



Procurement Summary Report

TENDER FOR ROOFING SERVICES SOUTH KESTEVEN DISTRICT COUNCIL DN719436

This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Council Officer, and after bidder's details and tender submission details (£) have been redacted;** due to the sensitive information it contains relating to the bidder's Tender submissions.

CONTRACT DETAILS	
Lead Officer (Contracting Authority)	South Kesteven District Council
Project ID	DN719436
FTS Reference	2024/S 000-012041
Contract Dates	<u>Start:</u> 01/07/2024 <u>End:</u> 30/06/2026 <u>Extension option:</u> 24 Months
Length of Contract	2 years with an option to extend for 2 years in 1 year increments, making a total of 4 years.
Procurement Value (£)	The budget prior to going to market was in the region of £6,000,000.
Type of Contract	Works
CPV Codes	45260000 - Roof works and other special trade construction works

Contents

- 1.0 [Introduction](#)
- 2.0 [The Project](#)
- 3.0 [Pre-procurement Process](#)
- 4.0 [Project Governance](#)
- 5.0 [The Public Procurement Process](#)
- 6.0 [Invitation to Tender](#)
- 7.0 [Review of the Selection Criteria](#)
- 8.0 [Evaluation of the Award Criteria](#)
- 9.0 [Bid Clarifications](#)
- 10.0 [Additional Tender Information](#)
- 11.0 [Results](#)
- 12.0 [External Financial Checks](#)
- 13.0 [Risk Implications](#)
- 14.0 [Recommendation](#)
- 15.0 [Next Steps](#)
- 16.0 [Governance](#)

Appendices

- A. [Tender Award Questions](#)
- B. [List of Evaluators](#)
- C. [Final Scores](#)
- D. [Pricing Evaluation](#)

1.0 Introduction

- 1.1 The purpose of this report is to ensure all the pertinent procedures followed for the selection of the Provider(s) to be awarded the Roofing Services for South Kesteven District Council contract are recorded. This is for both the provision of an audit trail, and to enable the appropriate Officer to approve the recommendation as part of the Council's internal governance and accountability arrangements. This report also satisfies the reporting requirements under Regulation 84 of the Public Contract Regulations 2015.
- 1.2 This report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and is therefore intended for restricted circulation only. **The report should only be published with the consent of the Lead Officer;** due to the sensitive information it contains relating to the bidder's Tender submissions.

2.0 The Project

- 2.1 The contract is for the provision of works in respect of roofing replacements and repairs for the residential properties owned by South Kesteven District Council.
- 2.2 This requirement has not been divided into Lots as the Council considers that on this occasion this would not provide any practical, technical or economic benefit.

3.0 Pre-procurement Process

- 3.1 This opportunity was originally tendered on a mini competition using a framework run by Efficiency East Midlands (EEM), for Roofing Services EEM0070. Unfortunately, the original tender did not return any submissions due to suppliers being unable to tender at the time. This feedback was given to EEM, and the decision was taken to take this procurement opportunity to the open market. As such it has been much more successful.

4.0 Project Governance

- 4.1 Include details of Officer that approved the below, along with the relevant dates.
- PID – Richard Wyles SKDC 06.12.23
 - Budget/spend – Richard Wyles SKDC 06.12.23
 - To make the Tender live – Andy Garner SKDC 12.04.24
 - Accept any relevant abnormalities within the Tender – Andy Garner SKDC 17.05.24
 - Accept/Reject SQ submissions – Charlotte Highcock WP 20.05.24
 - Accept pricing submitted – Charlotte Highcock WP/ Andy Garner SKDC 13.6.24
- 4.2 Include details of the Key Officers:

- Procurement Lead (Welland) Charlotte Highcock (Deputy Head of WP)
- Lead Officer (Contracting Authority) Andy Garner SKDC
- Budget Holder – Andy Garner SKDC

5.0 The Public Procurement Process

- 5.1 In accordance with the Public Contract Regulations 2015, this Tender opportunity was advertised on the Find a Tender Service (FTS). The Contract Notice (2024/S 000-012041) was dispatched on 12th April 2024 and advised that award of the contract would follow an open procedure. The opportunity was also advertised on Contracts Finder.
- 5.2 On publication of the opportunity, organisations were asked to register their interest via the Council's "ProContract" e-Sourcing portal, where Tender documents were available. A total of 36 expressions of interest were received, resulting in 10 Tender submissions.

6.0 Invitation to Tender

- 6.1 The Tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions, and one for award criteria questions.
- 6.2 The award questionnaire was constructed in sections to facilitate evaluation. Some sections carried a percentage weighting (%). For every weighted section, there was at least one question that carried an individual question sub weighting (%). The overall weighting (%) of questions within a section also totalled 100%.
- 6.3 **Selection Criteria**

There were some questions to which an adverse answer may have resulted in the elimination of a bidder. Questions that may have resulted in the elimination of a tender submission (marked as P/F (Pass/ Fail)) are detailed in the table below:

SELECTION CRITERIA QUESTIONS		
Section Title	P/F	Question Number
Important: Please Read	-	-
Part 1: Potential Supplier Information		
Section 1 - Potential supplier information	-	-
Section 2 - Bidding model	-	-
Section 3 - Contact details and declaration	-	-
Part 2: Exclusion Grounds		
Section 2 - Grounds for mandatory exclusion	P/F	
Section 3 - Grounds for discretionary exclusion	P/F	

Part 3: Selection Questions		
Section 4 - Economic and Financial Standing	P/F	
Section 5 - Technical and Professional Ability	P/F	
Section 6 - Modern Slavery Act 2015	P/F	
Section 7 – Insurance	P/F	
Section 8 - Skills and Apprentices	-	-
Section 9 - Health and Safety Project Specific Questions	P/F	
Section 10 - Environment Project Specific Questions	P/F	
Section 11 - Equality Project Specific Questions	P/F	
Section 12 - GDPR Questions	P/F	
Declaration	-	-

6.4 Award Criteria

The award criteria questions considered the merit of the eligible Tenders to identify the most economically advantageous Tender.

The Council evaluated the award criteria as follows:

- A quality assessment worth **40%**; the following criteria, weighting and methodology were applied:

Each bidder's response to each question was evaluated and marked a maximum of 5 marks as per the below scoring matrix:

In the evaluator's reasoned opinion, the response is an:	
5	Excellent Response The response is excellent in relation to the stated requirements of the question. The response provides an excellent level of detail and demonstrates that the bidder's expertise and approach significantly exceeds the Council's minimum requirements such as to provide added value.
4	Strong Response The response is strong in relation to the stated requirements of the question. The response provides a good level of detail and demonstrates that the bidder's expertise and approach exceeds the Council's minimum requirements.
3	Satisfactory Response The response is satisfactory in relation to the stated requirements of the question. The response provides a satisfactory level of detail and demonstrates that the bidder has the necessary expertise to meet the Council's minimum requirements and has a reasonable understanding of what those minimum requirements are.

2	Weak Response The response is weak in relation to the stated requirements of the question. The response provides a low level of detail and provides less than satisfactory evidence to demonstrate that the bidder has the expertise to satisfy the Council's minimum requirements and/or demonstrates some misunderstanding of those requirements.
1	Poor Response The response is poor in relation to the stated requirements of the question. The response provides a very low level of detail. There is a significant lack of evidence to demonstrate that the bidder has the expertise to satisfy the Council's minimum requirements or really understands what those requirements are.
0	Unacceptable Response The response is unacceptable in relation to the stated requirements of the question. The response provides no detail and fails to provide any evidence that the bidder can meet the requirements of the question. OR No answer has been given.

The award criteria questions were split into the following sections:

Section Title	Question Number	Question Sub Weighting (%)
Award Criteria – Quality 40%	1	10%
	2	10%
	3	10%
	4	10%

Bidders were advised that irrespective of the methodology described above, an agreed score for any of the quality questions of '0' or '1' would result in the elimination of their Tender, as the Council requires a minimum quality threshold.

- A price assessment worth **60%**; the following criteria were applied:

Price scores were calculated based on the bidder with the lowest overall compliant price being awarded the full score of 60%. The remaining bids were scored in accordance with the following calculation:

$$= \left(\frac{\text{lowest submitted price}}{\text{potential supplier's submitted price}} \right) \times \text{price weighting}$$

6.5 Bidders were required to submit responses by no later than 12pm noon 17th May 2024.

7.0 Review of the Selection Criteria

- 7.1 The selection questionnaire responses were reviewed by Charlotte Highcock Deputy Head of Welland Procurement on behalf of South Kesteven District Council.
- 7.2 Another Level Roofing Limited had missed a tick box under section 8. Upon further clarification they provided a response that passed the requirements.

8.0 Evaluation of the Award Criteria

- 8.1 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded (see appendix B for details).
- 8.2 Subjective evaluation was undertaken, and initial scores to a maximum of 5 marks were awarded using the scoring matrix above.
- 8.3 A process of moderation for each individual evaluator's scores was undertaken by Welland Procurement. The responses were discussed at a moderation meeting held on 11th June 2024, attended by all evaluators and chaired by the moderator.

The moderation meeting enabled the panel to review the scores awarded by each evaluator and agree a moderated score for each question. The meeting also ensured that scoring had been consistent and key points in each question had been accounted for. Average scoring was not used.

In all such cases, following discussion, the moderator concluded the most appropriate mark to be awarded.

- 8.4 Bidder 10 provided a cost that was over 50% lower than the next cheapest option and overall was three times lower than the average bid price submitted. On further investigation, Welland Procurement were able to identify that the price submission did not include the costs for scaffolding which was confirmed in the clarification window of the tender as essential. This was clarified with the supplier and confirmed to be the case. This made the tender submission incomplete and therefore the supplier was eliminated from the process.
- 8.5 Foster Property Services Limited was also sent a clarification to confirm their contract manager details. This response was received and assured the panel.

9.0 Results

- 9.1 The evaluation scoring process was devised based upon a maximum score of 100% being available to each bidder as stated in the Tender documentation and outlined above.

9.2 Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

1 st	Foster Property Maintenance Limited	88.38%
2 nd	Bidder 2	86.00%
3 rd	Bidder 3	78.61%
4 th	Bidder 4	76.39%
5 th	Bidder 5	64.54%
6 th	Bidder 6	54.85%
7 th	Bidder 7	52.73%
8 th	Bidder 8	50.57%
9 th	Bidder 9	42.89%

DISQUALIFIED – Bidder 10

10.0 External Financial Checks

10.1 Financial checks were carried out by the Council on the preferred Provider(s) on 18th June 2024. Please see below for details:

Bidder	Risk Indicator	Description of Risk Indicator
Foster Property Services Limited	65	Below Average Risk - Ok to offer limited terms

11.0 Risk Implications

11.1 The procurement process has been conducted in accordance with best practice and the Public Contract Regulations 2015, ensuring the principles of transparency, equity and fairness have been adhered to.

11.2 The Council will use a 10-day standstill period following the distribution of the notification letters (after approval has been granted).

11.3 As part of the tender, several risks were identified. The main risks include:

- Lack of responses from the mini competition led to SKDC being concerned there would not be interest in the tender.
- There were a lot of clarifications received in relation to the pricing schedule. However, these were all clarified and all but one of the submissions took into account all information given.
- Tight timescales due to lack of submissions in the first attempt tendering this opportunity.

12.0 Recommendation

- 12.1 Following the completion of the procurement process, it is recommended that Foster Property Maintenance Limited is awarded the contract.
- 12.2 Please note the share of the contract which the successful tenderer intends to subcontract to third parties is to be confirmed on contract award.
- 12.3 The name(s) of the main contractor's subcontractors are:
- Nobel Roofing Limited

13.0 Next Steps

- 13.1 **The Lead Council Officer must ensure the internal governance/approval process is followed, prior to returning this summary report to Welland Procurement.**
- 13.2 This summary report does not supersede or replace any internal governance/approval process the Council may have.
- 13.3 Once the recommendation has been approved by the appropriate approvers, the preferred bidder and all unsuccessful bidders will be notified of the outcome simultaneously. Subject to the satisfactory return of due diligence, and no legal challenge being received, the Council intends to execute the Contract at the conclusion of the standstill period.

14.0 Governance

- 14.1 Signed (Procurement Lead) (redacted)
Name: Charlotte Highcock
Job Title and Authority: Deputy Head of Welland Procurement Unit
Date: 18th June 2024
- 14.2 Signed (Lead Council Officer)
Name:
Job Title and Authority:
Date:
- 14.3 Signed (Chief Officer/Approver/Budget Holder)
Name:
Job Title and Authority:
Date:

Appendix A – Tender Award Questions

Q No.	Question
1	Delivery of Contract (10%)
2	Good Housing for All (10%)
3	Grow the Economy (10%)
4	Keep SK Clean, Green and Healthy (10%)

Appendix B – List of Evaluators

Name	Job Title	Authority
Graeme Walden	Senior Inspector	South Kesteven District Council
Andy Garner	Manager	South Kesteven District Council

Appendix C – Final Scores

See attached Moderations Roofing SKDC Tender