

## NON KEY DECISION: REPORT TO CABINET MEMBER

**DECISION TO BE TAKEN BY:** Councillor Dr Peter Moseley  
Cabinet Member for Commercial and Operations

**REPORT AUTHOR:** Steve Frisby, Parks Contract Manager  
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**REPORT NO.:** FM0016

**DATE:** 2<sup>nd</sup> August 2019

<b>SUBJECT OF NON KEY DECISION:</b>	Award of Capital Works Contract (New car park); Queen Elizabeth Park, Grantham. FM0016
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<b>CABINET MEMBER REMIT:</b>	Councillor Dr Peter Moseley Cabinet Member for Commercial and Operations	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	None Identified	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	N/A	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b> N/A	<b>Full impact assessment required?</b> No
<b>BACKGROUND PAPERS:</b>	None	

(1) **PURPOSE OF REPORT**

1.1 The report is to;


1. Obtain approval for the award a contract to facilitate the provision of a new car park; Queen Elizabeth Park, Grantham.
2. Confirm compliance with the Council's approved purchasing process.

3. Ensure commencement of contract by August 2019 and completion within a timeframe of four weeks.

## 1.2 Tender evaluation summary:

### Summary Scores

Supplier	Method Statement Score	Price Score	Total Score (Award Criteria)	Rank
Tender 1	60	37	97	1
Tender 2	0	0.00	0.00	0
Tender 3	0	0.00	0.00	0
Tender 4	0	0.00	0.00	0

 Opted Out of the Process (No bid received)

## (2) RECOMMENDATION(S)

- 2.1 That the contract to the tendered value of £31003 be awarded to **Tender 1** - A Coupland (surfacing) Ltd having achieved the highest score on the cost/quality evaluation and considered to be the most economically advantageous tender received by the Council.

## (3) REASONS FOR RECOMMENDATION(S) (including any alternative options considered and rejected)

- 3.1 During March 2019 the Council approved funding to the value of £30,000 for the provision of a car park at Queen Elizabeth Park. Four local suppliers were invited to respond to a Request for Quotation (RFQ) priced against work requirements detailed within a written specification supported by standard terms and conditions. A process delivered in accordance with the Councils procurement framework and EU treaty principals.

### 3.2 Procurement Method / Tender process applied

A Request for Quotation (with standard terms and conditions, written specification, quantities and drawings) was issued to 4 suitably experience contractors.

### 3.3 Tenders returned and evaluation

Just one supplier tendered for the work before the closing date of 17th May 2019, as follows:

## Tender 1 - A Coupland (surfacing) Ltd

- 3.4 The tender was evaluated against the standard terms and conditions of the RFQ along with the specification. Quality and price (predefined quality/cost criteria at a ratio of 40/60) were evaluated which resulted in the following rankings (A Coupland (surfacing) Ltd offering the best value);

Company	Tendered price (£)
<b>Tender 1</b>	31,003
Tender 2	0
Tender 3	0
Tender 4	0

Quality Criteria	Criterion Weighting	Tender 1 score	Comments
Compliance with specification	60%	60%	
Price	40%	37%	Over budget but surplus budget available via the Wyndham Park car park project (see report FM0015)
<b>TOTAL</b>	<b>100%</b>	<b>97%</b>	

### Test that Tender 1 offers value for money:

- 3.5 As we received just one tender for the above it has been necessary to establish if the tender is offered at a competitive price. To establish this, we calculated the value of the tender as a unit rate (per sqm) and compared this to the unit rate offered by supplier who have tendered for work to an identical specification during 2016.
- 3.6 By comparison the contract awarded at that time was based on a unit rate of £42.02 per sqm.

Unit rate comparison:

Comparison	Unit rate	Notes
<b>Tender 1</b>	£44.28 per sqm	Compared to tendered unit rates received during 2016 the price would still be below inflation adjusted price of £44.59 per sqm

Previous winning tender (2016)	£42.02 per sqm	<b>With inflation adjustment</b> (average 2% per annum) this figure would now be in the region of <b>£44.59 per sqm</b>
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### 3.7 Value engineering

As the budget for this development is set at £30,000 and the tender is £31,003 - we propose to use an element of the projected £10,241.55 underspend from the Wyndham Park car park project (see report ref FM0015) to support the Queen Elizabeth Park scheme.

3.8 The financial outcome of the proposals mentioned above will be; project delivery of both car park projects (Wyndham and Queen Elizabeth park) within budget.

### 3.9 Tender analysis

#### *Arithmetic Check;*

An arithmetical check was carried out as part of the price evaluation and no errors were detected.

### 3.10 *Due Diligence;*

Compliance with standard terms and conditions has been checked.

### 3.11 Form of Contract

RFQ Standard terms and conditions.

### 3.12 Programme of works

A programme of works has been provided by company offering Tender 1 which confirms their ability to complete the works in accordance with our requirements. With works scheduled to complete within 4 weeks we anticipate completion by the start of the school Summer Holidays.

### 3.13 Cost and quality control

As tenders have been priced on the basis a full suite of tender documents (bill of quantities, drawings, technical specifications etc) the price is fixed but subject to mathematical adjustment (using tendered unit rate) to align with our budget.

3.14 Payment for the works will be made upon satisfactory completion of the contract.

3.15 All costs will be closely monitored to ensure that spend is within the project budget of £30,000.

3.16 Consents; Highways, Environment Agency and Planning

All consents have been secured

3.17 **OTHER OPTIONS CONSIDERED**

Alternative surfacing, impermeable solution:

Considerations was given to the use of an alternative type of surfacing. However, in the interests of the landscape a softer, permeable solution, was the most appropriate solution. In addition, the costs savings (if any) for using an alternative system were negligible.

**(4) COMMENTS FROM FINANCIAL SERVICES**

4.1 The financial implications are included in the body of this report. The award of this contract is higher than the budget of £30k allocated to this project but it is proposed that £1k is transferred from the Wyndham Park Car Park budget underspend.

**(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES**

5.1 The award of Contract is in accordance with the Council's Contract Procurement and Procedure Rules.

**(6) OFFICER CONTACT**

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**(7) DATE DECISION EFFECTIVE:**

**If decision taken on Monday 12 August date effective will be 21 Wednesday 21 August subject to no call-in being received.**