

**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 1<sup>st</sup> 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 (Procurement of x 8 3500GVW Tipper Vehicles), as detailed in the Forward Plan to Cabinet Members detailed below:

Cabinet Member for Operational Services

Dated:

21<sup>st</sup> May, 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 1<sup>st</sup> 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
Procurement of x8 3500 GVW tippers as part of the capital renewals program for the Parks and open spaces section at Green Street.	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. The successful tender appointment will enable the parks and open spaces team to deliver a professional, efficient and reliable service through operational efficiencies.	6/6/18

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

Dated: 6/6/18

Signed: 

Councillor Becky Vale, Cabinet Member for Operational Services

To: Cabinet Member for Operational Services, Councillor Becky Vale

From: Corporate Director: Community Wellbeing & Environment

Date: 25 May 2018

**Contract for the Supply and Delivery of 1 x 3500 GVW Caged Tipper bodied Vehicle, 2 x 3500 GVW Tipper Bodied vehicle and 5 x 3500 GVW Tippers with Tool Pods**

1. **PURPOSE**

1. To seek Cabinet approval for the tender evaluation model proposed for the Supply and Delivery of 1 x 3500 GVW Caged Tipper bodied Vehicles, 2 x 3500 GVW Tipper Bodied vehicles and 5 x 3500 GVW Tippers with Tool Pods, 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 8 x 3500 GVW Tipper bodied vehicles, following a competitive tender exercise.
- 1.3 As the combined contract value is approximately £240,000, 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 for the supply and delivery of 1 x 3500 GVW Caged Tipper bodied Vehicle, 2 x 3500 GVW Tipper Bodied vehicles and 5 x 3500 GVW Tippers with Tool Pods as part of the Council's fleet renewal schedule.

- 3.2 The vehicles are to replace 8 existing 3500 GVW tippers which have reached the end of their useful life and will enable the parks and open spaces team to maintain operational efficiency.

#### 4. EVALUATION CRITERIA

- 4.1 Tenders will be evaluated on a price and quality basis, 50% price 50% quality. The quality elements of the tender will be evaluated in accordance with the below criteria.

Criteria	Weighting
Delivery in weeks	20
Warranty Period	15
Predicted payload	20
Construction / Suitability of body and also anti corrosive properties	15
Combined fuel figures	8
Vehicle features above specification	12
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 50% of the overall marks. The bidder with the lowest tender price will score the maximum score of 50%. 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
30,000	32,000	34,000	36,000
50%	46%	44%	41%

- Tender A is the lowest and scores a maximum of 50%
- Tender B –  $30,000/32,000 \times 0.5 \times 100 = 46$
- Tender C –  $30,000/34,000 \times 0.5 \times 100 = 44$
- Tender D –  $30,000/36,000 \times 0.5 \times 100 = 41$

## 5. **FINANCIAL IMPLICATION**

- 5.1 The capital budget for the supply and delivery of x 8 3500 GVW tipper bodied vehicles @ £30,000 is approved as part of the capital replacement programme. The total cost of this procurement is estimated to not exceed £240,000. 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 £240,000.

## 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 operational 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.

## 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**

Helen Ogram  
Derek Simmonds Fleet and Garage Officer  
Steve Brant Operational Services Manager  
Sally Tallon Legal services

## 11. **BACKGROUND PAPERS**

- 11.1 None