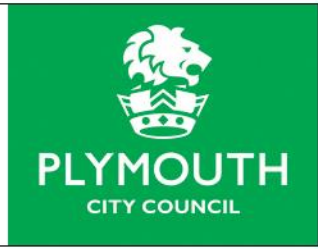


PROCUREMENT GATEWAY 3 - CONTRACT AWARD REPORT PART I

Computer Complex Demolition - 20140



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1. INTRODUCTION

This contract award report is in relation to the procurement of demolition of the Computer Complex building located at City Business Park, in order to facilitate the redevelopment of this site.

Contract Duration: 5 months Approx

2. BACKGROUND

The building was used as managed office space accommodation and is single storey. The building is currently closed off due to Asbestos debris above the suspended ceiling. The building would not be able to be safely reused without significant investment including replacing the Asbestos cement roof and remedial works to carefully remove the loose asbestos fibres already present on top of the suspended ceiling.

3. PROCUREMENT PROCESS

A competitive procurement was run following the 'Request for Quotation' procedure as outlined in the Council's Contract Standing Orders. This is a one stage process incorporating both suitability assessment criteria and contract award criteria. Under this process a minimum of 3 suppliers must be invited to submit written quotations, 2 of whom should be local PL postcode suppliers. For this procurement, 4 suppliers were invited (whom 3 are local) to this opportunity.

4. TENDER EVALUATION CRITERIA

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

The Council will evaluate tender submissions as a two part process.

The first part will consist of an assessment of the Tenderer's suitability in principle to deliver the works as detailed in the ITT document pack and checking that all required documents are completed and submitted. Only Tenderers passing this first part will have their Tenders evaluated at the second part.

The second part is the award and considers the merits of the eligible Tenders in order to assess which is the most economically advantageous. In this part only quality, price and social value criteria that are linked to the subject matter of the contract are used.

Part I - Suitability Assessment

Part I assessments are made against the responses to the suitability assessment questionnaire included at Schedule I in the Return Document.

The questions included in this Schedule, as advised in PPN Action Note 8/16 9th September 2016, have been informed by the Publicly Available Specification (PAS) PAS 91:2013+A1:2017 under licence from the British Standards Institution.

Criteria

The Suitability Assessment criteria is as follows:

- Table 1 - Core Question Module C1: Supplier identity, key roles and contact information
- Table 2 - Core Question Module C2: Financial information
- Table 3 –NOT USED

- Table 4- Core Question Module C4: Health and safety policy and capability
- Table 5- NOT USED
- Table 6- Optional Question Module O2 :Environmental Management policy and capability
- Table 7 - Optional Question Module O3: Quality Management policy and capability
- Table 8- NOT USED
- Table 9- Supplementary Question Module S1: Technical Ability, technical facilities, managerial and staff resources

Methodology

All Suitability Assessment questions will be evaluated on a PASS/FAIL basis. Each question will clearly indicate 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 your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Wherever possible the Council is permitting Tenderers to self-certify they meet the minimum PASS/FAIL requirements without the need to attached evidence or supporting information. However where the Council regards the review of certain evidence and supporting information, as critical to the success of the procurement this will be specifically requested.

The return document will clearly indicate whether 'Self-certification' is acceptable or whether 'Evidence is required' for each question.

Where Tenderers are permitted to self-certify, evidence will be sought from the successful Tenderer at contract award stage. Please note the successful Tenderer must be able to provide all evidence to the satisfaction of the Council at contract award stage within a reasonable period, if the successful Tenderer is unable to provide this information the Council reserves the right to award the contract to the next highest scoring Tenderer and so on.

Part 2- AWARD

Tenderers passing all the pass/fail criteria at the Suitability Assessment stage will have their responses made within Schedules 2-9 evaluated by the Council to determine the most economically advantageous Tender based on the quality, price and social value criteria that are linked to the subject matter of the contract.

The Council will not be bound to accept the lowest price of any Tender submitted.

Criteria, Weightings and Methodology

PRICE (Schedule 4) – 50% weighting

Evaluation made against comparison of pricing schedules.

PRI Total Tender Sum 50%

TOTAL 50%

PRI Total Tender Sum

The Tenderer’s Total Tender Sum will be evaluated using the scoring system below:

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

Quality (Schedule 2 and Schedules 4-9) - 40% weighting

Strength of proposals to comply with the Council’s Specification - evaluation made on contract delivery proposals submitted in response to the requirements set out in specification and taking into consideration the Council’s aims for the service.

Each question within Schedule 2 and Schedules 4-9 will be clearly identified as being evaluated on a pass/fail or scored basis.

Pass/Fail Questions- Questions identified as PASS/FAIL will be evaluated on a pass/fail basis. Each question will clearly indicate 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 your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Scored Questions - Questions identified as SCORED will be evaluated in accordance with the following sub-criteria and weightings:

Method Statements (Schedule 2)

MS1 Project Delivery, Risk and Disruption	10%
MS2 Programming	10%
MS3.1 Waste management/Environmental	10%
MS3.2 Asbestos management	10%
TOTAL	40%

Questions identified as SCORED will be evaluated using the scoring standard system below.

Scoring Standard System

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 must achieve an average score of 2 or more for each scored item. Any scored criteria item receiving an average of less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.

Social Value (Schedule 3) – 10% weighting

Social value bids should be assessed against the criteria laid out within **SVI** based on a combination of a quantitative and qualitative assessment.

SVI Total SV (National TOMS Calculator) Evaluation Score 10%

- | | | | |
|----|---------------------------|-----------------|-----|
| 1. | Social Value Quantitative | Sub-weighting 1 | 40% |
| 2. | Social Value Qualitative | Sub-weighting 2 | 60% |

Total SV Evaluation Score

The total Social Value score will be calculated from the scores of the quantitative and qualitative Social Value Assessments.

Please complete and return the attached spreadsheet '**Appendix M- SV National TOMS Calculator**' with your submission. Included within is the guidance to complete all aspects of the requirements.

SVI.1 Social Value Quantitative Assessment

The Quantitative assessment is based on the total £SV submitted by the bidder through using the TOMs Procurement Calculator. The bidder submitting the highest social value offer will

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

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

SVI.2 Social Value Qualitative Assessment

The qualitative assessment is based on the method statement in column P of the TOMs Procurement Calculator. Commitments should be evaluated in a similar way to the way in which quality in the rest of the contract is evaluated using the scoring standard system below.

Scoring Standard System

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 must achieve an average score of 1 or more for each scored item. Any scored criteria item receiving an average of less than 1 will result in the Tender being rejected and Tenderer being disqualified from the process.

The Council has decided to take a 'consensus' scoring evaluation approach to this procurement. This means that, following the independent evaluation of submissions, where there is a difference in individual evaluator scoring for one or more individual questions, a moderation session will take place to arrive at an agreed, consensus score. In the event that the evaluators cannot agree on a final score, the score awarded by the majority will be the consensus score.

5. SUMMARY OF EVALUATION

The procurement documentation was issued electronically via the, The Supplying The South West on 9th October 2020, with a tender submission date of 10th November 2020. Submissions were received from 2 suppliers.

The tender submissions were independently evaluated by Council Officers all of whom have 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.

Suitability

The pass/fail evaluation were undertaken by the Procurement Services Function. The minimum pass/fail suitability questions were evaluated by the evaluation panel. The results are contained in the confidential paper.

Quality

The tenders 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.

Price

Price clarifications were evaluated by the internal Quantity Surveyor and managed through The Supplying The South West Portal. The 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 Computer Complex Demolition. 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 supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

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.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
Name:	Phil Lord
Job Title:	Building Surveyor
Additional Comments (Optional):	
Signature:	P Lord
Date:	10 th December 2020

Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]	
Name:	Brendan Arnold
Job Title:	Service Director for Finance
Additional Comments (Optional):	
Signature:	Approved by email
Date:	11 January 2021