

**APPENDIX A**

**Tender Evaluation Report**

**Wellington Sports Centre Decarbonisation  
Project**

**Project Reference: DN663640**

**Author:**     **Name: David Carpenter**  
                  **Title: Procurement Case Manager**  
                  **Commercial & Procurement**  
                  **Date: 29/08/2023**



## 1. Management Summary

Somerset Council has a need to appoint a main contractor to manage works at Wellington Sport Centre

Replacement and upgrade work is required for certain aspects of the building which are end of their lives for example, the roof, heating and air handling systems. A Decarbonisation Study was carried out for the building in July 2022. Consequentially a decision was taken to adopt a 'whole building' approach to the refurbishment of the sports centre. This holistic approach broadened the scope of the works to include, improved glazing, roof insulation and the installation of solar PV, as well as influencing the choice of solution that was adopted to replace the ageing systems, e.g the installation of heat pumps.

Other key factors are present such as the need to maintain a live operational environment with specific areas of the sport centre throughout the contract, the need 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 23/08/2024.

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 12/07/2023

Bid responses were received by the closing date of 17/08/2023 as follows:

- Three Bidders responded.
- Two 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		Weighting
<b>Quality</b>		<b>30%</b>
Project Programme/Methodology	10%	
Meeting The Salix Funding Deadline	5%	
Resourcing and Key Personnel	5%	
Impact of the Works	10%	
<b>Price</b>		<b>60%</b>
<b>Social Value</b>		<b>10%</b>
Quality	5%	
Value	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 a member of 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 10 months. The contract will commence in October 2023 and will continue until 23/08/2024.

#### **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**

Key Financial risks have been referred to within the relevant Key Decision Report and the project risk register can be provided upon request.

### **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 – 10/11/2023

## End of Report