

APPENDIX A

Tender Evaluation Report

**Decarbonisation Works - Alcombe Children's Centre
DN665762**

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1. Management Summary

Somerset Council has a need to appoint a main contractor to manage works at Alcombe Children's Centre.

Replacement and upgrade works are required for certain aspects of the building which are at the end of their lives. Due to it requiring a replacement heating system and the use of the building it is considered a priority asset for Somerset Council for maintenance/upgrade works. A decarbonisation strategy was produced in October 2022 by consultants Hulley and Kirkwood which projected a 98.4% energy saving from existing baseline consumption data for a whole building approach (in this case includes LED's replacement/upgrades; PV installation and Electric Heat pumps for heating and hot water).

Other key factors are present such as the need to maintain a live operational environment as the centre consists of a day care centre for children from 0-5 years and various other agencies - Homestart West, FM West, and The Minehead Shed. Another need is to phase the work accordingly and to complete elements of the work to meet SALIX funding deadlines.

The requirement is therefore to appoint a main contractor who can successfully deliver the complex mix of work within the constraints that are presented by the project.

The Contract is expected to commence in October 2023 and be completed by April 2024.

Following a Non-Key Decision approval dated 07/07/2023; the decision was taken to go out to tender using an open tender. The opportunity was advertised on the Supplying the Southwest portal as well as the national Contracts Finder portal.

2. Procurement Process

This procurement was carried out in accordance with the authority's Contract Procedure Rules and Standing Orders and Public Contracts Regulations 2015 principles.

Suppliers were invited to submit a response to the Invitation to Tender (ITT) through the e-Tendering System. The Procurement Documents were published on 21/07/2023

Bid responses were received by the closing date of 21/08/2023 as follows:

- Eight Bidders responded.
- Five Bidders submitted a compliant Bid.
- Bids were evaluated in accordance with the criteria set out in the Procurement Documents and set out in section 2.1 below.

The Commercial and Procurement Team conducted the compliance checks in conjunction with SC specialists in various areas where required. It was necessary to obtain, from both bidders, some information omitted from the Selection Questionnaires. In addition, as part of the evaluation process, further clarification was obtained in respect of both bidders price and social value submissions.

2.1. Evaluation Methodology

Bids were evaluated in accordance with the evaluation criteria set out within the Procurement Documents and were applied as follows:

Evaluation criteria breakdown	Means of evaluation	
	Sub criteria	Main criteria
Quality		30%
4.1 Project Programme/Methodology	15%	
4.2 Resourcing and Key Personnel	7.5%	
4.3 Targeted Specific Technical Questions	7.5%	
Price		60%
Total price brought forward from tender summary		
Social Value		10%
4.6 - Procurement Document F Social Value Calculator	5%	
4.7 Social Value Commitment	5%	

2.2. Quality

The quality questions were scored and evaluated in accordance with the published criteria.

The quality element of the Tenders were evaluated by a panel of officers and moderated by staff from the Commercial and Procurement Team at Somerset Council (see Confidential Appendix B for the list of evaluators and moderators). Each evaluation panel member scored each Bid on an individual basis and prior to the moderation meeting.

Moderated scores are available in Confidential Appendix B, including the proposed award decision.

2.3. Pricing

Pricing was assessed based on the total tender price for the **works** included by bidders within the Pricing Schedule. The tendered prices are available in Confidential Appendix B, including the proposed award decision.



2.4. Social Value

The qualitative score for social value was evaluated as per section 2.2 and moderated by Commercial and Procurement.

The value score for social value was calculated by the Commercial and Procurement team in accordance with the published criteria.

Moderated scores are available in Confidential Appendix B, including the proposed award decision.

3. Contractual Position

A standard JCT Standard Building Contract with amendments will be concluded with the successful bidder. This will include amendments to ensure key clauses covering, for example, confidentiality, equality and diversity and GDPR are incorporated into the contract.

The legal team were engaged in the development of the draft contract which was included within the Invitation to Tender documents. An appropriate level of Liquidated Damages has been determined and set out in the contract.

As part of the bid response, Bidders were invited to offer specific measurable Social Value commitments in addition to the stated requirements of the specification. Delivery of these commitments will be monitored as part of contract management.

This is subject to approval of a Key Decision to award supported by this evaluation report.

3.1. Proposed Term

The awarded Contract will be for an initial term of **13 weeks**. The contract will commence on **Monday 02nd October 2023**. The anticipated commencement date of works on site is **08/01/2024**. The expected period of works is expected to last 13 weeks and so the contract will end on **08th April 2024**.

3.2 Service Levels and Contract Management

Service levels will be monitored as part of Contract Management and the contract will be managed to ensure that the service meets expectations and to identify further opportunities for cost and service improvement.

4. Risk and Mitigation

Some of the bid's received offered some very low prices and there was concern that these low prices would be reflected in the service provided. However, there is no reason to dismiss the bids as they all provided sufficient clarifications upon request



and during a clarification meeting. The service provided by the winning bidder will be monitored thoroughly to ensure that the project is sufficiently completed to a high standard.

5. Next Steps

- Key Decision to award to be approved 25/09/2023
- Suppliers to be informed of the decision by Commercial and Procurement Team – 25/09/2023
- Standstill period 25/09/2023 – 09/10/2023
- Contract awarded 16/10/2023
- Contract Mobilisation/Implementation 16/10/2023 – 12/01/2024

End of Report