



Reference No: 45 - 2013

THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST: Approve the award of the vehicle repairs and maintenance contract.			
Title: Vehicle repairs and maintenance.			
Executive Summary: The current contract is due for renewal on 30th November 2013. Following a procurement exercise a new contract will be put in place to ensure a seamless transition from the existing contractors.			
Decision: The PCC is asked to approve the award of the vehicle repairs and maintenance contract to bidders 2, 3, 4 and also approve bidder 5 as a fallback solution to ensure operational resilience.			
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 new agreement offers a slight reduction in hourly labour rates. The rates are extremely competitive when benchmarked against other local authority maintenance contracts and regional/national fleet data. A saving of £3,672 has been forecast based on the new rates and the number of hours spent servicing/maintaining operational police vehicles.

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

The contract is to be awarded under force terms and conditions. There are no Legal implications associated with the award of this contract.

Equality and Diversity Implications

All diversity and equality considerations have been taken into account during tender analysis. There are no diversity and equality implications associated with the award of this contract.

Human Rights Implications

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

Sustainability Implications

All sustainability considerations have been taken into account during tender analysis with a strong emphasis on local employment and supply chain. There are no sustainability implications associated with the award of this contract.

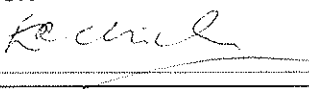
Risk Management Implications

There are no risk implications associated with the award of this contract. The recommended bidders have a very comprehensive understanding of the contract requirements.

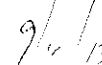
OFFICER APPROVAL**Chief Executive**

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: _____

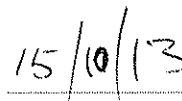

Police and Crime Commissioner:

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

Signed: _____



Date: _____



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

Status: For Decision

Procurement Report for the Repair & Maintenance of Operational Police vehicles

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 contract for vehicle repairs and maintenance.
- 1.2 The current contract for vehicle repairs and maintenance expires on 30th November 2013.
- 1.3 The current contract is split into five separate agreements in order to cover each of the four policing districts and HQ, each of the areas are covered by a different service provider.
- 1.4 This approach has proven to offer best value and help to minimise officer downtime when vehicles require servicing or urgent repair works.
- 1.5 Motorcycles and HGV vehicles are covered under separate agreements.

2. Recommendations

- 2.1 That the Police and Crime Commissioner note the Procurement process used to appoint a new contract for vehicle repairs and maintenance.
- 2.2 The Police and Crime Commissioner accept the tender responses from bidders 2, 3 and 4 as the best value solution.
- 2.3 The Police and Crime Commissioner also accepts bidder 5 as a fall back solution in order to provide resilience should there be any capacity issues with the main repair and maintenance contractors.

3. Background

- 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 Pre-Qualification Questionnaire (PQQ) document to all interested parties to complete. The PQQ document focused on organisational/legislative compliance questions as well as an organisations experience and technical competence to deliver the service.
- 3.2 The second stage of the tender, Invitation to Tender (ITT), focused on pricing, service management and contract delivery.
- 3.3 Following an advertisement of the contract opportunity through the national e-tendering portal i.e. Bluelight on 8th February 2013, seven organisations submitted completed PQQ applications on 28th March 2013.
- 3.4 The Project Evaluation Team agreed the format and assessed the PQQ submissions on 10th April 2013.
- 3.5 Two of the returned PQQ submissions scored very poorly with regard to previous experience in delivering similar contracts, resource available to deliver the contract requirements, progressing warranty claims and also the collaborative approach required to deliver the most cost effective solution. The remaining five PQQ submissions showed a very good understanding of the contract requirements, provided detailed information on the local resource available to service the repairs and maintenance contract, and also provided significant information on KPI reporting, partnership working and innovation.
- 3.6 These five bidders were considered suitable by the Evaluation Team for short listing and final ITT. The ITT package was issued to five bidders on 12th April 2013.
- 3.7 During the ITT process, all five bidders were given a further opportunity to raise any clarification questions regarding the bid documentation.
- 3.8 On assessment of the returned ITT documents on 12th June 2013, all five ITT submissions were evaluated under three main categories: price and affordability; a method statement focusing on the following contract management methodology - quality, cost, logistics, sustainability, development and management, and contract delivery/definition of consumable items.
- 3.9 During the analysis it was evident that bidders 1 to 4 appeared to be competent and experienced in delivering the contractual requirements, the remaining bidder (bidder 5) scored average within the contract and service delivery section and therefore was only partially compliant within this area. Within the pricing and affordability section there was very little cost variance between all five bidders with each bidder providing very competitive pricing; however taking into account both areas of scoring bidders 2, 3 and 4 presented the most cost effective solution with a very detailed tender response that provided the evaluation team with assurance that the contractors were not only competitively priced there were also clearly competent to deliver the specification of requirements.

- 3.10 On completion of the ITT evaluation exercise, it was clear that bidders 2, 3 and 4 have provided the most cost effective and practical solution.
- 3.11 The choice made by the Evaluation Team is for bidders 2, 3 and 4 to be awarded the contract for vehicle repairs and maintenance as they submitted the most economically advantageous tender in accordance with the published award criteria.
- 3.12 The Evaluation Team also decided that in order to provide operational resilience should capacity issues occur with bidders 2, 3 and 4; then bidder 5 should be considered as a fall back solution. Bidder 5 is a current contractor to the Force and is more than competent in providing an efficient ad-hoc service as and when required, no guarantee of works will be provided.
- 3.13 Subject to final approval, the new contract is due to commence on the 1st December 2013.

4. Implications

4.1 Finance

The new agreement offers a slight reduction in hourly labour rates when compared against the current contract.

	Current Contract Costs	New Contract Costs
Approved maintenance technician average hourly labour charge	£39.66 per hour	£38.83 per hour

- 4.2 The above hourly rates are extremely competitive when benchmarked against similar Local Authority vehicle maintenance agreements as well as Regional/National fleet data.
- 4.3 From 1st January to 31st December 2012 there were a total number of 4,432 hours spent across all four current contractors repairing and maintaining the forces operational vehicles.
- 4.4 From reviewing the above average hourly rates and taking the above number of hours into account, the new vehicle repairs and maintenance agreement could potentially deliver savings of approximately **£3,672** per annum.
- 4.5 Legal
The contract is to be awarded under Force terms and conditions. There are no Legal implications associated with the award of this contract.
- 4.6 Diversity & Equal Opportunities
All diversity and equality considerations have been taken into account during tender analysis. There are no diversity and equality implications associated with the award of this contract.

4.7 Human Rights Act

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

4.8 Sustainability

All Sustainability considerations have been taken into account during tender analysis with a strong emphasis on local employment and supply chain. There are no sustainability implications associated with the award of this contract.

4.9 Risk

There is no risk implications associated with the award of this contract. The recommended bidders are all current contractors to the Force and have a very comprehensive understanding of the contract requirements and will be monitored through contractual Key Performance Indicators within the new agreement.

4.10 A fall back solution has also been put in place should capacity issues occur with the three main repair and maintenance contractors.

5. Conclusions

5.1 The vehicle repairs and maintenance contract has been awarded in compliance with EU Legislation.

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

5.3 The ITT submissions from bidders 2, 3 and 4 have fully met the specification of requirements.

5.4 The evaluation team are fully confident that the procurement process has achieved best value and the new contract will provide an efficient, responsive and cost effective service to Cleveland Police.

Jacqui Cheer
Chief Constable

Evaluation Team:

Procurement & Fleet Business Partner - Steria

Procurement Category Leader - Steria

Fleet Technical Officer - Steria

Fleet Technical Officer - Steria

ITT Score – Vehicle Repairs & Maintenance

Bidder No.	Service Delivery Method Statement & Contract Delivery Method Statement	Price Score	Total Score
Bidder 1	30.4%	32.8%	63.2%
Bidder 2	33.7%	36.8%	70.5%
Bidder 3	37.0%	52.1%	89.1%
Bidder 4	27.0%	55.0%	82.0%
Bidder 5	15.6%	53.3%	68.9%

