

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

21961 Skip Truck, 23762 Arborist Vehicles, 19474d Hook Loader
19474c 7.5t Caged Tipper



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I. INTRODUCTION

This contract award report is in relation to the procurement of Fleet Vehicles. The scope of the requirement includes:

Lot 1 – 4 x Hook Loaders

Lot 2 – 1 x Skip Loader

Lot 3 – 1 x 3.5t Arborist Vehicle & 1 x 7.5t Arborist Vehicle

Lot 4 – 3 x 7.5t Caged Tippers

Contract Duration: 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 a competitive procurement exercise should be undertaken utilising the 'Open' Procedure in accordance with the Public Contracts Regulations 2015. The 'Open' Procedure is a one-stage process comprising of an Invitation to Tender (ITT), which incorporates a suitability assessment and contract award criteria. Under this process, any prospective supplier expressing an interest to participate in the procurement activity can submit a Tender.

4. TENDER EVALUATION CRITERIA

The following information concerning the evaluation criteria and scoring methodology was included in the ITT instructions.

A suitability assessment (also known as the selection stage) and an award 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 I - Mandatory Requirement

Stage I assessments were made against the responses to the Mandatory Requirements questionnaire included at Schedule I 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.

Suitability Assessment

This section assessed the Tenderer's suitability to undertake the contract requirement. The questions included in this Schedule, as advised in PPN Action Note 8/16 9th September 2016, have been informed by the Crown Commercial Services Standard Selection Questionnaire (SQ), previously known as the Pre-Qualification Questionnaire.

Suitability Assessment Evaluation Methodology

For Information Only Schedules

These schedules were for information only and were not evaluated.

Pass/Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of the Tenderer being awarded a 'fail' on any of the below criteria, the remainder of the Tender would not be evaluated and the Tenderer would be eliminated from the process. The Tender would be disqualified if a Tenderer failed submit these completed Schedules and questions.

Wherever possible the Council permitted Tenderers to self-certify they met the minimum PASS/FAIL requirements without the need to attach evidence or supporting information. However where the Council regarded the review of certain evidence and supporting information, as critical to the success of the procurement this would be specifically requested.

The return document clearly indicated whether 'Self-certification' is acceptable or whether 'Evidence is required' for each question.

Where Tenderers were permitted to self-certify, evidence would be sought from the successful Tenderer at contract award stage. Please note the successful Tenderer must to 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.

Schedule - Suitability Assessment

- SA Section 2: Grounds for Mandatory Exclusion
- SA Section 3: Grounds for Discretionary Exclusion
- SA Section 4: Economic and Financial Standing
- SA Section 6: Technical and Professional Ability
- SA Section 7: Modern Slavery Act 2015
- SA Section 8.1: Insurance

Award Evaluation Criteria and Methodology

Tenderers satisfactorily meeting the Suitability Assessment evaluation had their Tender responses 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.

This section assessed how the Tenderer proposed to deliver the required service as detailed in the specification.

The Council intends to award any Contract based on the most economically advantageous offer.

The Council would not be bound to accept the lowest price of any Tender submitted.

All responses were assessed against the Evaluation Criteria set out below:

High-Level Award Criteria

The high-level award criteria for the project was as follows:

EVALUATION CRITERIA	WEIGHTING
Price	55%
Quality	40%
Social Value	5%

A Tender may not have been 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 is 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 (55%)

Tenderers were required to complete the worksheet within Appendix B – Price Schedule.

Evaluation was undertaken against comparison of pricing schedules.

Tenderers' scores for the total price (excl' VAT) for the Services were calculated based upon the lowest prices submitted by Tenderers.

Tenderer's scores were determined by the evaluation of the relative competitiveness of the criteria stated within Appendix B – Price Schedule multiplied by the relative weighting. These scores were then added together to give the overall financial weighted points total out of 55% and relative ranking in order of overall competitiveness.

The Tenderer's Total Tender Sum was evaluated using the scoring system below:

$$\left(\text{Lowest Total Tender Sum} \right) \times \text{Weighting} = \text{Weighted score}$$

Tenderer's Total Tender Sum

The Tenderer with the lowest price was awarded the full score of 55 [55%], 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 for each lot = 55 (55%)

Weighting	% Split
Hook Loader, Skip Truck, Arborist Vehicles, Caged Tipper – For Each Lot	55%

Hook Loader, Skip Truck, Arborist Vehicles, Caged Tipper – Each Lot

Tenderer	Price	Calculation	Final Score
1	£30,000	30,000/30,000 x 55	50.00
2	£35,000	30,000/35,000 x 55	42.86
3	£40,000	30,000/40,000 x 55	37.50

Tenderer	Total Score	Ranking
1	55.00	1

QUALITY

Each quality question 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 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
Quality		45%		
Warranty			20%	
MS1	Details of Warranty Terms & Conditions			10%
MS2	Details of Agent(s) to be used			10%
Delivery			10%	
MS3	Delivery Lead-times			8%
MS4	Delivery and Vehicle Progress			2%
After Sales Support			10%	
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%
Social Value			5%	
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:

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

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 20th February 2023 with a Tender submission date of 28th March 2023.

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 each Lot. Details of the successful Tenderer have been set out in the confidential paper.

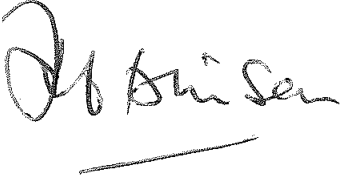
This award will be provisional and subject to the receipt from the highest scoring Tenderer of the satisfactory self-certification documents detailed within the Tender.

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)	
Name:	Martin Hoar
Job Title:	Fleet Services Manager
Additional Comments (Optional) :	
Signature:	 Date 01/06/23
Head of Service / Service Director	
[Signature provides authorisation to this award report and award of Contract]	

Name:	Philip Robinson	
Job Title:	Service Director – Street Services	
Additional Comments (Optional):		
Signature:		Date 15 June 2023