluated 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 the Tender would be eliminated from the process. A Tenderer would've been disqualified if they did not submit these completed questions.

### **Stage 2- AWARD**

Tenderers passing all the pass/fail criteria in stage 1 had their responses made within Schedules 2-8 evaluated by the Council to determine the most economically advantageous Tender based on the quality (inclusive of social value), and price and criteria that are linked to the subject matter of the Contract.

#### Award criteria

The high level award criteria was as follows:

Criteria	Weighting
Price	50%
Quality	50%
TOTAL	100%

Weightings for individual sub-criteria contained under each of the above are detailed below and in the return document.

#### Evaluation Methodology

### **PRICE (Schedule 3)**

Evaluation made against comparison of pricing schedules.

### **PRI Total Tender Sum**

The Tenderer's Total Tender Sum was evaluated using the scoring system below:

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

The Tenderer with the lowest price was awarded the full score of 50 [50%], with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices are when compared to the lowest price.

The following table outlines how the above detail is to be managed, using the purchase price award criteria percentage of 50% in this illustration.

**Table A – Price evaluation model**

**Example below shows maximum points available = 50 (50%)**

<b>Weighting</b>	<b>% Split</b>
Articulated Vehicle with Walking Floor Trailer	50%

**A. Articulated Vehicle with Walking Floor Trailer**

<b>Tenderer</b>	<b>Price</b>	<b>Calculation</b>	<b>Final Score</b>
<b>1</b>	<b>£30,000</b>	<b>30,000/30,000 x 50</b>	<b>50.00</b>
<b>2</b>	<b>£35,000</b>	<b>30,000/35,000 x 50</b>	<b>42.86</b>
<b>3</b>	<b>£40,000</b>	<b>30,000/40,000 x 50</b>	<b>37.50</b>

<b>Tenderer</b>	<b>Total Score</b>	<b>Ranking</b>
<b>1</b>	<b>50.00</b>	<b>1</b>

**QUALITY (Schedule 2 and Schedules 4-8)**

Each question within Schedule 2 and Schedules 4-8 was clearly identified as being evaluated on a pass/fail or scored basis.

Tenderers were asked to provide a number of method statements responses within Schedule 2 of the ITT Return Document, which were intended to explain how they will meet specific requirements.

When responding to the method statement questions Tenderers had to make sure that, they answered what was being asked. Anything that was not directly relevant to the particular method statement question should not have been included, but wherever possible Tenderers should demonstrate how they will go further than what was being asked for, to add value.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support their responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel obtained the fullest possible picture.

Each method statement response was evaluated individually, one by one, and in order. When scoring each statement, no consideration was given to information included in other answers and Tenderer's were informed not cross reference to responses or information provided elsewhere in their tender submission.

Method statement responses were evaluated in accordance with the following sub-criteria and weightings:

Method Statements		Tier 1	Tier 2	Tier 3
<b>Quality</b>		<b>50%</b>		
<b>Warranty</b>			<b>20%</b>	
MS1	Details of Warranty Terms & Conditions			10%
MS2	Details of Agent(s) to be used			10%
<b>Delivery</b>			<b>10%</b>	
MS3	Delivery Lead-times			8%
MS4	Delivery and Vehicle Progress			2%
<b>After Sales Support</b>			<b>15%</b>	
MS5	Details of the arrangements for the Provision of After Sales and Technical Support			4%
MS6	Recommended Service intervals and any restrictions			2%
MS7	Handover and Training			2%
MS8	Impressed Stock			2%
<b>Social Value</b>			<b>5%</b>	
MS9	Social Value - Quantitative			2.5%
MS10	Social Value - Qualitative			2.5%

Where individual questions carried either more or less importance than others they were grouped and weighted accordingly. Section weightings were identified at the top of each group of questions and sub-weightings were identified against individual questions. The question or group of questions were allocated a score and the appropriate weightings then applied. The weighted score was rounded to 2 decimal places.

Method statement responses were evaluated using the scoring system below:

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 an average score of 2 or more for each scored Quality item. Any scored criteria item receiving an average of less than 2 resulted in the Tender being rejected and Tenderer being disqualified from the process.***

## **SOCIAL VALUE**

Social value commitments within the Quality element were assessed based on a combination of quantitative and qualitative assessment.

### Social Value Quantitative Assessment

The Quantitative assessment is based on the total £SV submitted by the Tenderer through using the TOMs Procurement Calculator at Appendix B - SV National TOMs Calculator. The Tenderer submitting the highest social value offer 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 a similar way to the way in which quality in the rest of the Tender submissions were evaluated, in line with the 0 – 5 scoring matrix above. The weighted score was rounded to 2 decimal places.

Tenderer's were informed for 'Record Only' Criteria, the higher the percentage recorded, the higher the points would be awarded.

## **MODERATION**

Moderation was only undertaken where there was a difference in evaluator scoring of more than 1 point. This was to ensure no errors have 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 4<sup>th</sup> August 2021 with a Tender submission date of 11<sup>th</sup> August 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


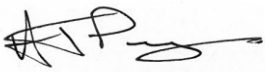
It is recommended that a contract be awarded to the highest scoring Tenderer for the Supply of Articulated Vehicle with Walking Floor Trailer. Details of the successful Tenderer have been set out in the confidential paper.

This award will be provisional and subject to the receipt from the highest scoring Tenderer of the satisfactory self-certification documents detailed within the Tender.

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>	Martin Hoar		
<b>Job Title:</b>	Fleet Services Manager		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	29/09/21
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Anthony Payne		
<b>Job Title:</b>	Strategic Director for Place		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	4.10.21





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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

Fleet Replacement Programme Phase I



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

<b>What is being assessed - including a brief description of aims and objectives?</b>	Phase I of the programme (2020/21) proposes the replacement of a total of [113] vehicles across the organisation. These include  [1] Artic unit & Walking floor trailer considered a priority due to being on a long term hire vehicle which is very expensive, this is used for transporting waste from the RTS for incineration.
<b>Author</b>	Martin Hoar, <a href="mailto:Martin.Hoar@plymouth.gov.uk">Martin.Hoar@plymouth.gov.uk</a> 01752305592
<b>Department and service</b>	Fleet Manager, Highways Service
<b>Date of assessment</b>	29/09/21

## 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
Age	N/A	No Adverse Impact	N/A	N/A
Disability	N/A	No Adverse Impact	N/A	N/A
Faith/religion or belief	N/A	No Adverse Impact	N/A	N/A
Gender - including marriage, pregnancy and maternity	N/A	No Adverse Impact	N/A	N/A
Gender reassignment	N/A	No Adverse Impact	N/A	N/A

<b>Race</b>	N/A	No Adverse Impact	N/A	N/A
<b>Sexual orientation -including civil partnership</b>	N/A	No Adverse Impact	N/A	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
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.	None	N/A
Good relations between different communities (community cohesion)	None	N/A
<b>Human rights</b> Please refer to <a href="#">guidance</a>	None	N/A

### STAGE 4: PUBLICATION

Responsible Officer Anthony Payne

Date 4/10/21

Strategic Director, Service Director or Head of Service