



# Procurement Summary Report

## FURTHER COMPETITION UNDER PROPERTY IMPROVEMENTS AND DECARBONISATION WORKS FRAMEWORK, EEM0056, LOT 1. REPLACEMENT KITCHENS & BATHROOMS CONTRACT

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	DN733908
Contract Dates	<u>Start:</u> 9 <sup>th</sup> October 2024 <u>End:</u> 9 <sup>th</sup> October 2026 <u>Extension option:</u> 12 Months + 12 Months
Length of Contract	2 years with an option to extend for 1 year plus 1 year, making a total of 4 years.
Procurement Value (£)	The budget prior to going to market was in the region of £5,300,000 in its entirety.
Type of Contract	Works
CPV Codes	45211000-9 - Construction work for multi-dwelling buildings and individual houses

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## 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 replacement kitchens and bathrooms 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 to carry out the replacement of circa 125 bathrooms and 200 kitchens per annum to various residential properties throughout South Kesteven District Council's residential portfolio of circa 6,100 homes.

## 3.0 Pre-procurement Process

- 3.1 Initial meetings were held with the Planned Works Manager to ascertain the requirement. The purpose of this contract was initially to support the incumbent supplier due to performance issues. It was established that the EEM framework would be most suited for this project and a mini competition would be run. EEM issued an expression of interest (EOI) to all suppliers on the framework, 4 suppliers confirmed their interest in this project. Mid way through the procurement SKDC expressed their desire to amend the specification and value of this project as they would now be seeking a primary supplier following the imminent expiry of the current contract. All suppliers and EEM were notified, and the procurement abandoned at this stage to allow the re-development of the specification. Once the new specification had been provided EEM issued a new EOI to all suppliers. The interested suppliers were then invited to bid on the new opportunity.

## 4.0 Project Governance

- 4.1 **Details of Officer that approved the below, along with the relevant dates.**
- PID – Richard Wyles 06/12/23
  - Budget/spend - Richard Wyles
  - To make the Tender live – Tom Paling 22/07/24
  - Accept any relevant abnormalities within the Tender – Andy Garner
  - Accept/Reject SQ submissions – Tom Paling
  - Accept pricing submitted – Andy Garner

#### 4.2 Details of the Key Officers:

- Tom Paling - Procurement Lead (Welland)
- Andy Garner - Lead Officer (Contracting Authority)
- Richard Wyles - Budget Holder

#### 5.0 The Public Procurement Process

- 5.1 In accordance with the Public Contract Regulations 2015, this opportunity was not advertised, as it was a call off from a Framework (EEM Property Improvements and Decarbonisation EEM0056).
- 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 5 suppliers, who had expressed their interest in the contract, were invited to submit a bid, resulting in 2 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 1.1 - Potential supplier information	-	-
Section 1.2 - Contact details and declaration	-	-
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 60%; 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:	
<b>5</b>	<b>Excellent Response</b> 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.
<b>4</b>	<b>Strong Response</b> 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.
<b>3</b>	<b>Satisfactory Response</b> 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.
<b>2</b>	<b>Weak Response</b> 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.
<b>1</b>	<b>Poor Response</b> 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.
<b>0</b>	<b>Unacceptable Response</b> 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. <b>OR</b> 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	1	30
	2	20
	3	20
	4	10
	5	10
	6	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 **40%**; 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 40%. 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 12:00 noon 22<sup>nd</sup> August 2024.

## 7.0 Review of the Selection Criteria

7.1 The selection questionnaire responses were reviewed by Tom Paling, Contract and Supply Specialist, Welland Procurement.

## 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 12<sup>th</sup> September 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.

## 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 <sup>st</sup>	Gratton Construction Ltd	84.40%
2 <sup>nd</sup>	Bidder 2	78.01%

## 10.0 External Financial Checks

- 10.1 Financial checks were carried out by the Council on the preferred Provider(s) on 12<sup>th</sup> September 2024. Please see below for details:

Bidder	Risk Indicator	Description of Risk Indicator
Gratton Construction Ltd	66 - 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 As part of the tender, risks were considered throughout the process. The main risk being:
- The initial procurement was for a secondary supplier to support the incumbent however part way through the procurement SKDC expressed their desire to amend the specification. The current contract was expiring soon, and they



would now like to recruit a primary supplier. This change resulted in a significant change in the value of the contract. The decision was made to abandon the original procurement and readvertise once the new specification had been developed. Thus, avoiding any potential suppliers who were not interested at the original contract value but could have been at the increased contract value.

## 12.0 Recommendation

- 12.1 Following the completion of the procurement process, it is recommended that **Gratton Construction Ltd** are awarded the contract.
- 12.2 Conflict of Interest declarations were completed by all evaluators, no conflicts of interest were identified.

## 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.

## 14.0 Governance

- 14.1 Signed (Procurement Lead) .....  
Name: Tom Paling  
Job Title and Authority: Contract & Supply Specialist, Welland Procurement  
Date: 12<sup>th</sup> September 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

Question
<p>1. Provide evidence of previous contracts, minimum of 2 examples are required, where you have carried out Kitchen &amp; Bathroom replacement work for similar organisations to SKDC.</p>
<p>2. How will you ensure that sufficient resources are provided to meet the requirements of this contract, especially during periods of high demand?</p> <p>Your response should include as a minimum:</p> <ul style="list-style-type: none"> <li>• How you will structure your team for the full range of required services. Please provide a structure chart (s) to show how this will fit within your existing organisational structure and provide an overview of key personnel along with their roles and responsibilities.</li> <li>• Detail any succession planning you have in place to ensure the continuity of work throughout the length of the Contract.</li> <li>• If you are to bring in additional resources, how will you ensure their competences?</li> <li>• Confirm the team that will be working on this project.</li> <li>• Confirm that your team will have the required levels of competence and qualifications required for this contract including examples of relevant experience.</li> </ul>
<p>3. Please describe the daily management routine that will be applied to this contract. Please detail how you will manage communications with residents affected by the work.</p> <p>This may be individual tenants in domestic properties, users of the building or owners of connecting/adjourning buildings. Disruption should be kept to a minimum and in many cases access within and around the property will need to be maintained during the works.</p> <p>Please address each of the following areas within your response.</p> <ul style="list-style-type: none"> <li>• Personnel responsible for communications and liaison before, during and after the work.</li> <li>• Detail the process you intend to use for ensuring tenants and building occupiers are made aware of the works in advance and kept informed throughout.</li> <li>• Explain the process you will use for booking appointments with residents.</li> </ul>
<p>4. Please outline (giving examples) your ability to deliver the works.</p> <p>Details should ideally include approximate timeframes from receipt of works instruction to attend site, carry out the survey and provide quote.</p> <p>Booking in of works once the contractor has been provided with an order, commencement of work through to completion.</p>
<p>5. Please provide your safeguarding policy or document how will you use our policy to report any concerns staff see. <b>(OUR SKDC POLICY IS ATTACHED)</b></p> <ul style="list-style-type: none"> <li>• How will your staff be made aware of their responsibilities to report safeguarding concerns through supervision / training / induction materials?</li> <li>• Is there a designated safeguarding individual to whom concerns are reported and who knows what action may or should be taken when concerns are raised?</li> <li>• Provide evidence that all members of staff hold a current DBS certificate.</li> </ul>
<p>6. As part of your response, please provide your approach to the following social value priorities:</p>

- Sustainability and Environment
- Local Workforce
- Local Economy
- Bidders' responses should include:
- The key steps required to deliver each of the Social Value measures to demonstrate that achievement of the targets set is reasonable.
- Timeframes for delivery of Social Value targets including key milestones to deliver each measure proposed.
- Clear explanation as to how the Social Value offered will apply directly to this contract and benefit the local communities.
- Resources required to ensure delivery of all the Social Value measures.
- Details as to how the delivery of all the Social Value commitments made will be monitored and measured throughout the contract term to provide clear and regular updates to the Council.
- Considerations to be made to the local authority's outputs and outcomes to be achieved as part of this project.

## Appendix B – List of Evaluators

Name	Job Title	Authority
Andy Garner	Senior Project Officer – Technical Services	South Kesteven District Council
Phil Reynolds	Project Officer – Technical Services	South Kesteven District Council

## Appendix C – Final Scores

Question	Weight (%)	Bidder 2	Gratton Construction
<b>QUALITY QUESTIONS</b>	<b>60%</b>		
<b>1</b>	<b>30%</b>	18%	24%
<b>2</b>	<b>20%</b>	12%	16%
<b>3</b>	<b>20%</b>	16%	16%
<b>4</b>	<b>10%</b>	8%	6%
<b>5</b>	<b>10%</b>	6%	6%
<b>6</b>	<b>10%</b>	6%	6%
<b>Sub Total (out of 100%)</b>		<b>66%</b>	<b>74%</b>
<b>Sub Total (out of 60%)</b>		<b>39.6%</b>	<b>44.4%</b>
<b>PRICE ASSESSMENT</b>	<b>40%</b>		
<b>Sub Total (out of 40%)</b>		<b>38.41%</b>	<b>40%</b>
<b>TOTAL</b>		<b>78.01%</b>	<b>84.4%</b>

**Appendix D – Pricing Evaluation**

<b>Bidder</b>	<b>Total cost of Scenarios</b>	<b>% Score (out of 40%)</b>
<b>Bidder 2</b>	£23,608.10	38.41
<b>Gratton Construction</b>	£22,670.51	40.00

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