

## APPENDIX E – tender criteria



Report of	Meeting	Date
Director (Commercial Services) (Introduced by the Executive Member for Resources)	Executive Member Decision	8 <sup>th</sup> September 2020

### APPROVAL OF TENDER CRITERIA FOR THE REFURBISHMENT OF ASTLEY HALL

#### PURPOSE OF REPORT

1. To seek approval for the procurement approach to issue tender documentation including evaluation criteria and weightings for the construction phase on the Astley Hall conservation scheme.

#### RECOMMENDATION(S)

2. To issue the Invitation to Tender (ITT) on The Chest to no less than five nominated construction companies with evaluation criteria and weightings.
3. To present the tender evaluation results and recommendation to award at a future Executive Cabinet meeting for the approval of the selected contractor.

#### EXECUTIVE SUMMARY OF REPORT

4. The specification for construction works is being prepared by a design team which will be able full pricing for the conservation works including render removal, window replacement and associated works. This will form part of the Invitation To Tender which will be issued via the Chest.
5. The Invitation To Tender will include evaluation criteria and weightings to ensure the contract is not based on cost alone. These will include previous similar works on historic buildings and methodology of works. The weighting will be 70% cost / 30% quality.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by	2, a contract worth £100,000 or more
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	£100,000 or more	
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

## REASONS FOR RECOMMENDATION(S)

### (If the recommendations are accepted)

6. The Invitation To Tender will allow competitive pricing and ensure only those with appropriate knowledge of working on historical buildings will submit a tender return.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. To instruct contractors without going to tender. This would not be compliant with Procurement Policies.

## CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	X

## BACKGROUND

9. Astley Hall is a Grade I listed building which requires improvement works consisting of the removal of existing render and replacement of the dilapidated windows.
10. A design team has been appointed which is preparing a detailed schedule of works which will be included within the Invitation To Tender
11. The evaluation criteria and weightings is included within the appendices, based on 70% cost and 30% quality.

## IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

## COMMENTS OF THE STATUTORY FINANCE OFFICER

13. The budget for these works sits within the £1.6m budget for the development at Astley Hall and the Park as a whole. Within this figure will be costs of any external professional fees to deliver the project works.

## COMMENTS OF THE MONITORING OFFICER

14. It would usually be the process that the decision on the evaluation criteria is presented to Cabinet for approval with a delegation to the appropriate executive member to award the contract based upon the tender process. It is understood that the timetable for this matter does not permit this, urgency requiring the decision to be made now. It is noted that the decision is not marked Key at this stage.
15. This approach is acceptable. The Council will not be committed to award the contract until the Executive Cabinet decision, but to be clear given the value of the contract that must be recorded as a key decision and placed on the forward plan.
16. The evaluation criteria proposed, given the works have been specified in detail, would seem appropriate.

MARK LESTER  
DIRECTOR OF COMMERCIAL SERVICES

Report Author	Ext	Date
Michael Coyne		8 <sup>th</sup> September 2020

Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in Paragraph 2 of the report in accordance with my delegated power to make executive decisions.

\_\_\_\_\_ Dated \_\_\_\_\_  
**Councillor Peter Wilson**  
Executive Member Resources