



Reference No: 2016-10876

THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST: CPC –0001533			
Title: Electrical Engineering – Planned and Reactive Maintenance			
Executive Summary: Recommendation to let a contract for Planned and Reactive Electrical maintenance services across the Cleveland Police estate.			
Decision: The PCC is asked to approve the procurement methods used and award the contract to Maval Electrical and Mechanical Engineering Co Ltd for 3 years with option to extend for 2 x 1 year periods. The cost of this contract would be £233,666.31 over the initial term of the contract, but Maval have recommended carrying out a review to look at cost savings in relation to energy efficiency and areas of buildings that are unoccupied but still require maintenance to the legal electrical requirements			
OPCC Lead Officer: Michael Porter			
Contractor Details (if applicable): Maval Electrical and Mechanical Engineering Co Ltd, Skippers Lane, Skippers Lane Industrial Estate, South Bank, Middlesbrough TS6 6HE			
Implications:			
Has consideration been taken of the following:	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(If yes please provide further details below)			

Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC's CFO where the decision has financial implications)

Following due diligence the evaluation team recommend that Maval Electrical and Mechanical Engineering Co Ltd are awarded the contract. The recommended bidder did not submit the cheapest bid, however following due diligence it was deemed to provide the best value for money when taking into account quality of the service expected to be provided. The costs of this contract are expected to be £10k per annum higher than the current contract and the Force will need to deliver savings from elsewhere within their budget to offset these higher costs.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

Industry Terms and Conditions and so no implications associated with award of this contract

Equality and Diversity Implications

There are no diversity & equal opportunity implications associated with the award of this contract.

Human Rights Implications

There are no Human Rights implications associated with this contract. There are no sustainability implications associated with the award of this contract

Sustainability Implications

There is no sustainability implications associated with the award of this contract.

Risk Management Implications

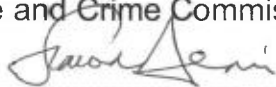
There are no risks associated with the award of this contract

OFFICER APPROVAL

Monitoring Officer

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed: _____



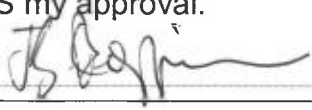
Date: _____

30 August 2016

Police and Crime Commissioner:

The above request HAS my approval.

Signed: _____

A handwritten signature in black ink, appearing to be 'J. K. ...', written over a horizontal line.

Date: _____

30/8/14



Report of the Chief Constable to the Police and Crime Commissioner for Cleveland – July 2016

Status: For Decision

Procurement Report for the Provision of a Electrical Engineering Planned and Reactive Maintenance

1. Purpose

- 1.1 The purpose of this report is to advise on the procurement process undertaken during the recent tender exercise for Electrical Engineering Planned and Reactive Maintenance.
- 1.2 The current contract for Electrical Engineering Planned and Reactive Maintenance expires on the 30th September 2016.
- 1.3 As a result, the service was retendered and a new contract will be put in place to ensure a seamless handover and continuity of service.
- 1.4 Building & Fabric and Mechanical maintenance are covered under a different contract.

2. Recommendations

- 2.1 Note the procurement method, analysis used and the recommendation put forward by the Evaluation Team.
- 2.2 Approve Bidder 9 as the best value for money solution to deliver the Electrical Engineering Planned and Reactive Maintenance contract.

3.0 Reason

- 3.1 A restricted two stage tender was the chosen procedure for this procurement. The restricted tender procedure involves advertising the contract opportunity and then sending the first stage PQQ (Pre-Qualification Questionnaire) document to all interested parties via the EU-Supply portal. The PQQ focused on organisation / legislative compliance questions as well as an organisation's experience and technical competence to deliver the service.
- 3.2 The second stage of the tender ITT (Invitation to tender) focused on pricing, service delivery and service response.

- 3.3 Following an advertisement of the contract opportunity through e-tendering portal EU-Supply (Bluelight) on 30th March 2016, fourteen organisations submitted completed PQQ applications on the 29th April 2016.
- 3.4 The Evaluation team agreed the format and assessed the PQQ submissions on 9th and 10th May 2016.
- 3.5 Nine of the returned PQQ submissions scored very poorly with regard to the local resource, equipment and plant availability and also the technical ability to deliver the contract. Of those nine, two failed to return correct documentation to evaluate against. The bidders (1, 4, 6, 7 and 9) all achieved very good scores of high 90%+.
- 3.6 The five remaining Bidders provided the required detail with regards to dedicated resources available to service the contract and full details on the emergency / reactive callout procedure and were considered suitable for short listing and final ITT (Invitation to Tender).
- 3.7 The ITT package was issued to five bidders on 12th May 2016, to be returned by 24th June 2016.
- 3.8 During the ITT process all five Bidders were invited to several of the Forces operational properties in order to gain an overview of the scope of works required.
- 3.9 On assessment of the five returned ITT documents on 24th June 2016, the returned submissions were evaluated under three main categories: price and affordability, a method statement (focusing on quality, cost, logistics, sustainability, development and management) and service response.
- 3.10 On completion of the evaluation exercise, the evaluation team felt that Bidder 4 presented the most economically advantageous tender proposal.
- 3.11 A site visit was arranged to Bidder 4's business premises in order to seek clarification on the following areas: call centre resources and capabilities, accreditation & certification, use of subcontractors, plant & equipment, and engineers' qualifications.
- 3.12 Following the site visit on the 7th July, the evaluation team felt that Bidder 4 had a very comprehensive understanding of the contract requirements, however, they had no qualified electrical engineers to the minimum standard required to service this contract and this would pose a very high risk to the force and, therefore, the elements of the bid were rescored.
- 3.13 Rescoring, following clarification of Bidders 4, resulted in Bidder 9 becoming the most economical and advantageous tender and so on 10th August a site visit was arranged. Bidder 9 also had a very good comprehension of the contract requirements and clearly understood the importance of using local resources, supporting the local economy and delivering the best value to Cleveland Police, and had sufficient fully qualified engineers to service this contract.

- 3.14 The recommendation of the Evaluation Team is for Bidder 9 to be awarded the contract for Electrical Engineering Planned and Reactive Maintenance.
- 3.15 Subject to the PCC's approval, the new contract would commence on the 1st October 2016 to ensure that the Force can continue with a fully maintained and efficient property portfolio.

4. Implications

4.1 Finance

- 4.1.1 Bidder 9 did not submit the cheapest bid, however following due diligence was the best value for money and the evaluation team decided to recommend Bidder 9.

ITT Score Matrix

Score Criteria	Successful Bidder's Score – Bidder 9	Unsuccessful Bidder Score – Bidder 1	Unsuccessful Bidder Score – Bidder 4	Unsuccessful Bidder Score – Bidder 6	Unsuccessful Bidder Score – Bidder 7
Service Delivery and Response - 45%	36.0%	24.8%	25%	29.5%	33.8%
Price score – 55%	44.9%	41.5%	55.0%	30.7%	27.9%
Total – 100%	80.9%	66.3%	80.0%	60.2%	61.6%

TENDER NUMBER	Total Price PPM Visits (All properties)	Emergency Response & Urgent Response (In normal hours - 1st hours labour)	Average hourly rate across all trades (Normal hours)	Average hourly rate calculated against 1000 man hours	TOTAL COSTS	On Costs @	Material On Costs	Plant On Costs	Out of Hours
Bidder 1	£222,619.76	£45.00	£32.95	£32,950.00	£255,569.76	15%	15%	15%	£ 120.00
Bidder 4	£131,796.14	£54.75	£36.00	£36,000.00	£167,796.14		10%	10%	£ 82.13
Bidder 7	£313,390.35	£31.00	£31.00	£31,000.00	£344,390.35	10%	10%	10%	£ 67.50
Bidder 6	£299,186.89	£44.58	£26.48	£26,480.00	£325,666.89	20%	8%	8%	£ 66.87
Bidder 9	£204,316.31	£20.00	£29.35	£29,350.00	£233,666.31	10%	10%	10%	£ 80.00

4.1.2 In 2015/16 the annual planned maintenance cost was £51,756, the contract allowed for an annual increase of 6%, therefore, if a full financial year remained on the contract the 2016/17 cost would have been £54,861. Bidder 9 has submitted costs of £204,316 over a 3 year term, this equates to £65,256 annual fixed costs in year 1. This is an increase of £10,395 per annum, however, an increase in costs was anticipated as the existing provider is a not for profit organisation and had confirmed they would not be bidding again.

4.1.3 Bidder 9, on award of contract has recommended carrying out a review to look at cost savings in relation to energy efficiency and areas of buildings that are not occupied but would still require maintenance to the legal electrical requirements.

4.2 Legal

Industry Terms and Condition and so no implications associated with award of this contract.

4.3 Diversity & Equal Opportunities

There are no diversity & equal opportunities implications associated with the award of this contract.

4.4 Human Rights Act

There are no Human Rights implications associated with the award of this contract.

4.5 Sustainability

There is no sustainability implications associated with the award of this contract.

4.6 Risk

The recommended Bidder for this contract has a very good understanding of the forces requirements as well as significant experience and competence within the electrical engineering industry; therefore, no significant issues are anticipated.

5. Conclusions

5.1 The procurement process has been completed in line with European Legislation. The use of the restricted procedure gave an opportunity for all interested parties to participate at the initial PQQ stage.

5.2 The evaluation has been conducted in a fair, comprehensive, thorough and transparent process.

5.3 The ITT submission of Bidder 9 has fully met the specification required by Cleveland Police for the planned and reactive maintenance contract.

5.4 The evaluation team are fully confident that the procurement process has achieved the best value for money and the new contract will provide an efficient, responsive and cost effective service by using tradesmen as well as supporting the local economy.

Evaluation team:

Procurement Category Leader – Angela Hall

Lead Business Partner Facilities and Estates – Marty Clennett

Estates Officer Facilities and Estates – Louis Fenwick