**FORM 1**

## 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, Cllr Marcus Hart, as Strong Leader, delegate the decision (Refurbishment of x4 26,000kg GVW Refuse Collection Vehicles), as detailed in the Forward Plan to Cabinet Members detailed below:

Cabinet Member for Operational Services

Dated: 15th March 2018.

Signed: .....

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** |
|---|---|---|---|
| Refurbishment of x4 26,000kg GVW Refuse collection vehicles | To approve the tender evaluation model contained in paragraph 4 of the report; and Grant 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. | Due to the value of the vehicles to be refurbished, authorisation is required for the proposed evaluation model that will be used to assess the tenders. This model has been provided in section 4 of this report.<br><br>The successful tender appointment will enable the refuse collection team to deliver a professional, efficient and reliable service through operational efficiencies. | 15/3/18 |

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

Dated:

Signed: R.J. Vale.....

Councillor: REBECCA VALE.....
Cabinet Member

FORM 3

To: **Leader of the Council**

From: **Corporate Director: Community Well Being & Environment**

Date: **15 March 2018**

**Refurbishment of x 4 26,000kg Refuse Collection Vehicles**

## 1. PURPOSE

1.1 To seek Cabinet approval for the tender evaluation model proposed for the refurbishment of x 4 26,000kg Refuse Collection Vehicles (RCV), as per Paragraph 9 of the Contract Procedure Rules.

1.2 The report also seeks approval for delegated authority to be given to the Corporate Director: Community, Well-Being and Environment, in consultation with the Cabinet Member for Operational Services, to appoint a supplier for the refurbishment of the refuse collection vehicles, following a competitive tender exercise.

1.3 As the combined contract value is approximately £391,000, 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; therefore no pre-qualification of suppliers will be carried out.

## 2. RECOMMENDATION

**That the Leader**:

**Approves** the tender evaluation model contained in paragraph 4 of the 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

3.1 The council approved the capital budget for the vehicle replacement schedule which included the cost of refurbishing 4 x 26000kg GVW Refuse collection vehicles as part of the Council's fleet renewal schedule.

3.2 The four vehicles will go through a cab refurbish and repaint, with new RCV bodies and electric bin lifts fitted. The vehicles are to be refurbished to extend their service life a further 5 years, enabling the refuse collection team to maintain operational efficiency.

## 4. EVALUATION CRITERIA

4.1 Tenders will be evaluated on a price and quality basis, 45% price/ 55% quality. The quality elements of the tender will be evaluated in accordance with the below criteria.

| Criteria | Weighting |
|---|---|
| Completion of works | 25 |
| Warranty | 10 |
| Added value | 15 |
| Body construction | 20 |
| Payload | 20 |
| Service support | 10 |

4.2 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 |

4.3 The price assessment will be based on the tender returns and are worth 45% of the overall marks. The bidder with the lowest tender price will score the maximum score of 45%. The other tenders will be scored pro rata as a percentage of their tender compared with the lowest tender.

Please see the illustrated example below for clarity:

| Tender A | Tender B | Tender C | Tender D |
|---|---|---|---|
| 100,000 | 105,000 | 110,000 | 120,000 |
| 45% | 43% | 41% | 38% |

- Tender A is the lowest and scores a maximum of 45%
- Tender B – 100,000/105,000 x 0.45 x 100 = 43
- Tender C – 100,000/110,000 x 0.45 x 100 = 41
- Tender D – 100,000/120,000 x 0.45 x 100 = 38

## 5. FINANCIAL IMPLICATION

5.1 The capital budget for the refurbishment of 3 x 26000kg GVW Refuse Collection vehicles @ £100,000 and 1 x 26000kg @ £91,000. The total cost of this procurement is estimated to not exceed £391,000. Budget approval has been granted within the council's capital budget for vehicle replacement.

## 6. LEGAL AND POLICY IMPLICATIONS

The Contract Procedure Rules require Cabinet approval to enter into contracts where the estimated value of the contract exceeds £391,000.

## 7. CONCLUSION

Due to the value of the vehicles to be refurbished, authorisation is required for the proposed evaluation model that will be used to assess the tenders. This model has been provided in section 4 of this report.

The successful tender appointment will enable the refuse collection team to deliver a professional, efficient and reliable service through operational efficiencies.

## 8. RISK MANAGEMENT

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

The ability of the refuse collection team to carry out their duties effectively will be compromised if the old vehicles are not refurbished.

## 9. EQUALITY IMPACT NEEDS ASSESSMENT

This report relates solely to the procurement of fleet vehicles, 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.

## 10. CONSULTEES

Jackie Reed Procurement Officer
Derek Simmonds Fleet and Garage Officer

Steve Brant Operational Services Manager
Sally Tallon Legal Services

## 11. BACKGROUND PAPERS

11.1. None