



Reference No: 30 - 2013

# THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

## DECISION RECORD FORM

**REQUEST:**

Approve the award of the Minor Works Contractor Framework

**Title:**

Minor Works Contractor Framework

**Executive Summary:**

The only compliant provision in place currently for the delivery of minor works is through the Force's planned maintenance contracts, the contractors usually sub-contract elements of this work to local contractors which increases the overall cost to Cleveland Police.

As a result of this procurement exercise, a multi trade contractor framework will be put in place which will ensure that the Corporate Estates Team have direct access to an efficient and cost effective local supply base for a variety of trades and services.

**Decision:**

The PCC is asked to approve the award of a local multi trade contractor framework to deliver minor works services across the Cleveland Police property portfolio.

**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)

The creation of a minor works contractor framework would reduce the number of ad-hoc suppliers and off contract spend, and more importantly provide full compliance with Contract Standing Orders with a formally approved and audited local supply base.

The framework will deliver value for money and promote best value as the pricing is structured on local trade rates rather than national and regional averages.

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

Each contractor will be signed up to the Force's terms and conditions. There are no legal implications associated with the award of this contract.

**Equality and Diversity Implications**

There are no diversity or equality implications associated with the award of this framework contract.

**Human Rights Implications**

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

**Sustainability Implications**

The creation of a minor works contractor framework would not only encourage local competition it could help to make the local economy more resilient and boost sustainability.

Association for Public Sector Excellence (APSE) figures show that for every £1 spent in the local economy, £1.64 is generated through stronger supply chains and local employment.

**Risk Management Implications**

A full SWOT and PEST analysis has taken place for this project and the only risk highlighted is the contracting (financial standing and longevity) of the local marketplace and building industry due to the current economic climate. However, regular credit checking and reporting from 'Constructionline' should help to alleviate this risk.

**OFFICER APPROVAL****Chief Executive**

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: \_\_\_\_\_



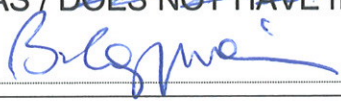
Date: \_\_\_\_\_



**Police and Crime Commissioner:**

The above request HAS / ~~DOES NOT HAVE~~ my approval.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

19/6/13



**Report of the Chief Constable to the Police and Crime Commissioner for  
Cleveland  
14<sup>th</sup> June 2013**

**Status: For Decision**

**Procurement Report for the Provision of a Minor Works Contractor  
Framework**

**1. Purpose**

- 1.1 The purpose of this report is to advise the Police and Crime Commissioner of the procurement process undertaken during the recent exercise to award a framework contract for Minor Works.
- 1.2 The only compliant provision in place currently for the delivery of Minor Works (Building works, Roofing, Plumbing etc) is through the Force's 3 Measured Term Maintenance (MTM) agreements.
- 1.3 The work is often sub-contracted by the MTM contractors to local SME and sole trade suppliers.
- 1.4 As a result of this procurement exercise, a multi trade contractor framework will be put in place which will ensure that the estates team have direct access to an efficient and cost effective local supply base for a wide variety of trades and services.

**2. Recommendations**

- 2.1 That the Police and Crime Commissioner note the Procurement process used to appoint a multi trade contractor framework for Minor Works services.
- 2.2 The Police and Crime Commissioner accept the tender responses that fully met the relevant scoring and commercial criteria required to enter onto a multi trade contractor framework for a four year period.

**3. Background**

- 3.1 Following a strategic review of estates spend and services as well as consultation with key stakeholders, it was evident that the corporate estates team required direct access to the local economy and tradesman to ensure further efficiencies and value for money within their annual budgets.

- 3.2 It was agreed that a minor works contractor framework covering a wide range of trades and disciplines would ideally assist the corporate estates team in delivering their annual capital and revenue minor works programme.
- 3.3 In order to maximise the efficiency of this project as well as target the local supply chain, it was decided to run the framework opportunity in partnership with the Department of Business, Innovation & Skills organisation 'Constructionline'
- 3.4 Constructionline are a Government backed organisation and they have access to over 2000 pre-qualified construction suppliers. Pre-qualification from Constructionline includes a supplier assessment on quality assurance, submission of accounts and suitable health & safety accreditation in place.
- 3.5 The Cleveland Police framework opportunity would be advertised on the Constructionline portal and would only be open to those local organisations with Constructionline accreditation.
- 3.6 As the majority of commercial documentation on suppliers had already been assessed by Constructionline, a pre qualification questionnaire (PQQ) was created focusing on a pricing matrix for hourly trade rates, percentage increase for materials and equipment, technical ability and experience and local resource and response.
- 3.7 A supplier open day was held on 24<sup>th</sup> April 2013 whereby local contractors and tradesman could attend the SSC building to discuss and gain an overview of the framework opportunity with members of the estates and procurement team present, along with constructionline representatives.
- 3.8 The framework opportunity was published on the Constructionline portal on 3<sup>rd</sup> May 2013.
- 3.9 A further open morning was held on 10<sup>th</sup> May 2013 whereby contractors and local tradesman could attend to address any questions they may have on the bid documentation.
- 3.10 On 17<sup>th</sup> May 2013, 58 organisations expressed their interest in joining the minor works framework and submitted PQQ applications.
- 3.11 The evaluation team agreed the format and assessed all PQQ applications on the 21<sup>st</sup> and 22<sup>nd</sup> May 2013.
- 3.12 47 of the 58 bidders provided the required detail with regard to local resource available to deliver works, competitive pricing schedules in accordance with local trade rates and a response time within 30 minutes.
- 3.13 On completion of the evaluation exercise, the Evaluation Team are confident that the 47 bidders selected, all of which carry an extensive experience within their own trade and discipline can deliver an efficient and responsive service and most importantly deliver value for money for Cleveland Police.

- 3.14 The choice made by the evaluation team in accordance with the published evaluation criteria is for 47 organisations to be selected for the minor works contractor framework.

## **4. Implications**

### **4.1 Finance**

The creation of a minor works contractor framework would reduce the number of ad-hoc suppliers and off contract spend and more importantly provide full compliance with Contract Standing Orders with a formally approved and audited local supply base.

- 4.2 The framework will deliver value for money and promote best value as the pricing is structured on local trade rates rather than National and regional averages.

### **4.3 Legal**

Each contractor will be signed to the Force's terms and conditions. There are no Legal implications associated with the award of this contract.

### **4.4 Diversity & Equal Opportunities**

There are no diversity or equality implications associated with the award of this framework contract.

### **4.5 Human Rights Act**

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

### **4.6 Sustainability**

The creation of a minor works contractor framework would not only encourage local competition it could help to make the local economy more resilient and boost sustainability.

- 4.7 Association for Public Sector Excellence (APSE) figures show that for every £1 spent in the local economy, £1.64 is generated through stronger supply chains and local employment.

### **4.8 Risk**

A full SWOT and PEST analysis has taken place for this project and the only risk highlighted is the contracting (financial standing and longevity) of the local marketplace and building industry due to the current economic climate. However, regular credit checking and reporting from 'Constructionline' should help to alleviate this risk.

## **5. Conclusions**

- 5.1 The minor works contractor framework has been awarded in full compliance with EU Legislation and contract standing orders.

- 5.2 The evaluation has been conducted in a fair, comprehensive, thorough and transparent process.
- 5.3 All contractors selected for the framework fully meet the specification of requirements required by Cleveland Police for the provision of a minor works contractor framework.
- 5.4 The award of a minor works multi trade contractor framework will ensure increased efficiency and value for money to the Police and Crime Commissioner of Cleveland and Cleveland Police.

Jacqui Cheer  
Chief Constable

Evaluation team:

Procurement Category Leader – Steria

Facilities Manager – Steria

Facilities Administrator - Steria



### Category of trades – Minor works Framework

- Architect Services
- Asbestos Removal
- Asbestos Surveying
- Blinds and Curtains
- Brickwork
- Carpet & Flooring
- Ceiling Refurbishment
- Ceilings
- Concrete Repairs
- Concreting
- Damp Proofing
- Decoration
- Demolition
- Door Repairs
- Drain Cleaning
- Drainage
- Electrical
- Fencing
- Fire Alarms (Maintenance & Design)
- Gas Service
- General Building Works
- Glazing
- Groundworks Civils
- Grounds Maintenance
- Industrial Doors & Shutters
- Insulation
- Joinery
- Locksmith
- Network Data Points (Install/Design)
- Painting & Decoration
- Plant Hire
- Plasterwork
- Plumbing
- Road Surfacing Works
- Roofing
- Surveying
- Tiling
- Timber Treatment
- Tree Surgery

