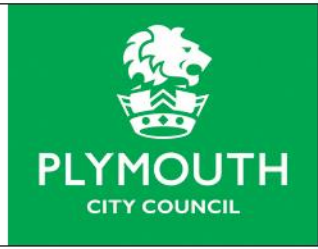


**PROCUREMENT GATEWAY 3 -
CONTRACT AWARD REPORT - PART I**

20683 - Demolition of Former HSL Building & Bungalows at 422 and
424 Tavistock Road



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I. INTRODUCTION

This contract award report is in relation to the procurement of the demolition of the former HSL building and two bungalows on Tavistock Road. The scope of the requirement includes:

1. Former HSL building and adjoining former garage sales area. This is a high profile site which is part of the Strategic Waterfront site. It will require the removal of building and sub structures
2. 422 and 424 Tavistock Rd. The demolition of these detached dwellings (not including slabs) form part of the Woolwell to The George road improvement scheme

Contract Duration: The anticipated duration of the contract is for approximately 4 months, taking into account pre demolition requirements.

2. BACKGROUND

The demolition and associated works for the former HSL site are part of the Strategy Waterfront scheme which was approved in 2016.

The demolition and associated works for 422 and 424 Tavistock Rd are part of the Wonwell to The George Strategic Transport scheme in 2017

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, 3 suppliers were invited (whom 2 are local) to this opportunity.

4. TENDER EVALUATION CRITERIA

Overview of Process

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 schedule included at Schedule I.

Evaluation Criteria and 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 in part 1 will have their responses made to part 2 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.

Award criteria

The high level award criteria is as follows:

| Criteria | Weighting |
|-----------------|------------------|
| Price | 40% |
| Quality | 55% |
| Social Value | 5% |
| TOTAL | 100% |

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

Evaluation Methodology

PRICE (Schedule 4)

Evaluation made against comparison of pricing schedules.

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 5-6)

Each question 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:

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

Questions identified as SCORED will be evaluated using the Scoring Table I below:

Scoring Table I

| 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.

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. This is 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

SOCIAL VALUE (Schedule 3)

Social value commitments will be assessed based on a combination of quantitative and qualitative assessment. Weightings are contained within the Return Document.

SVI- Total Social Value Commitment (£)

The Tenderer's Total Social Value Commitment will be evaluated using the quantitative scoring system below:

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

SV2 – Social Value Method Statements

The method statements submitted in support of the social value commitments made in SVI will be allocated a single score **for all method statements** and the appropriate weighting will then be applied. The weighted score will be rounded to **2** decimal places.

The qualitative responses will be evaluated using **Scoring Table 1**.

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.

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. This is 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 procurement documentation was issued electronically via the, The Supplying The South West on 25th August 2021, with a tender submission date of 17th September 2021. A Submission was received from 1 supplier.

The tender submission was 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.

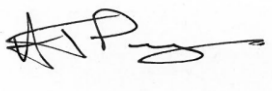
7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer for this project on JCT Minor Works Contract 2016 Terms & Conditions.

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.

8. APPROVAL

Authorisation of Contract Award Report

| Author (Responsible Officer / Project Lead) | | | |
|---|---|--------------|---------|
| Name: | Trevor Goff | | |
| Job Title: | Principal Surveyor | | |
| Additional Comments (Optional): | n/a | | |
| Signature: | Trevor Goff | Date: | 240921 |
| Head of Service / Service Director / Strategic Director | | | |
| Name: | Anthony Payne | | |
| Job Title: | Strategic Director for Place | | |
| Additional Comments (Optional): | | | |
| Signature: |  | Date: | 24.9.21 |