

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

Supply of Granite: Better Places Public Realm - 21941



1. INTRODUCTION

2. BACKGROUND

3. PROCUREMENT PROCESS

4. TENDER EVALUATION CRITERIA

5. SUMMARY OF EVALUATION

6. FINANCIAL IMPLICATIONS

7. RECOMMENDATIONS

8. APPROVAL

1. INTRODUCTION

This contract award report is in relation to the procurement of granite for the Old Town Street/New George Street and Civic Square projects.

The scope of the requirement includes: Supply of granite paving and walling materials.

Contract Duration: 12 months

2. BACKGROUND

This report seeks approval of an award to a supplier of granite paving and walling materials, linked to the Old Town Street/New George Street and Civic Square public realm enhancement projects. These projects form part of the Better Places Programme.

3. PROCUREMENT PROCESS

A procurement was run using the negotiated procedure without prior publication in accordance with Regulation 32(2)(c) of the Public Contracts Regulations 2015.

The use of this procedure is permitted under the regulations where insofar as is strictly necessary, for reasons of extreme urgency brought about by events unforeseeable by the contracting authority, the time limits for the open or restricted procedures or competitive procedures with negotiation cannot be complied with

4. TENDER EVALUATION CRITERIA

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

The Council evaluated the supplier's submission as a two stage process. The first stage is known as the suitability assessment stage and the second as the award stage.

The first stage consists of an assessment of the Supplier's suitability in principle to deliver the goods and checking that all required documents are completed and submitted. Only if the Supplier passes this first stage will they have their quotation evaluated at the second stage.

The award stage considers the merits of the quotation and only technical and pricing criteria that are linked to the subject matter of the contract are used.

Stage 1 - Suitability Assessment

The suitability assessment criteria is as follows:

- Potential supplier information
- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic and financial standing
- Insurance
- Environmental management

- Quality management
- Sustainability
- Technical ability including: experience, business continuity and meeting the requirements of the Modern Slavery Act.

The scoring methodology used was as follows:

Response	Resulting action
Meets minimum expectations	PASS -proceed with procurement
Some minor concerns	CLARIFY- concerns discussed and response resubmitted
Major/unacceptable concerns	FAIL- end procurement process

Stage 2- Award

The award criteria is as follows:

- The ability of the supplier to supply all requirements and to the standard required
- The capacity of the supplier to fulfil the contract within the required timescales
- Acceptance of a set of mutually agreed Terms and Conditions
- Price (within Budget)

The scoring methodology used was as follows:

Response	Resulting action
Meets minimum expectations	PASS -proceed with procurement
Some minor concerns	CLARIFY- concerns discussed and response resubmitted
Major/unacceptable concerns	FAIL- end procurement process

5. SUMMARY OF EVALUATION

A full submission was submitted by the supplier and independently evaluated by Council Officers, all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

The outcome of this review is contained within the confidential Part II paper.

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained within the Part II paper.

7. RECOMMENDATIONS

It is recommended that a contract be awarded to the engaged supplier. Details of the engaged supplier have been set out in the confidential Part II paper.

This award is subject to the outcome of any challenge made during the standstill period.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Catherine Arthurs		
Job Title:	Project Delivery Officer		
Additional Comments (Optional):			
Signature:	<i>C Arthurs</i>	Date:	24.05.2022
Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Paul Barnard		
Job Title:	Service Director SP&I		
Additional Comments (Optional):			
Signature:		Date:	1.6.22