

APPENDIX A

Tender Evaluation Report

Fire Door Replacement Programme
DN665405

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1. Management Summary

Somerset Council own and manage approximately 6000 social rented homes in the Taunton area (prior to April 2023, Somerset West and Taunton District) and under the capital maintenance programme (HRA Capital contract) needs to ensure continued compliance with the Decent Homes Regulatory Standard and Fire Safety Regulations.

The Council has a need to continue its programme of ensuring all doors opening on to communal areas comply with fire regulations.

This procurement was carried out by Somerset Council who wished to select three Contractors to provide the Works under Fire Door programme. The procurement was conducted under the Westworks Dynamic Purchasing System (Westworks DPS) as a call for further competition under Cat 8c (Fire Doors supply and install) of Westwork's Building Maintenance and Compliance DPS as well as under Cat 12D (FRA & Remedial Works) concurrently in order to maximise contractor engagement.

The Council sought to appoint suitably accredited and experienced Contractors to undertake the installation programme in domestic properties owned by the Council.

Each appointed contractor is to be instructed to deliver approximately an equal portion of the programme by the Capital Programme team (depending on performance). The reason for appointing three contractors is to support efficient delivery of the programme and provide resilience in our supply chain against contractor delivery failure.

The Council expects the three appointed Fire Door Contractors to be able to install circa 285 flat entrance front doors as well as c.165 service and cupboard doors as necessary within the initial one-year period of the contract.

The value of the contracts in the initial period will be c£3.5m across all of the three contracts.

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 Westworks In-Tend e-Tendering System. The Procurement Documents were published on 21 August 2024.

Bid responses were received by the closing date of 12 noon on 18 September 2024 as follows:



- Seven Bidders responded within the deadline.
- All seven 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.

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	
Quality		
Customer Service and Client Liaison	20%	50%
Contract mobilisation, delivery and contract management	20%	
Health and Safety Management	10%	
Price		40%
Social Value		10%

2.2 Quality

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

The quality element of the Tenders was evaluated by a panel of officers and moderated in a moderation meeting following initial collation of scores and comments. The moderation process was facilitated by 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.

3. Contractual Position

The initial period will be for 1 year, with options to extend by mutual agreement for a further 1 + 1 years to accommodate any residual works in the following years.

The Contracts will be a JCT Measured Term 2016 Edition with Somerset Schedule of Amendments.

The specification is specific to our requirements and specified jointly by the Capital and Compliance teams. Bidders submitted the Council's specific Pricing Schedule which will form the basis of all orders. Where there are unforeseen works then pricing will be based on NHF SORs Fire Safety V7.2 +/-% bid adjustment submitted under the tender. The contract will not commit Somerset Council to instructing any volume of work and work will only be issued on a specific order basis under the terms of the contract.

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

3.1 Proposed Term

The initial contract period will be for 1 year, with options to extend by a further 1 + 1 years to accommodate any residual works in the following years.

3.2 Service Levels and Contract Management

Service levels will be monitored as part of Contract Management and specific Key Performance Indicators. 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

Risk: The risk associated with contractor delivery of the programme has been a key element in the planning of the procurement strategy.

Mitigation: This risk will be mitigated by the appointment of three contractors.



5. Next Steps

- Share the draft Key Decision Paper with Lead Member for Housing, Communities and Culture.
- Share the draft Key Decision Paper with relevant Directors and stakeholders.
- Consult with Chair of Policies and Communities Scrutiny Committee.
- Lead Officer to attend a meeting with Service Director, Lead Member and Governance Officer.
- Suppliers to be informed of the decision by Commercial and Procurement Team. (Following approval)
- Put on Forward Plan and Publish Decision after approval.
- Voluntary Standstill period to elapse. (10 days)
- Contract award
- Contract Mobilisation/ Implementation to begin in mid-November.

End of Report