

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 14 September 2009

at 10.00 am

in Committee Room C, Civic Centre, Hartlepool

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

Councillors Atkinson, Fleet, Flintoff, Griffin, Morris, Plant, Richardson, Simmons and Young

- 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 1 September 2009
- 4. ITEMS FOR INFORMATION**
 - 4.1 Results of the Evaluation of the Preliminary Invitation to Tender for the Building Schools for the Future (BSF) Design and Build (D&B) Contract – *Director of Child and Adult Services*
 - 4.2 Procurement of Various Services for The Tall Ships Races – Hartlepool 2010 – *Tall Ships Project Manager*
- 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 (*para 3*)

7.1 Headland Sea Wall Repairs 2009 - Contract No 402 - *Senior Engineer (Environmental Issues)*

7.2 Throston Care Home Demolition - Contract No 403 - *Senior Engineer (Environmental Issues)*

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

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

1 September 2009

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

PRESENT: Councillor Atkinson (In the Chair);
Councillors Fleet, Flintoff, Griffin, Dr Morris, Richardson,
Simmons and Young

OFFICERS: Mike Blair, Traffic and Transport Planning Manager
Mark Cant, Principal Project Manager
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer

38. Apologies for Absence

Apologies were received from Councillor Plant

39. Declarations of Interest

Councillor Simmons declared an interest in minute number 42.

40. Minutes of the meeting held on 17 August 2009

Confirmed.

41. Tall Ships 2010-Park and Ride Site Procurement *– Traffic and Transport Planning Manager*

The Traffic and Transport Planning Manager outlined to members how sites were identified for Park and Ride locations. Sites were needed with a capacity for up to 20,000 cars which could safely gain access and egress onto the existing road network. Two sites, one off the A179 near to Hart and a further one on the old A689 at Greatham had been negotiated with local landowners at a cost of approximately £4,000 each. An additional site at Corus had also been identified. There were two park and walk sites closer to the event, at Spion Cop and Oakesway Industrial Estate. Parking would cost £10 per car at each location.

Members asked about access to the Greatham site and were informed that there would be a traffic management system in place to ensure easy access and egress. Landowners had advised on what crops would provide a suitable base for the car parking. However, contingency plans would be put in place should adverse weather

render the fields unusable.

A Member raised concern that there would be enough stewards to ensure that cars were parked sensibly thereby optimising the capacity of the land for car parking.

A Member queried which was the proposed park and walk route from Oakesway and was informed that this was probably going to involve walking through the Central Estate, via the junction of Powlett Road and Cleveland Road although a safety audit was yet to be carried out. The park and walk facility would be advertised as not being suitable for those with disabilities.

Decision

The Committee noted the processes used in determining the most appropriate park and ride sites for the Tall Ships event in 2010.

42. Results of the Evaluation of the Preliminary Invitation to Tender for the Building Schools for the Future (BSF) Design and Build (D &B) Contract – Director of Child and Adult Services

This item was deferred to the next meeting.

43. Select List of Contractors – Engineering Works – Principal Project Manager

Members were informed that the Select List of Contractors for works had been reviewed with the intention of creating a list accessible to all interested parties i.e. Engineering Consultancy/Building Consultancy and Director Services Organisation. This process had begun in early 2008 by advertising locally and nationally for expressions of interest. Those firms returning application forms were assessed financially and in terms of Health and Safety and had to provide 2 references. Other Departments would add Contractors to the Select List when they had been approved.

Members asked whether the need to provide accounts for two years would prevent new businesses from being on the Select List and were informed that it was Council procedure to ask for financial records of two years audited accounts.

Members stated that it was a step in the right direction in having an interdepartmental list of contractors and asked why the other departments had not yet completed their list. Members were informed that the Principal Project Manager had undertaken to ensure that the Engineering Works Select List was complete but other departments were responsible for their own.

Members asked whether there were both local and national firms on the list and were informed that the invitation to be on the Select List had been advertised nationally as well as locally. HBC procurement protocols had been applied for vetting of all applicants and when accepting firms for the list.

Decision

Members noted the approved list of contractors for engineering works and their financial credit limits for the undertaking of work for the Council.

The meeting concluded at 10.30 am.

CHAIR

CONTRACT SCRUTINY COMMITTEE

14 September 2009



Report of: Director of Child and Adult Services

Subject: RESULTS OF THE EVALUATION OF THE PRELIMINARY INVITATION TO TENDER FOR THE BUILDING SCHOOLS FOR THE FUTURE (BSF) DESIGN AND BUILD (D&B) CONTRACT

1. PURPOSE OF REPORT

- 1.1 To note the outcome of recent evaluations of the Preliminary Invitation to Tender (PITT) submissions that identify the two bidders progressing through to the next stage of the BSF D & B procurement.

2. BACKGROUND

- 2.1 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.
- 2.2 Hartlepool is a Wave 5 Authority in the BSF programme and has received approval from Partnerships for Schools (PfS) for its Outline Business Case submitted in December 2008. This allows the Authority to proceed to the procurement phase of the programme.
- 2.3 A major component of the BSF Programme is the selection of the Design & Build contractor who initially will be engaged to undertake a major remodel of the sample school, Dyke House. As part of the process, the Authority issued a PITT to all six contractors on the PfS National Framework on 10th June 2009. The PITT submission date was 26th June 2009 and is shown below as part of the overall procurement timetable for appointment of the D & B contractor:-

Stage Actual / Planned Date

Stage	Actual/Planned Date
Issue PITT to Bidders	10/06/09
Return of PITT	26/06/09 (noon)
Shortlist of two bidders confirmed	29/07/09

Issue of ITT to two bidders	04/09/09
Clarification and Dialogue meetings	21/09/09 – 07/12/09
Return of ITT	22/01/10
ITT Evaluations	25/01/10 – 19/02/10
Appointment confirmed of selected bidder	19/03/10
Contract finalisation	6/08/10
Sample scheme start on site	01/09/10

3. THE EVALUATION AND MODERATION PROCESS

3.1 Completed returns were submitted on 26th June 2009 by four of the six Framework contractors and they were subsequently opened at the Contract Scrutiny Committee meeting on 29th June 2009. Following a compliance check exercise, all four PITT submissions were passed to the evaluation teams for detailed examination. In total there were thirteen evaluation workstreams including one from each secondary school. Non -school workstreams were composed by drawing together appropriate officers of the Council and external advisers and who examined in detail, specific areas of the submissions following strict evaluation guidelines ensuring that there was a fair and consistent process in order to achieve the correct outcome. The workstreams were as follows:-

- Technical
- Property
- Schools
- Transformation
- Finance
- Legal
- ICT Integration
- Design

3.2 The evaluation process took place from 29th June and concluded on 13th July 2009 with a Moderation Day, when all thirteen evaluation workstreams agreed by consensus that the two bidders, contractors A and C (see table in 4.1 below) should be taken forward to the next stage of the D & B procurement (Invitation to Tender).

4. PROCUREMENT

4.1 The Council received four submissions from potential providers, which have been evaluated against the criteria outlined in the PITT Evaluation Matrix.

Section	Weight	Contractor A	Contractor B	Contractor C	Contractor D
Preliminary Compliance Check	Pass/Fail	✓	✓	✓	✓
Part A – School Design & Development	60%	65%	57.5%	58.3%	48.3%

Part B – Works	20%	70%	54%	70%	52%
Part C – Handover	10%	70%	40%	60%	70%
Part D – Pricing	10%	60%	56%	53%	50%
D&B Overall Score		66%	54.9%	60.3%	51.4%

- 4.2 Evaluation of the submissions led to the ranking of the four potential providers. The Moderation Day, as mentioned in 3.2, was held for all evaluators which included Local Authority Officers, school representatives and external advisers. All of the scores for each section were discussed and moderated accordingly to reach a consensus. The outcomes of the Evaluation Process were reported to the Children's Services Portfolio Holder on 29th July 2009.

5. RECOMMENDATION

- 5.1 That members of the Committee note the conclusion of the evaluation of the PITT process.

5. CONTACT OFFICER

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Schools Transformation Project Manager

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CONTRACT SCRUTINY COMMITTEE

14 September 2009



Report of: Tall Ships Project Manager

Subject: PROCUREMENT OF VARIOUS SERVICES FOR
THE TALL SHIPS RACES – HARTLEPOOL 2010

1. PURPOSE OF REPORT

- 1.1 To inform members of the proposed methods of procurement for various services required for The Tall Ships Races – Hartlepool 2010.

2. BACKGROUND

- 2.1 The Tall Ships Races are an internationally acclaimed annual competition organised by Sail Training International and held every summer in European waters. Each year between 70 and 100 vessels from 15-20 countries, crewed by some 5-6,000 young people from over 30 countries worldwide take part in this unique event that combines four days of activities in each port with racing or cruising-in-company between ports. The main aim of the event is to provide an opportunity for young people to develop their personal skills in a challenging and memorable sail-training environment and hence at least 50% of a Tall Ship's crew must be aged 15-25.

3. PROPOSALS

3.1 FUNCTION CATERING SERVICES

- 3.1.1. An organisation is required to provide Function Catering Services for The Tall Ships Races – Hartlepool 2010, which will include catering for 1) all corporate hospitality functions, 2) the Captains' Dinner and 3) the Crew Party.
- 3.1.2. The Tall Ships Office is currently negotiating with Topsail Events & Charter Ltd to provide corporate hospitality services for the event following an open tender exercise. It was initially anticipated that the contracted corporate hospitality company would source their own catering company however, if all three aspects of catering listed above are provided by the same company, it will be easier to manage and it is probable that caterers will find the contract more attractive and submit a more competitive quote. Tendering will begin in

September with a view to contracts being in place by the end of October 2009.

3.1.3. Estimated value of contract is £50,000.

3.2 ACCOMMODATION BOOKING

3.2.1 There is a requirement on HBC as host port to provide accommodation as close to the site as possible for Sail Training International officials and their sponsors. In addition, certain key members of the project team who live outside of town will require accommodation in close proximity to site.

3.2.2 Therefore, the Premier Inn, as the closest hotel to the Tall Ships site, is to be booked out by HBC between Tuesday 3rd August and Tuesday 10th August 2010. These rooms will be allocated to STI, their sponsors and key staff, and remaining rooms will be sold on at a small profit to contribute towards the costs of the former. The bookings will be coordinated by the Tall Ships Office and the cost for this is £50,700.

3.2.3 As a comparison, the Grand Hotel has just released their rack rates for the event which are £140 per night and the same booking would have cost Hartlepool Borough Council £12,000 more.

3.3 CAMPSITE PROVIDER

3.3.1 An expected 1 million visitors will be attracted to the event and, with accommodation in short supply in Hartlepool, a solution to retaining people within the area is to provide temporary campsite facilities.

3.3.2 An approach was made to the Tall Ships Project Manager by Boutique Camping, a campsite provider who tours the country's big music festivals hiring land and setting up and managing temporary campsites. 5 potential sites were suggested to Boutique and they are in the process of assessing the viability of each.

3.3.3 HBC will advertise their services on the Tall Ships website and allow them to use the Tall Ships logo. In return HBC will receive 10% commission on profit made and will also have a "Volunteer Village" at Summerhill for up to 200 people provided free of charge.

3.4 MUSIC/COMEDY PROGRAMMING

3.4.1. To bring additional expertise to the programming of Dockfest 09 and the evaluate whether such an arrangement had potential for use with the entertainment programme of The Tall Ships Races 2010, Andy Kelly (of Cosmos Promotions) and Graham Ramsey (of Ten Feet Tall Productions) were engaged by HBC Strategic Arts and Events. This led to the two being

employed – respectively - as music promoter and comedy promoters. Since the results of the engagement of these promotional companies (i.e. the booking of Lightning Seeds and of the leading comedian Sean Lock) were highly successful, it is proposed that the engagements be continued and their contracts extended to support The Tall Ships Races 2010 entertainment programme.

- 3.4.2. The benefit of contract extension is that the project team save time on tendering and can continue the good working relationship and replicate a tried and tested model. Estimated value of contract is £30,000.

3.5 MERCHANDISING

- 3.5.1. HBC do not have the expertise to take full advantage of the merchandise opportunities that an event of this scale presents and we are therefore looking for a company who is able to maximise the opportunities available. The objective will be to provide high quality, good value gifts and souvenirs which provide exposure for the event and the event sponsor and can be used by visitors before, during and after the event.
- 3.5.2. For a negotiated fee, the selected company will gain exclusive rights to the official Tall Ships Races – Hartlepool 2010 logo for use on an agreed range of clothing and promotional gifts. In preparation for this we have trademarked The Tall Ships Races – Hartlepool 2010 official logo in order to prevent piracy of branded goods.
- 3.5.3. Proposals will be invited from companies in September/October 2009 who are able to deliver a service on these terms and provide a full service including marketing/advertising; production and fulfilment and distribution.

3.6 CATERING TENDERS

- 3.6.1. The Tall Ships Races – Hartlepool 2010 event requires a large number of catering outlets to service the thousands of visitors who are expected to over the 5-day period from Friday 6th – Tuesday 10th August 2010. Approximately 36 catering units offering a variety of food will be required for the event and will be situated within the Tall Ships Village and other venues in the town. It is anticipated that 2 Licensed Bars will be situated within the Tall Ships Village and a World Market offering a diverse range of goods and cuisine will also take pride and place within the Tall Ships Village.
- 3.6.2. Companies/individuals will be invited to provide the following services in respect of The Tall Ships Races – Hartlepool 2010: -
- Catering Concessions
 - Licensed Bars
 - World Market
- 3.6.3. Tenders will be advertised widely from Thursday 24th September 2009 with a closing date of Friday 6th November 2009, 12noon.

- 3.6.4. It is anticipated that an estimated income of c. £100,000 will be generated through the various catering services.

4. CONSIDERATIONS

It is anticipated that following the suggested approaches to procurement of the above services will bring financial and time efficiencies of great benefit to The Tall Ships project.

5. RECOMMENDATIONS

- 5.1 That the Committee notes the report and approves the suggested approaches to procurement of services for The Tall Ships Races project.