

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



**Articulated Vehicle with Walking  
Floor Trailer**

**Procurement Reference No.  
I9474f**

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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

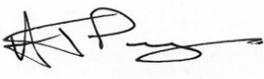
It is recommended that a contract be awarded to the highest scoring Tenderer for the Supply of Articulated Vehicle with Walking Floor Trailer. Details of the successful Tenderer have been set out in the confidential paper.

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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