

CONTRACT SCRUTINY COMMITTEE AGENDA



Tuesday, 26 May 2008

at 10 am

in Committee Room C

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

Councillors Aiken, Allison, Atkinson, S Cook, Laffey, Richardson, Simmons, Sutheran

The Mayor, Stuart Drummond

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To confirm the minutes of the meeting held on Monday, 11 May 2009
- 4. ITEMS FOR INFORMATION**
 - 4.1 Sale of Land at Charles Street, Hartlepool for Affordable Housing Provision - *The Director of Regeneration and Planning Services and The Director of Neighbourhood Services*
 - 4.2 Results of the Evaluation of Pre Qualification Questionnaire (PQQ) Responses: Building Schools for the Future (BSF) ICT Managed Service (Ref: 320) – *Director of Children's Services*
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
- 6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

7. TENDERS TO BE OPENED

- 7.1 Sale of Council Land for Affordable Housing (CRN39) (Para 3) - *Principal Housing and Regeneration Officer*

8. ITEMS REQUIRING DECISION

No items

9. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

11 May 2009

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

PRESENT: Councillor Sutheran (In the Chair);
Councillors Atkinson, Aiken, Richardson and Simmons

OFFICERS: Denise Ogden, Head of Neighbourhood Management
Colin Ogden, Waste Management Manager
Alastair Smith, Head of Technical Services
Terry Maley, Commissioning and Contracts Manager
Karen Burke, Senior Procurement and Support Officer
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer

77. Apologies for Absence

Apologies were received from Councillor Laffey, The Mayor, Stuart Drummond and Councillor Allison.

78. Declarations of Interest

None.

79. Minutes of the Meeting held on 27 April 2009

The Minutes were confirmed as an accurate account.

80. Household Waste Recycling Centre *(Head of Neighbourhood Management)*

The Head of Neighbourhood Management reported that 8 contractors had submitted tenders for management and operation of the household waste recycling centres in Hartlepool and Redcar and Cleveland. The tenders assessment was carried out on a 70:30 price/quality basis. 6 of the companies were discounted as either their price exceeded the budget specified, they failed to meet the quality threshold or failed to meet Health and Safety or Financial elements. On completion of the price/quality evaluation process the two remaining companies were invited to a clarification meeting with officers from both Redcar and Cleveland and Hartlepool and the contract was awarded to J & B Recycling who were a Hartlepool based company. The committee was informed that Hartlepool would benefit from a discount in the first year of the contract.

Decision

The Committee noted the results of the tender process.

81. Tall Ships 2010 Traffic Management Services (*Head of Technical Services*)

The Head of Technical Services reminded the committee that only one tender had been submitted for this contract but this had been assessed against a scoring/quality matrix as well as undergoing financial and Health and Safety assessments. The identified budget for traffic management for the Tall Ships 2010 event was £90,000 but the tender had been submitted as a bill of quantities so that the event would be priced according to usage.

The successful tenderer was Hatton Traffic Management who had also managed the traffic when Newcastle had hosted the Tall Ships event. The Committee were informed that there had been a number of sites already identified for Park and Ride and it was hoped to keep these within the boundaries of Hartlepool but sites further afield such as Sedgfield Racecourse, Durham Tees Valley Airport and Park and Ride venues in Durham may need to be considered. The importance of keeping the town open for business as usual was stressed as well as the need to keep the A19 traffic flowing smoothly.

A councillor expressed concerns about rumours that parking charges were to be introduced on the Marina although this was from a private company and not the Local Authority. It was established that evaluations were currently ongoing regarding bus companies tendering for the Park and Ride shuttle buses and the outcome would be reported back to the Committee.

Decision

The Committee noted the awarding of the tender to Hatton Traffic Management.

82. Local Government Access to Information

Under Section 100 (A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that it convolved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation) order 2006

Minute 83 – Early Years Outreach Support Package (CRF 115) – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

83. Early Years Outreach Support Package (CRF 115)
(para 3) – Commissioning and Contracts Manager

Three tenders had been received in respect of this contract and these were opened in the presence of the Committee.

Decision

The Committee noted the opening of the tenders.

The meeting concluded at 10.26 am.

LILIAN SUTHERAN

CHAIR

CONTRACT SCRUTINY PANEL

26 May 2009



Report of: The Director of Regeneration and Planning Services
and The Director of Neighbourhood Services

Subject: Sale of Land at Charles Street, Hartlepool for
Affordable Housing Provision

1. PURPOSE OF REPORT

To advise the panel of the current position relating to the sale of land at Charles Street for the purpose of building affordable housing for rent by a registered social landlord operating in Hartlepool and to provide the context before formal tender submissions are opened and recorded by the panel.

2. BACKGROUND

In October 2007 the Cabinet agreed that an Affordable Housing programme should be pursued in Hartlepool (Min 101, Cabinet 1st October 2007 refers) that Hartlepool BC would support the bidding by Registered Social Landlord's (RSL's) for Housing Corporation resources and invite bids from RSL for Council owned land to develop affordable housing schemes.

Following this decision searches of land registers and databases had indicated that the overall availability of public owned land suitable for housing in Hartlepool was very limited. A number of small sites that may be appropriate for development on the bases of infrastructure provision, vicinity to services, proximity to other RSL stock etc. were evaluated. The land at Charles Street was highlighted as an appropriate site for affordable housing development and it was agreed by a later Cabinet that the site should be the subject of a formal development brief and selected tendering process.

The development brief produced provides guidelines to developing RSL's of what is expected in design and planning terms on the site. The brief invited tender/offers and prescribed specific criteria, including deliverability and progress with Homes Communities Agency on an allocation of grant funding, and of requirements to be met in terms of design, property types and sizes. Times scales, target dates and key milestones for the delivery of a scheme could also be included within the requirements of the brief. This brief was

then sent to four RSL's who operate within Hartlepool and who also have existing development Programmes.

3. PROPOSALS

The brief required that the tender submission outline three financial and scheme proposals for the site. The first was the site including the refurbishment of the market hotel, the second was the site excluding the market hotel and the third was the site including the demolition of the market hotel. The panel should expect a financial proposal for each of the three options to be detailed within the tender submission.

4. RECOMMENDATIONS

That the panel note the financial proposal for each of the options presented from each RSL submission received.

5. REASONS FOR RECOMMENDATIONS

Each proposal will be assessed against the requirements set out within the development brief on a price and quality basis.

6. CONTACT OFFICER

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CONTRACT SCRUTINY COMMITTEE

26 May 2009



Report of: Director of Children's Services

Subject: Results of the Evaluation of Pre Qualification Questionnaire (PQQ) Responses: Building Schools for the Future (BSF) ICT Managed Service (Ref: 320)

1. PURPOSE OF REPORT

To inform members of the panel of the outcome of the evaluation of those responses received from potential service providers for the delivery of an ICT Managed Service for the Building Schools for the Future (BSF) Programme.

2. BACKGROUND

Building Schools for the Future (BSF) is a long-term programme of investment and change in England that will help transform education for secondary age students by providing 21st century learning environments that engage and inspire young people, their teachers and the wider community.

Hartlepool is a Wave 5 authority in the BSF programme and has recently received approval from Partnerships for Schools (PfS) for the Outline Business Case submitted in December 2008. This allows the Local Authority to proceed to the procurement phase of the project.

An integral component of the BSF programme is Information and Communications Technology (ICT). BSF aims to provide:

- a step change in the level of ICT provision in secondary schools in England;
- buildings designed to maximise the use of ICT;
- managed ICT services which guarantee availability;
- incentives to develop the use of ICT in teaching and learning.

As part of this process the Local Authority advertised the ICT Managed Service contract via OJEU on 2nd March 2009 and a tender route is being followed which provides for the following timetable:

Stage	Actual or Planned Date
OJEU Notice Published	2 March 2009
Issue of Descriptive Document and Pre-Qualification Questionnaire	2 March 2009 – 8 April 2009
Return of PQQ	8 April 2009 (noon)
Shortlist of 3 bidders confirmed	5 May 2009
Issue of IPD to 3 Bidders	8 May 2009
Clarification meetings with Bidders and site visits	11 May 2009 – 16 June 2009
Return of Initial Bids	26 June 2009
Completion of evaluation of Initial Bids and deselect one Bidder	20 August 2009
Proceed to Stage 2 of the Dialogue	20 August 2009
Conclusion of Dialogue Phase	20 August 2009 – 18 September 2009
Close of Dialogue	18 September 2009
Issue of Invitation to Submit Final Bids (ITSFB)	21 September 2009
Submit Final Bids	2 October 2009
Clarification, specification and fine-tuning and evaluation of Final Bids	2 October 2009 – 23 October 2009
Notification of appointment of Selected Bidder	19 November 2009
Alcatel Standstill begins	20 November 2009 (10 days)
Clarification and confirmation of commitments	20 November 2009 – 27 November 2009
Contract Finalisation	20 November 2009 – 1 February 2010
Contract award (Financial Close)	1 February 2010
Contract commencement	1 February 2010

3. PROCUREMENT

The Council received 6 completed Pre Qualification Questionnaires from potential providers, which have been evaluated against the criteria outlined in the Pre Qualification Questionnaire Evaluation Matrix:

FACTOR (and related PQQ Sections)	WEIGHT
Preliminary Evaluation & Compliance (responses to PQQ Section 1)	Pass/Fail
Financial (responses to PQQ Section 2)	30
Commercial (responses to PQQ Section 3)	10
Health & Safety, Environmental, Employees, Equality (responses to PQQ Section 4)	10
Project Experience (responses to PQQ Section 5 & 7)	25
Design, Development & Operation of ICT (responses to PQQ Section 6)	25
Statement of Good Standing (responses to PQQ Section 8)	Pass/Fail

Evaluation of the Pre-Qualification Questionnaires led to the ranking of the six potential providers. The scores for the third and fourth ranked providers were very close and the Evaluation Team determined that it would be appropriate to add the fourth ranked provider to the shortlist should any of the first three withdraw. The outcomes of the Evaluation Process were reported to the Children's Services Portfolio Holder on 5th May 2009. The third ranked provider withdrew from the process on 5th May 2009 and the fourth ranked provider was promoted to be one of the three shortlisted potential bidders. The three selected bidders identified to proceed to Stage 1 - Invitation to Participate in Dialogue (IPD) were issued with the Invitation to Participate in Dialogue documents on 8th May 2009.

4. RECOMMENDATION

That members of the panel note the conclusion of the evaluation of the Pre Qualification Questionnaires.

5. CONTACT OFFICER

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