

PROCUREMENT GATEWAY 3 - CONTRACT AWARD REPORT - PART I

Hayloft Renovations at Poole Farm



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I. INTRODUCTION

This contract award report is in relation to the procurement of Hayloft Renovations at Poole Farm. The scope of the requirement includes:

- 1) Stripping out the existing Hayloft and demolishing the lean-to store
- 2) Remove the existing 1st floor structure and insert new steel bracing works
- 3) Construction of a new rear lean-to as a WC block with a ramped entrance
- 4) Renovations to the Hayloft's roof and fascias. Minor repairs to external stone walls
- 5) New windows and doors
- 6) Providing a level internal floor and minor internal wall and floor finishes
- 7) Kitchenette with worktop
- 8) New surface and foul water drainage connection. New water and electrical connections.
- 9) New small power, data, general and 'feature' lighting and lift safety systems
- 10) Invertebrate box/ bee bricks/ bat boxes/ swift nests and sparrow ledge

The duration of the Contract is for 1st May 2023 to 28th July 2023. (Subject to project completion)

2. BACKGROUND

Delivery of Derriford Community Park is a policy objective under the Joint Local Plan (PLY041) and PCC have secured funding through the Urban Innovation Action (UIA) fund to progress work on renovating one of the existing farm buildings – the hayloft - at Poole Farm.

The hayloft is currently unusable so renovating and bringing it back into being an active building enables work towards fulfilling the Masterplan for the site to progress.

3. PROCUREMENT PROCESS

A competitive procurement was run following the 'Request for Quotation' procedure, in line with the Council's Contract Standing Orders in 'Key Thresholds Table 1 – Quotation and Tendering Thresholds'. This is a one stage process incorporating both suitability assessment and contract award criteria. The opportunity was issued via Supplying the South West.

4. TENDER EVALUATION CRITERIA

Suitability (Schedule 1)

All suitability questions will be evaluated on a PASS/FAIL basis. Each schedule/section/question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Supplier being awarded a 'fail' on any of the criteria, the remainder of your Quotation 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 Supplier are permitted to self-certify, evidence will be sought from the successful Supplier at contract award stage. Please note the successful Supplier must be able to provide all evidence to the satisfaction of the Council at contract award stage within a reasonable period, if the successful Supplier is unable to provide this information the Council reserves the right to award the contract to the next highest scoring Supplier.

Part 2 – Award

Pricing (Schedule 2)

Suppliers passing all the pass/fail criteria in part I will have their Tender evaluated by the Council to determine the most economically advantageous Tender based on price criteria only.

The high level award criteria is therefore as follows:

Criteria	Weighting
Price	100%
TOTAL	100%

Evaluation made against comparison of Tenderers’ Total Tender Sum

The Tenderers Total Tender Sum will be evaluated using the scoring system below:

$$\left(\frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Total Tender Sum}} \right) \times 100\% = \text{Weighted score}$$

5. SUMMARY OF EVALUATION

The procurement documentation was issued electronically via Supplying the South West on 13th February 2023, with a tender submission date of 19th March 2023. Submissions was received from 5 suppliers.

The tender submissions were independently evaluated by a Council Officer and two external Consultants all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

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.

Price

Price clarifications were evaluated by the Consultant 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 £201,572.25. Details of further financial information is contained within Part 2 paper.'


7. RECOMMENDATIONS


It is recommended that a contract be awarded to TEC Construction Ltd on **JCT Minor Works Building Contract with contractor's design 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:	Chris Avent
Job Title:	Green Estate Manager
Additional Comments (Optional):	
Signature:	
Date:	29/03/2023
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]	
Name:	Anthony Payne
Job Title:	Strategic Director for Place

Additional Comments (Optional):			
Signature:		Date:	30 March 2023