

PROCUREMENT GATEWAY 3 - CONTRACT AWARD REPORT

19474b – Vehicle Mounted Telescopic Access Platform

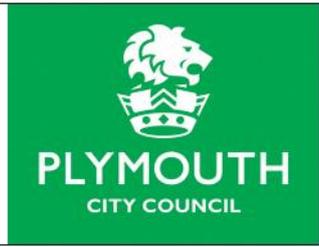


TABLE OF CONTENTS

- **INTRODUCTION**
- **BACKGROUND**
- **PROCUREMENT PROCESS**
- **TENDER EVALUATION CRITERIA**
- **SUMMARY OF EVALUATION**
- **FINANCIAL IMPLICATIONS**
- **RECOMMENDATIONS**
- **APPROVAL**

1. INTRODUCTION

This contract award report is in relation to the procurement of a Vehicle Mounted Telescopic Access Platform.

2. BACKGROUND

Plymouth City Council are looking for a Telescopic access platform with Bucket for the arborist team to use for felling trees and branches across many terrains within the City. The vehicle chassis and base will need to be constructed with hard wearing material as to avoid damage from falling branches, with cab protection system.

3. PROCUREMENT PROCESS

Following an options appraisal, in line with the council's Contract Standing Order's a technical request for quote (TRFQ) was carried. The opportunity was advertised to maximise potential suppliers. 3 suppliers showed an interest but on gaining access to the tender documents 2 of those decided this tender did not relate to their line of work. One supplier did bid.

4. TENDER EVALUATION CRITERIA

Evaluations were carried out in accordance with the overall evaluation strategy for the project and in accordance with the published process. Suppliers have been assessed on their financial, technical, environmental or social standing. Suppliers have also already agreed to PCC T&C's.

All responses were assessed against the evaluation criteria set out below:

EVALUATION CRITERIA	WEIGHTING
Price	50%
Non-Price	50%

A tender would not be accepted if it 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 (50% in this example)

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

<p>Lowest Total Tender Sum</p> <p style="text-align: center;">(_____)</p> <p style="text-align: center;">Score</p> <p>Tenderers Total Tender Sum</p>	x	Weighting	=	Weighted
--	---	-----------	---	----------

NON-PRICE (50% IN THIS EXAMPLE)

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

There were 11 method statements, to be provided in total.

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

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

Method Statements	
Non-Price	50%
MS1: - Details of warranty terms and conditions	10%
MS2: - Details of agents to be used	10%
MS3: - Delivery lead times	8%
MS4: - Delivery and vehicle progress	2%

Method Statements	
MS5: - Details of the arrangements for the provision of aftersales and technical support	4%
MS6: - Recommended service intervals	2%
MS7: - Handover and training	2%
MS8: - Impressed stock	2%
MS9: - Social Value - Quantitative	2.5%
MS10: - Social Value - Qualitative	2.5%
MS11: - Climate considerations	5%

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 non-price points.

5. SUMMARY OF EVALUATION

This tender was published electronically via, The Supplying the South West Portal on 6th October 2021 with a Tender submission date of 23rd October 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 Tender opportunity received interest from 1 supplier invited to bid. Tender Submissions were received from the following Tenderers:

Multitel

The resulting scores from the evaluation are below:

List of Tenderers				Multitel
Section	Weighting %			Weighting Score %
Quality	50%			
Warranty		20%		
MS1	Details of Warranty Terms & Conditions		10%	6%
MS2	Details of Agent(s) to be used		10%	4%
Delivery		10%		
MS3	Delivery Lead-times		8%	3.20%
MS4	Delivery and Vehicle Progress		2%	0.80%
After Sales Support		10%		
MS5	Details of the arrangements for the Provision of After Sales and Technical Support		4%	1.60%
MS6	Recommended Service intervals and any restrictions		2%	1.20%
MS7	Handover and Training		2%	1.20%
MS8	Imprest Stock		2%	1.00%
Social Value		5%		
MS9	Quantitative		2.5%	0
MS10	Qualitative		2.5%	1%
Climate Consideration		5%		
MS11	Climate considerations		5%	2%
QUALITY WEIGHTED SCORE	50.00			22%
Price				
PR1 Total Tender Sum	50.00			50%
TOTAL SCORES	100.00			72%
RANK				1

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. The purchase of this ramp is critical to keep service running.

7. RECOMMENDATIONS

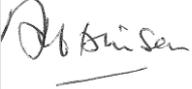
It is recommended that a contract be awarded to the highest scoring Tenderer Multitel for the provision of the Vehicle Mounted Telescopic Access Lift.

This award will be provisional and subject to the receipt from the 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. (if applicable).

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Martin Hoar		
Job Title:	Fleet Services Manager		
Additional Comments (Optional):			
Signature:		Date:	14/12/21
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Philip Robinson		
Job Title:	Service Director for Street Services, Street Services		
Additional Comments (Optional):			
Signature:		Date:	14/12/2021