

NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, M. Hart, as Strong Leader, delegate the decision to the Cabinet Member detailed below:

To approve the tender evaluation model proposed for the supplier of the transfer of waste, as per paragraph 9 of the contract procedure rules.

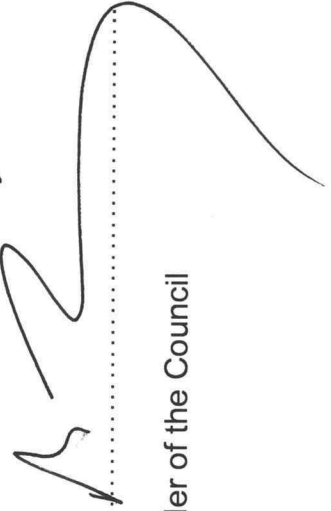
To delegate authority to the Corporate Director – Community, Well-Being and Environment, in consultation with the Cabinet Member for Operational Services, to appoint a supplier for the transfer of waste skips from Green Street Depot, following a competitive tender exercise, in line with contract procedure rules.

Cabinet Member for Operational Services, Becky Vale

Dated:

15th February, 2018

Signed:

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Leader of the Council

FORM 2

NOTICE OF DECISION OF CABINET MEMBER

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to *me / by the Leader* (delete as appropriate), I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Supply of the transfer of the waste skips from Green Street Depot to various waste disposal sites.	To approve the tender evaluation model proposed for the supplier of waste transfer, as per paragraph 9 of the contract procedure rules.	The contract with current suppliers has expired. Research has been done to decide whether to do this internally, but this was not cost effective.	21 st February 2018

I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.

Dated:

Signed:

Councillor:


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R. J. VALE
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Cabinet Member

To: Leader of the Council

From: Corporate Director of Community, Wellbeing and Environment

Date: 12th February 2018

The Supply of the Transfer of Waste Skips from Green Street Depot.

1. PURPOSE

To approve the tender evaluation model proposed for the supplier of waste transfer, as per paragraph 9 of the contract procedure rules.

The report also seeks the approval to delegate authority to the Corporate Director – Community, Well-Being and Environment, in consultation with the Cabinet Member for Operational Services, to appoint a supplier for the transfer of waste skips from Green Street Depot, following a competitive tender exercise, in line with contract procedure rules.

As the combined contract value is approximately £230,000 over the 5 years (3 year contract, with option to extend for a further 2 years), this procurement is being carried out in accordance with the Public Contracts Regulations 2015, therefore subject to a strict procurement timetable. The tender will be advertised on the Official Journal of the European Union (OJEU). The Open Procedure route will be taken and therefore no pre-qualification of suppliers will be carried out.

2. RECOMMENDATION

That the Leader:

Approves the tender evaluation model contained in paragraph 3.1 of this report.

and

Grants delegated authority to the Corporate Director – Community Well-Being and Environment in consultation with the Cabinet Member for Operational Services to award the contract, in line with the approved evaluation model.

3. BACKGROUND

The council has always had a supplier for the transfer of waste skips. This contract has recently expired, so we have been continuing with the supplier in the mean time, paying on a month to month basis.

In this time, we have been conducting research in whether we can run this service internally. After much deliberation, the cost outweighed the benefits of doing it ourselves, so the procurement process has been started.

The contract was decided as a 3 year contract, with option to extend for a further 2 years, as this gives us the flexibility in the future if we do want to take this on internally, especially alongside the ongoing Depot 2020 project.

3.1 Evaluation Criteria

Tenders will be evaluated on a price and quality basis, 60% price / 40% quality.

The quality elements of the tender will be evaluated in accordance with the below criteria.

	Feature	Weighting
1	Risk Assessment & Safe Working Practices	15
2	Lead Times & Contingency Planning	15
3	Previous and Relevant Experience	10

Bidders are required to provide a written response to the questions contained in the tender documents relating to the quality.

The following matrix illustrates how responses to the questions will be assessed. The scores for each question will be used to calculate a percentage weighting based on the weightings attributed to each question in the qualitative assessment.

Performance	Judgement	Score
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very Good	8
Above Expectations	Good	7
Slightly Exceeds Expectations	Fair	6
Meets Expectations	Average	5
Satisfactory but Below Expectations	Below Average	4
Below Expectations	Poor	3
Well Below Expectations	Weak	2
Almost Unacceptable	Very Weak	1
Unacceptable		0

The price assessment will be based on the tender returns and are worth 60% of the overall marks.

The bidder with the lowest tender price will score the maximum score of 60%. The other tenders will be scored pro rata as a percentage of their tender compared to the lowest tender.

Please see the illustrated example below for clarity:

Tender A	Tender B	Tender C	Tender D
£100,000	£110,000	£120,000	£130,000
60%	54.54%	50%	46.13%

Tender A is the lowest and scores the maximum of 60%

Tender B – $100,000/110,000 \times 0.60 \times 100 = 54.54\%$

Tender C – $100,000/120,000 \times 0.60 \times 100 = 50\%$

Tender D – $100,000/130,000 \times 0.60 \times 100 = 46.13\%$

4. FINANCIAL IMPLICATION

The current budget for skip movements is £46,490. The total cost of this procurement is not expected to exceed £230,000.

5. LEGAL AND POLICY IMPLICATIONS

The contract procedure rules require cabinet approval to enter into contracts where the estimated value of the contract exceeds £180,000.

6. CONCLUSION

Due to the value of the contract over a five year period (3 year contract, with option to extend for a further 2 years), authorisation is required for the proposed evaluation model that will be used to assess the tenders. This model has been provided in section 3.1 of this report.

The successful tender appointment will enable us to keep the Depot yard safe, clean and looking good, as well as keep a professional and efficient service for our waste teams.

7. RISK MANAGEMENT

The procurement risk is mitigated by utilising the OJEU procurement agreement.

The ability of the waste and parks teams will be compromised if they do not have enough capacity to dispose of waste. There is then an environmental risk to having large amount of waste around the site too.

8. EQUALITY IMPACT NEEDS ASSESSMENT

This report relates solely to the procurement of a supplier for the transfer of waste skips. The fundamental EU principles of no discrimination and transparency apply to all the procurement exercises; there is no requirement for an Equality Impact Needs Assessment.

9. CONSULTEES

Jackie Reed – Procurement Officer
Steve Brant – Operational Services Manager
Sharon Clifford Smith – Operational Service Officer
Matthew James – Business Development Officer
Sally Tallon – Legal Services

10. BACKGROUND PAPERS

10.1. None