

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



Tree Re-Pollarding Services

**Procurement Reference No.
24324**

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I. INTRODUCTION

This contract award report is in relation to the procurement of 3 Lots for the re-pollarding of trees within the City.

Each contracted Lot will be executed under PS0028.v3 PCC Services Terms & Conditions and will run for the full contract duration.

Contract Duration: Duration of the contract of each Lot is for 6 months

2. BACKGROUND

Trees in Plymouth

Plymouth City Council has over 69,000 trees - over 3m in height (Blue Sky Data, 2019) in its ownership and therefore has management responsibility for across the city. These trees grow in a range of settings including streets, parks, business parks and woodland areas. They provide a range of services to the city and have been valued as contributing an amenity value to the city of £3.4 million (Treeconomics, i-Tree Eco report, 2020) and therefore are a valuable asset to manage for all of the benefits that they provide as well as to manage risk to residents and visitors to the city.

Trees in Plymouth

There are 1097 trees requiring re-pollarding or other works during the 2022/23 period as part of a regular cycle of tree maintenance. The dominant species of tree requiring maintenance work are Lime, London Plane and Maple species and all of these trees are in Plymouth City Council ownership.

For this Procurement opportunity, re-pollarding of trees is required in the following areas;

Tender Package 2 – Devonport, Stoke & Peverell Wards – 244 Trees

Tender Package 3 – Peverell & Compton Wards – 234 Trees

Tender Package 5 – Compton, Sutton & Mount Gould Wards – 281 Trees

3. PROCUREMENT PROCESS

In line with the Council's Contract Standing Orders and based on the anticipated contract value, this requirement sat within the 'Over £25k – relevant Government Procurement (GPA) thresholds' and was therefore subject to the requirement for a competitive procurement exercise to be undertaken and seek three formal quotations (non-verbal) / tenders: Two from PL Postcodes where possible.

The Council split its requirement into lots:

Lot One – Tender Package 2 – Devonport, Stoke & Peverell Wards

Lot Two – Tender Package 3 – Peverell & Compton Wards

Lot Three – Tender Package 5 – Compton, Sutton & Mount Gould Wards

Tenderers had the option to bid for one or more Lot(s), but were required complete the relevant ITT Return Document, required schedules and appendices for each Lot.

4. TENDER EVALUATION CRITERIA

The following information concerning the evaluation criteria and scoring methodology was included in the ITT instructions. This applied for each Lot.

A suitability assessment (also known as the selection stage) and an award stage.

Suitability Assessment Evaluation Methodology

For Information Only Schedules

The following schedules were for information only and were not evaluated.

Schedule - Suitability Assessment

- SA Section 4: Health & Safety SA4.5
- SA Section 8: Quality Management
- SA Section 9: Business Capability SA9.1

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 1: Tenderer Information
- SA Section 2: Insurance
- SA Section 3: Economic and Financial Standing (FVRA)
- SA Section 4: Health & Safety SA4.1 – SA4.4, SA4.6 – SA4.8
- SA Section 5: Equality & Diversity
- SA Section 6: Modern Slavery Act 2015
- SA Section 7: Environmental Policy
- SA Section 9: Business Capability SA9.2

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 non-price and price criteria that are linked to the subject matter of the contract.

This section assessed how the Tenderer proposed to deliver the requirements 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:

Criteria	Weighting
Price	80%
Quality	20%
TOTAL	100%

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 – 80% Weighting

Applied to all Lots.

Evaluation made against comparison of pricing schedules.

PRI Total Tender Sum

The Tenderer’s Total Tender Sum will be evaluated using the scoring system below:

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

The Tenderer with the lowest price was awarded the full score available for each criteria stated, with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices were when compared to the lowest price.

Quality – 20% Weighting

Applied to all Lots.

Tenderers were asked to provide a number of method statements within the ITT Return Document, which were intended to explain how they would meet specific requirements.

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 particularly 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 moderated score of 2 or more for each scored item. Any scored criteria item receiving an average of less than 2 would result in the Tender being rejected and Tenderer being disqualified from the process.

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 20.

Method Statement	Weighting
MS1 – Tree Maintenance Experience	8.00%
MS2 – Equipment Machinery / Experience	8.00%
MS3 – Methodology & Risk Management	4.00%
Total	20%

Moderation

Moderation will be undertaken where there is a difference in evaluator scoring of more than 1 point. Moderation may also be undertaken where the Council deems it necessary. This is 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 9th February 2023 with a Tender submission date of 1200hrs, 24th February 2023.

The Tender opportunity was issued to 3 organisations of whom had a history of providing the requirement to local authorities, 2 of which are based within the PL postcode area. Of the 3 organisations invited to Tender, 2 submitted Tenders, and 1 not providing a Tender response.

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 Quality, and Price were split, with Price information being held back from the Quality evaluators.

The resulting Quality and Price 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 for the re-pollarding of trees within the City be awarded to the highest scoring Tenderer - Arborcure Ltd, for each of the following Lots;

Lot One – Tender Package 2 – Devonport, Stoke & Peverell Wards - £75,120 Total

Lot Two – Tender Package 3 – Peverell & Compton Wards - £60,825 Total

Lot Three – Tender Package 5 – Compton, Sutton & Mount Gould Wards - £66,830


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

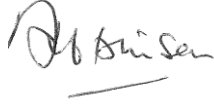
This award will be provisional and subject to the receipt from Arborcure Ltd of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

In the event Arborcure Ltd cannot provide the necessary documentation, the Council reserves the right to award the contract(s) to the second highest scoring Tenderer.

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:	08/06/2023
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
Additional Comments (Optional):	

Signature:		Date:	26/06/2023
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