



THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST: For PCC approval.

Title: Mechanical Maintenance Contract

Executive Summary: Following an EU Procurement Exercise in 2012, the Policy and Resources Panel approved the award of a five year contract for Mechanical Maintenance from April 2012.

During the term of the contract, the Estate has changed and the contract has flexed with these changes.

The current contract for Mechanical maintenance expires on 20th July 2017.

A review of the specification has been carried out to ensure that it continues to meet the needs of the organisation and will offer value for money. This review has been carried out in conjunction with Estates.

In order to ensure that a new contract has the ability to flex with the changing estate, (particularly with the introduction of the Learning and Development Centre in Grangetown and relocation from Police HQ to the new Community Safety Hub), the specification review ensured that it included a property 'drop in – drop out' clause.

The contract term advertised is a 3 year contract with an option to extend for a further 2 years.

Three organisations submitted a response by the closing date of 12 Noon on 2nd May 2017.

The evaluation team, evaluated the three bids in line with the evaluation criteria, as per the table below:

Bidder 1: 82%	Bidder 2: 61%
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Bidder 3: 0% (Please Note - Bidder 3 did not submit the requisite completed Tender Questionnaire or Pricing and so could not be evaluated).

The procurement process has been completed in line with European legislation.

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

The ITT submission of Bidder 1 has fully met the specification required by Cleveland Police for the Mechanical Maintenance.

The evaluation team are fully confident that the procurement process achieved the best value for money and the new contract will provide an efficient, responsive and cost effective service.

Subject to approval, the new contract is due to commence on 21st July 2017.

Decision: Note the procurement method, analysis used and the recommendation put forward by the Evaluation Team.

Approve Bidder 1 as the best value solution to deliver Mechanical Maintenance throughout Cleveland Police's property.

OPCC Lead Officer: Amanda Wilkinson

Contractor Details (if applicable): Geoffrey Robinson Ltd, Macklin Avenue, Cowpen Industrial Estate, Billingham TS23 4ET

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 Chief Finance Officer where the decision has financial implications)

The current costs for 2016/2017 are £32,742.00.

Bidder 1 has submitted a fixed price cost for 3 years, with a potential 2% increase for Year 4 and Year 5.

The annual contract price submitted by Bidder 1 is £38,107.00; therefore the total contract price is £193,048.00 for the 5 year term.

This includes an annual fee of £3,768 per annum for Police Headquarters and £4,402.00 for the LDC Grangetown; however the contract is also subject to a property 'drop in – drop out' clause, therefore the Estates rationalisation project and the re-location of Police HQ and the move to the LDC are reflected in the overall annual cost.

The contract price submitted by Bidder 1 is £5,365.00 more expensive per annum than the current contract, however the current contract price has been fixed from 2012 – 2015 with a 2% uplift in years 2016 and 2017 and the new contract price takes into account inflation, wage increase and the increase in material and equipment costs.

The Mechanical and Electrical budget sits within the overall Premises Planned Maintenance budget and is apportioned across the Cleveland force estate. The current budget has sufficient flexibility to take the increase in contract price without incurring future overspends.

The contract is designed to enable the Estates Team to award reactive and some project work directly under the contract without the need for further procurement activity.

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

Having read this report and having considered such information as has been provided at the time of being asked to express this view, the Chief Executive is satisfied that this report does not ask the PCC to make a decision which would (or would be likely to) give rise to a contravention of the law.

Equality and Diversity Implications

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

Human Rights Implications

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

Sustainability Implications

Bidder 1 has in place a fully integrated sustainable approach in delivering contract requirements. This will be delivered by the introduction of electric service vehicles and sustainable KPI's.

Risk Management Implications

There is no risk involved in the award of this contract. The recommended bidder has in place a full mobilisation set up for the commencement 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 6/6/17

Police and Crime Commissioner:

The above request HAS my approval.

Signed  Date 6/6/17



Report of the Chief Constable to the Police and Crime Commissioner for Cleveland – May 2017

Status: For Decision

Procurement Report for the Provision of a Mechanical Maintenance

1. Purpose

- 1.1 Following an EU Procurement Exercise in 2012, the Policy and Resources Panel approved the award of a five year contract for Mechanical Maintenance from April 2012.
- 1.2 During the term of the contract, the Estate has changed and the contract has flexed with these changes.
- 1.3 The current contract for Mechanical Maintenance expires on 20th July 2017.
- 1.4 A review of the specification has been carried out to ensure that it continues to meet the needs of the organisation and will offer value for money. This review has been carried out in conjunction with Estates.
- 1.5 In order to ensure that a new contract has the ability to flex with the changing estate, (particularly with the introduction of the Learning and Development Centre in Grangetown and relocation from Police HQ to the new Community Safety Hub), the specification review ensured that it included a property 'drop in – drop out' clause.

2. Recommendations

- 2.1 Note the procurement method, analysis used and the recommendation put forward by the Evaluation Team.
- 2.2 Approve Bidder 1 as the best value solution to deliver Mechanical Maintenance throughout Cleveland Police's property portfolio.

3. Background

- 3.1 An open tender was carried out using EU Supply as the tender portal, advertising the contract in Contract Finder and OJEU as per the Public Procurement Regulations 2015. An open tender is a competitive exercise whereby a tender is advertised and all bidders whom express an interest can access the tender documentation and submit a bid.
- 3.2 The contract term advertised is a 3 year contract with an option to extend for a further 2 years.

- 3.3 Three organisations submitted a response by the closing date of 12 Noon on 2nd May 2017.
- 3.4 The evaluation team, evaluated the three bids in line with the evaluation criteria, as per the table below:

Criteria	Weighting	Bidder 1	Bidder 2	Bidder 3
Price	40%	40%	32%	0%
Staff Resources	10%	7%	4%	0%
Experience	10%	9%	7%	0%
Local Resources	15%	9%	6%	0%
Subcontractor Arrangements	5%	3.5%	1.5%	0%
Response	15%	10.5%	9%	0%
Carbon Footprint	5%	3%	1.5%	0%
Total	100%	82%	61%	0%

- 3.5 During the evaluation it became evident that two of the bidders responses were not to the required standard in terms of their quality response and raised concerns of their ability to deliver the contract. Bidder 3 did not submit the requisite completed Tender Questionnaire or Pricing, and although Bidder 2 did submit these documents and could be evaluated they did not complete the Mandatory questionnaire set by EU Supply.
- 3.6 Bidder 1 supplied all the requisite documents and most cost effective plan. As the incumbent contractor they are aware of the changes to the Estate and priced accordingly.
- 3.7 Subject to the Police and Crime Commissioner's final approval, the new contract is due to commence on 21st July 2017.

4. Implications

4.1 Finance

- 4.1.1 The current contract costs for 2016/2017 are £32,742.00.
- 4.1.2 Bidder 1 has submitted a fixed price cost for 3 years, with a potential 2% increase for Year 4 and Year 5.
- 4.1.3 The annual contract price submitted by Bidder 1 is £38,107.00; therefore the total contract price is £193,048.00 for the 5 year term.
- 4.1.4 This includes an annual fee of £3,768 per annum for Police Headquarters and £4,402.00 for the LDC Grangetown; however the contract is also subject to a property 'drop in – drop out' clause, therefore the Estates rationalisation project and the re-location of Police HQ and the move to the LDC are reflected in the overall annual cost.
- 4.1.5 The contract price submitted by Bidder 1 is £5,365.00 more expensive per annum than the current contract, however the current contract price has been fixed from 2012 – 2015 with a 2% uplift in years 2016 and 2017 and the new contract price

takes into account inflation, wage increase and the increase in material and equipment costs.

4.1.6 The Mechanical and Electrical budget sits within the overall Premises Planned Maintenance budget and is apportioned across the Cleveland force estate. The current budget has sufficient flexibility to take the increase in contract price without incurring future overspends.

4.1.7 The contract is designed to enable the Estates Team to award reactive and some project work directly under the contract without the need for further procurement activity.

4.1.7 If Bidder 1 is accepted as the preferred supplier they have offered an alternative pricing, separating out the cost of a service engineer. However following a benchmarking exercise the value of this option exceeds requirements.

4.2 Legal

The contract uses Industry Terms and Condition and so there are no legal no implications associated with the 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

Bidder 1 has in place a fully integrated sustainable approach in delivering contract requirements. This will be delivered by the introduction of electric service vehicles and sustainable KPI's.

4.6 Risk

There is no risk involved in the award of this contract. The recommended bidder has in place a full mobilisation set up for the commencement of this contract.

5. Conclusions

5.1 The procurement process has been completed in line with European Legislation.

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

5.3 The ITT submission of Bidder 1 has fully met the specification required by Cleveland Police for the Mechanical Maintenance.

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.

Evaluation team:

Procurement Category Leader – Angela Hall
Estates & Facilities – Marty Clennett

1. The first step in the process of creating an estate plan is to identify the assets and liabilities of the individual.

2. The second step is to determine the goals and objectives of the estate plan.

3. The third step is to select the appropriate legal instruments to achieve the goals.

4. The fourth step is to execute the estate plan documents.

5. The fifth step is to review and update the estate plan as needed.

6. The sixth step is to ensure that the estate plan is properly funded.

7. The seventh step is to communicate the estate plan to the relevant parties.

8. The eighth step is to monitor the estate plan and make adjustments as necessary.

9. The ninth step is to ensure that the estate plan is properly maintained.

10. The tenth step is to ensure that the estate plan is properly reviewed.

11. The eleventh step is to ensure that the estate plan is properly updated.

12. The twelfth step is to ensure that the estate plan is properly executed.

13. The thirteenth step is to ensure that the estate plan is properly reviewed.

14. The fourteenth step is to ensure that the estate plan is properly updated.

15. The fifteenth step is to ensure that the estate plan is properly executed.

16. The sixteenth step is to ensure that the estate plan is properly reviewed.

17. The seventeenth step is to ensure that the estate plan is properly updated.

18. The eighteenth step is to ensure that the estate plan is properly executed.

19. The nineteenth step is to ensure that the estate plan is properly reviewed.

20. The twentieth step is to ensure that the estate plan is properly updated.

21. The twenty-first step is to ensure that the estate plan is properly executed.

22. The twenty-second step is to ensure that the estate plan is properly reviewed.

23. The twenty-third step is to ensure that the estate plan is properly updated.

24. The twenty-fourth step is to ensure that the estate plan is properly executed.