

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 28 September 2009

at 10.00 am

in Committee Room A, 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 14 September 2009
- 4. ITEMS FOR INFORMATION**
 - 4.1 Tender for External Printing Support – *Chief Personnel Officer*
- 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 Printing Services Framework Agreement (Contract reference 227) – *Central Services Manager*

7.2 Function Catering Tenders (Contract ref 404) – *Events and Duty Manager*

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

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

14 September 2009

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

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

In accordance with Council Procedure Rule 4.2, Councillor S Akers Belcher was in attendance as substitute for Councillor Simmons

OFFICERS: Rachel Smith, Strategy Manager, Schools Transformation Team
David Dockree, Temporary Estates Manager
Michelle Daurat, Tall Ships Project Manager
Dennis Hancock, Senior Engineer (Environmental Issues)
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer

44. Apologies for Absence

Councillors Griffin, Plant and Simmons

45. Declarations of Interest

None.

46. Minutes of the meeting held on 1 September 2009

These were confirmed as an accurate account.

47. Results of the Evaluation of the Preliminary Invitation to Tender for the Building Schools for the Future (BSF) Design and Build (D&B) Contract *– Strategy Manager – Schools Transformation Programme*

A Preliminary Invitation to Tender (PITT) had been issued to the six contractors on the Partnerships for Schools national framework and completed returns had been opened at the Committee on 29 June 2009. All four submissions had been evaluated. There had been thirteen evaluation workstreams including one from each secondary school. Non school workstreams were evaluated by Officers and external advisors. A Moderation Date had taken place on 13 July 2009 and all thirteen evaluation workstreams had agreed that the two contractors 'A' and 'C'

should be taken forward to the next stage of the Design and Build Procurement. The outcomes of the evaluation process had been reported to the Children's Services Portfolio Holder.

Members were informed that evaluation teams consisted of schools representatives as well as local authority officers and external advisors. A Member commented that he hoped that tenderers who promised that there would be job opportunities for local people would be looked upon more favourably. He was assured that within the overall evaluation process this will be an issue that will receive detailed consideration.

Decision

The Committee noted the conclusion of the evaluation of the PITT process.

48. Procurement of Various Services for the Tall Ships Races – Hartlepool 2010 – Tall Ships Project Manager

Members were informed of the intention to procure a number of services for the Tall Ships Races Hartlepool 2010.

Function Catering Services – The corporate hospitality tender was awarded to Topsail Events and Charters Ltd and the Tall Ships Office are in contract negotiations with them. Rather than Topsail procure their own caterer, the Tall Ships Office will go out to open tender to find a suitable organisation to deliver catering services for not only corporate hospitality functions, but also for the formal STI functions such as The Captains' Dinner and Crew Party.

Accommodation Booking – The Tall Ships Office had negotiated with the Premier Inn to provide accommodation for Sail Training International officials and their sponsors as well as certain key members of the project team who did not live in Hartlepool. It was clarified that there was already a vast demand for hotel accommodation in Hartlepool and the Premier Inn was the preferred option as it was closest to the Tall Ships site and had car parking available. Any rooms reserved for the sponsors and team which were not needed would be sold on for a small profit.

Campsite Provider – Boutique Camping had approached the Tall Ships team with a view to providing campsite accommodation for the event and a number of sites had been suggested to them. The viability of each site was currently being assessed but it was likely that the preferred option would be Sedgefield Racecourse as it already had services in situ. A 'volunteer village' would also be in place at Summerhill so that volunteers would be close to the event. Members queried whether the Sedgefield site was close enough to the town but were informed that the infrastructure was already in place there which had made it a more viable option. Members were assured that the sites would be made good at the end of the event with regards to ensuring that they were in the same condition as when the sites were set up. A Member suggested that

security be considered for the Summerhill site. It was also suggested that enquiries should be made in relation to the opening of the Greatham railway station for the event to provide access to the town centre.

Music/Comedy Programming – The team who had provided the music and comedy programming for Dockfest had been retained. A Member asked whether there would be a fee to watch these events and was informed that the music event would be free although the comedy events were likely to take place in an enclosed area and the possibility of having an entrance fee could be explored to offset in part the £30,000 that this was likely to cost.

Merchandising – Members were informed that tenders would be sought for a company to provide merchandise with the Tall Ships 2010 logo.

Catering Tenders – Members were informed that there would be approximately 36 catering units offering a variety of food as well as 2 licensed bars. Members asked that when tenders were received consideration be given to the prices that these food outlets were likely to charge as they did not want visitors to be overcharged. The Tall Ships Project Manager stated that this would be taken into consideration during evaluation.

Decision

The Committee noted the report regarding the suggested approaches to procurement of services for the Tall Ships Races project.

49. 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 involved 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 50 – Headland Sea Wall Repairs 2009 (CRN 402) para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 51 – Throston Care Home Demolition (CRN 403) para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

50. Headland Sea Wall Repairs 2009 (CRN 402) (para 3) – Senior Engineer (*Environmental Issues*)

Four 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.

51. Throston Care Home Demolition (CRN 403) (para 3)
– Senior Engineer (Environmental Issues)

Four tenders had been received in respect of this contract although one of these had an identifying mark on the envelope and was therefore discounted. The remaining three contracts were opened in the presence of the committee.

Decision

The Committee noted the opening of the tenders.

The meeting concluded at 10.40 am.

R ATKINSON
CHAIRMAN

CONTRACT SCRUTINY COMMITTEE

28 September 2009



Report of: CHIEF PERSONNEL OFFICER

Subject: TENDER FOR EXTERNAL PRINTING SUPPORT

1. PURPOSE OF REPORT

- 1.1 To inform Members of the tender process currently being undertaken in relation to the procurement of external printing support.

2. BACKGROUND

- 2.1 The internal Print Unit undertakes work on behalf of all departments and schools. Corporate stationery such as letterheads and business cards are printed together with other items such as booklets, posters and financial stationery. Committee papers and other publications are produced using specialised, high-speed, high-volume copiers.
- 2.2 In accordance with the Council's Contract Procedure Rules, as an internal printing service is available, any department sourcing printing jobs should offer them to the internal Print Unit in the first instance. If the work cannot be processed via the Unit, the Senior Printing Officer will source the most suitable local printer to undertake the job. Complex jobs that cannot be undertaken in-house, and have not previously been dealt with by the Print Unit, are usually outsourced by the originating officer or department.
- 2.3 Members of the Corporate Procurement Group have reminded officers in their own departments to send all printing work to the Print Unit. This has resulted in an increase in jobs being processed via the Unit.
- 2.4 However, some printing work needs to be sent to external printers because of its complexity or to meet peaks in demand.

3. PROPOSALS

- 3.1 A recent analysis of printing expenditure identified approximately £40,000 being spent with external printers. The Finance and Performance Portfolio Holder has agreed that a printing 'call-off' contract be put in place for 12 months and tenders have now been invited.

- 3.2 The general aim of the tender is to obtain the best possible prices and delivery timescales for external printing work.
- 3.3 The nature of the contract is price/quality in a ratio of 40/60 weighted in favour of quality to take account of each tenderer's expertise and delivery timeframe for a list of sample documents.
- 3.4 The contract will be managed on a daily basis by the Senior Printing Officer and monitored in conjunction with the Central Services Manager.

4. RISK IMPLICATIONS

- 4.1 Any work that is outsourced will need to be checked to ensure that there is no potential for confidential documents to be passed to external printers.
- 4.2 The Senior Printing Officer will liaise with external printing firms to ensure that they have the capacity to undertake the necessary work within the agreed timescales.

5. FINANCIAL CONSIDERATIONS

- 5.1 The potential value of the contract is £40000 although there is no guarantee that this amount will be spent with any successful tenderer(s). The amount of printing work that will be outsourced will be dependent upon the Print Unit's daily capacity, potential peaks in service demand and the complexity of the work that is required.

6. RECOMMENDATIONS

- 6.1 That the report be noted and a further report be submitted to Members following an evaluation of any tenders received.

7. CONTACT OFFICER

Christine Armstrong
Central Services Manager
HR Division, Chief Executive's Dept
(01429) 523016
christine.armstrong@hartlepool.gov.uk