

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



**Waste Wood Collection & Recycling
Service**

**Procurement Reference No.
19477**

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1. INTRODUCTION

This contract award report is in relation to the procurement process undertaken and recommendation related to the award of Contract for Waste Wood Collection & Recycling Service.

Contracts will be executed under Plymouth City Council Services Terms & Conditions and will run for the duration of the project.

Contract Duration: Duration of the Contract is for 5 (five) years.

2. BACKGROUND

Waste wood is collected separately at PCC's two HWRC sites, Chelson Meadow and Weston Mill. Members of the public can visit these sites and place their waste wood into designated containers.

Waste wood is also sourced from the bulky waste collection service provided by PCC to residents and from commercial waste sources delivered to the Chelson Meadow Refuse Transfer Station (RTS).

The total quantity of waste wood collected separately is approximately 7,700 tonnes per year. This material can be diverted from disposal options to more sustainable options, namely recycling and biomass. These options are also cheaper than disposal and can provide PCC with significant budgetary savings over the option of disposal. (approx. £61/t which equates to £470,000 saving per year).

The Service is required to maximise the diversion of wood waste from Energy from Waste (EfW) and proposals should prioritise recycling over other treatment options in accordance with the waste hierarchy.

The last contract expired in 2018 and the continued service has been by way of contract exemption.

The Council is proposing to procure a Service for the collection, transportation, processing, and treatment of approximately 7,700 tonnes per annum of municipal mixed wood waste grades A, B and C (as defined in the Wood Recyclers Association Grades of Waste Wood Table).

3. PROCUREMENT PROCESS

In line with the Council's Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value exceeds the relevant World Trade Organisation (WTO) Agreement on Government Procurement (GPA) thresholds and is subject to the full public procurement regime as set out in the Public Contract Regulations 2015 (PCR 2015) and Public Procurement (Amendment etc.) (EU Exit) Regulations 2020.

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 Standard Selection Questionnaire (SQ) (also known as the selection stage) and an award stage.

Standard Selection Questionnaire

This section assessed the Tenderer's suitability to undertake the contract requirement. The questions included in this Schedule, as advised in PPN Action Note 03/23 9th March 2023, have been informed by the Crown Commercial Services Standard Selection Questionnaire (SQ), previously known as the Pre-Qualification Questionnaire.

Standard Selection Questionnaire Evaluation Methodology

For Information Only Schedules

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

Schedule I - Standard Selection Questionnaire

Part 3

- Section 6: Group Information
- Section 10: Health and Safety 10.1.9

Pass/Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of a 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 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 I - Standard Selection Questionnaire

Part 1

- Section 1: Tenderer Information

Part 2

- Section 2: Grounds for Mandatory Exclusion
- Section 3: Mandatory & Discretionary Grounds relating to the payment of taxes and social security contributions.
- Section 4: Grounds for Discretionary Exclusion

Part 3

- Section 5: Economic and Financial Standing
- Section 7: Technical and Professional Ability
- Section 8: Insurance
- Section 9: Modern Slavery Act 2015
- Section 10: Health and Safety 10.1.1– 10.1.8
- Section 11: Equality and Diversity
- Section 12: Environmental Policy

Award Evaluation Criteria and Methodology

Tenderers satisfactorily meeting the selection stage evaluation had their Tender responses evaluated by the Council to determine the most economically advantageous Tender based on the price, quality and social value criteria that were 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:

EVALUATION CRITERIA	WEIGHTING
Price	60%
Quality	35%
Social Value	5%

Price (60%)

Tenderers were required to complete both worksheets within Appendix B – Pricing Schedule. One inclusive of TUPE costs and one excluding TUPE costs.

Evaluation was undertaken against comparison of pricing schedules excluding TUPE costs.

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

PRI Total Tender Sum

The Tenderer’s Total Tender Sum was 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 – For Information Only

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

Method Statements

- MSI: Collaboration, Partnerships and Sub-Contracting

Quality – Pass / Fail Questions

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

Schedule 3 – Method Statements

- MS2: Environmental Compliance
- MS3: Transport Compliance
- MS4: Contract Management

Schedule 5 – Form of Tender

Schedule 6 - Declarations

Quality (35%) – Scored

Schedule 3 – Method Statements

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 scoring system; -

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 a score of 2 or more for each scored item. Any scored criteria item receiving 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 35.

Method Statements		Weighting
Quality		35%
MS5	Technical Ability and Management Systems	10%
MS6	Process Output	10%
MS7	Transport	10%
MS8	Contingency Plan	5%

Social Value (5%)

Social value commitments were assessed based on a combination of quantitative and qualitative assessment.

SV1- Total Social Value Commitment (£) – 2.50%

The Tenderer’s Total Social Value Commitment was evaluated using the quantitative scoring system below:

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

SV2 – Social Value Method Statements – 2.50%

The method statements submitted in support of the social value commitments made in SV1 was allocated a single score **for all method statements** and the appropriate weighting then applied. The weighted score was rounded to **2** decimal places.

The qualitative responses were evaluated in accordance with the scoring table detailed above.

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 Quality points, and total weighted Social Value points.

Moderation

The Council decided to take a 'consensus' scoring evaluation approach to this procurement. This meant that, following the independent evaluation of submissions, where there was a difference in individual evaluator scoring for one or more individual questions, a moderation session took place to arrive at an agreed, consensus score. In the event that the evaluators couldn't agree on a final score, the score awarded by the majority would be the consensus score.

5. SUMMARY OF EVALUATION

A Contract Notice ref: 2023/S 000-035459 was published on the 1st December 2023 within the Find a Tender Service (FTS).

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council's chosen procurement portal on 1st December 2023 with a Tender submission date of 1200hrs, 26th January 2024.

The Tender opportunity received a good level of interest, with 20 organisations registering an interest, of which 2 submitted Tenders, and 18 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, Social Value and Price were split, with Price information being held back from the Quality evaluators.

The resulting Quality, Social Value 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 be awarded to the highest scoring Tenderer, who is **South West Wood Products**, for Waste Wood Collection & Recycling Services. The estimated value of this contract in its entirety is £1,232,000.


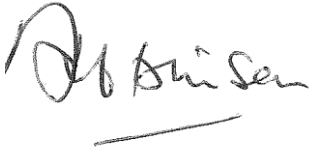
Details of the successful Tenderer have been set out in the confidential paper.

This award will be provisional and subject to the receipt from South West Wood Products of the satisfactory self-certification documents detailed within the standard selection questionnaire.

In the event South West Wood Products cannot provide the necessary documentation, the Council reserves the right to award the contract(s) to the second highest scoring Tenderer.

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

8. APPROVAL**Authorisation of Contract Award Report**

Author (Responsible Officer / Project Lead)			
Name:	Phil Rudin		
Job Title:	Head of Strategic Contracts & Disposal		
Additional Comments (Optional):			
Signature:		Date:	10/5/24
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:	27.6.24