

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 21 December 2009

at 10.00 am

in Committee Room B, 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 7 December 2009

4. ITEMS FOR INFORMATION

4.1 Results of Tender For The Tall Ships Races 2010 Hartlepool - Merchandise Provider Brief (Contract Reference 407) – *Assistant Director (Planning & Economic Development)*

4.2 Tall Ships Catering Tender - Result – *Tall Ships Project Officer*

5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

7 December 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: David Hart, Strategic Procurement Manager
David Dockree, Temporary Estates Manager
Terry Maley, Commissioning and Contracts Manager
Brian Ayre, Commissioned Services Manager
Michael Rowntree, Contracts and Review Officer
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer
Jess Coulson, Modern Apprentice, Democratic Services

97. Apologies for Absence

Councillor Plant

98. Declarations of Interest

None.

99. Minutes of the meeting held on 23 November 2009

Confirmed.

100. Review of the Strategic and Operational Leadership of Collaborative Procurement – Strategic Procurement Manager

The Strategic Procurement Manager presented the report in order to update the Committee with the progress made by the Regional Improvement and Efficiency Partnership (RIEP) Collaborative Procurement Board and the North East Purchasing Organisation (NEPO) on the review of the strategic and operational leadership of Collaborative Procurement in the North East. The review was underway in order to look at the capacity, capability and organisational arrangements of the existing regional procurement. A steering group had been formed and a report produced by the appointed consultant

Price Waterhouse Cooper. A workshop in relation to this had been held with invitations being issued to three Hartlepool Members. A more detailed business case was to be developed and the steering group was currently looking at the options available in relation to governance and constitution of either a joint committee or a company structure. There were options which included having either one or three representing members per authority. The Finance and Performance Portfolio Holder was of the opinion that there should be three. The Tees Valley Chief Executives would also put forward proposals to protect the interests of the local area.

The business case was to be presented to the NEPO joint committee in mid January, and was likely to be signed off in April 2010.

A Member noted the recommendations from the Portfolio outlined in the report and commented that real decisions were being taken by Portfolio Holders and that decisions would be made on the basis of Executive Members' views and not those of other Members. He said that he was disappointed because of the amount of say that Cabinet had, although there were 47 elected Members. Another Member agreed with this view.

A Member asked what the Strategic Procurement Manager envisaged the position would be after the business case was adopted and was informed that the Council was keen to protect its position and that of the local area but until the business case was decided upon, it was unclear. It was clarified that the Price Waterhouse Cooper recommendations had been presented to the Joint Committee so there had been Member as well as Officer consultation.

Decision

The Committee noted the current proposals and that a more detailed business case would be developed to provide greater clarity over the proposals based on the options provided in the report.

101. 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 102 – Children's Fund Tender (CRN 397) – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 103 – Domestic Abuse Support (CRN 426) - para 3 information relating to the financial or business affairs of any particular person

(Including the Authority holding that information)

Minute 104 – Father's Support (CRN 427) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 105 – Mental Health (CRN 428) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 106 – Parent's Support (CRN 429) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 107 – Substance Misuse (CRN 430) – para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information)

Minute 108 – Provision of Assessment and Services to Carers in Hartlepool (CRN 408) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 109 – Ratings Review 2010 (CRN 425) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

102. Children's Fund Tender (CRN 397) (Para 3) –
Commissioning and Contracts Manager

Two 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 these tenders.

103. Domestic Abuse Support (CRN 426) (para 3) –
Commissioning and Contracts Manager

One tender had been received and this was opened in the presence of the Committee.

Decision

The Committee noted the opening of this tender.

104. Fathers' Support (CRN 427) (Para 3) – *Commissioning and Contracts Manager*

One tender had been received in respect of this which was opened in

the presence of the Committee.

Decision

The Committee noted the opening of this tender.

105. Mental Health (CRN 428) (Para 3) – Commissioning and Contracts Manager

One tender had been received relating to this contract and this was opened in the presence of the Committee.

Decision

The Committee noted the opening of this tender.

106. Parents' Support (CRN 429) (para 3) – Commissioning and Contracts Manager

One tender had been received in relation to this contract and it was opened in the presence of the Committee.

Decision

The Committee noted the opening of this tender.

107. Substance Misuse (CRN 430) (para 3) – Commissioning and Contracts Manager

One tender submission had been received in relation to this contract and this was opened in the presence of Members.

Decision

Members noted the opening of the tender.

108. Provision of Assessment and Services to Carers in Hartlepool (CRN 408) (Para 3) – Commissioned Services Manager

One tender had been received relating to this contract and it was opened in the presence of Members.

Decision

Members noted the opening of this tender.

109. Ratings Review 2010 – Strategic Procurement Manager

Four tenders had been submitted in relation to this contract. However, one was received after the deadline and this was rejected by Members. The other three tenders were opened in the presence of Members.

Decision

Members noted the opening of these tenders.

The meeting concluded at 11.00 am.

R Atkinson
CHAIR

CONTRACT SCRUTINY COMMITTEE

21 DECEMBER 2009



Report of: Assistant Director (Planning & Economic Development)

Subject: RESULTS OF TENDER FOR THE TALL SHIPS RACES 2010 HARTLEPOOL - MERCHANDISE PROVIDER BRIEF (CONTRACT REFERENCE 407)

1. PURPOSE OF REPORT

- 1.1 To inform members of the of the decision made regarding appointing a company to manage the merchandise provision at The Tall Ships Races 2010.

2.0 BACKGROUND

- 2.1 The Council had received approval through the Contract Scrutiny Committee (Monday 14 September 2009) to appoint a company to work with Hartlepool Borough Council and its partners.
- 2.2 The Council are providing a company the opportunity to buy the rights to the official Tall Ships logo and therefore become the official merchandiser for the event. The business need the expertise:-
- to produce an agreed range of official Hartlepool Tall Ships clothing and promotional gifts
 - to develop a retail strategy to negotiate shelf space, coordinate delivery and fulfilment and to ensure fulfilment within key identified locations within the Tall Ships site.
 - To provide adequate and secure storage facilities in the run up to the event and ensure smooth delivery of goods to Hartlepool during the event.
- 2.3 The concession for the tender requested a one off fee for the exclusive rights plus a further commission fee based on sales volumes.

- 2.4 The tender was advertised from Thursday 1 October in Event Magazine, bdaily, www.supply2.gov.uk, Hartlepool's Borough Council's website and The Tall Ships website. 28 requests were received via email expressing an interest in receiving a copy of the design brief whilst 78 copies of the brief were downloaded from hartlepooltallships2010.com.
- 2.5 All received tenders were opened at the meeting of Contract Scrutiny Committee on Monday 9 November 2009. Two tenders were received.

3.0 PROPOSALS

- 3.1 A Panel to score, interview and appoint a company was set up which consisted of the Tall Ships Project Manager, Tourism Officer and Visitor Services Manager
- 3.2 The tender submissions were scored on Wednesday 11 November 2009 by members of the panel. It was decided that both companies who had tendered for the work should be invited to interview. The interviews took place on Wednesday 24 November and included a 10 minute presentation on their previous experience.
- 3.3 A decision was made on the bases of quality (60% and price (40%) of the submissions received. Official Merchandising Company received the highest number of points and therefore has been awarded the contract. The Company has previous experience of running merchandise contracts with many major events including Trafalgar 200, Edinburgh Military Tattoo, Edinburgh International Festival, Uefa and Champions League Finals.

Category	Submission			Interview & references			Pricing			Total
Name	Score	% of Highest Score	Best Score % of	Score	% of Highest Score	Best Score % of	Offer	% of Lowest Price	Best Score % of	%
Weight			30%			30%			40%	
Wearable Print	215	51	15.4	77	83	24.8	350	87	34.8	75
OFC *	420	100	30.0	93	100	30.0	400	100	40.0	100
	420 = highest score			93 = highest score			400 = financial offer			

* OFC – Official Merchandising Company

- 3.4 Whilst the proposal did not meet the financial criteria in terms of a one off fee requirements (initial request was £25k and they are providing £10k) their proposal gives 20% on all merchandise sold and provides us with free clothing (outlined in the brief) for staff and volunteers working at the event.

4. RECOMMENDATION

- 4.1 That members of the Committee note the award of the Tall Ships merchandise contract to Official Merchandising Company.

5. CONTACT OFFICER

Jo Cole
Tourism Officer
Regeneration & Neighbourhoods
(01429) 523508
Jo.cole@hartlepool.gov.uk

CONTRACT SCRUTINY COMMITTEE

21 DECEMBER 2009



Report of: Tall Ships Project Officer

Subject: TALL SHIPS CATERING TENDER - RESULT

1. PURPOSE OF REPORT

To inform Contract Scrutiny Committee members of the results of The Tall Ships Catering Tender opportunities.

2. BACKGROUND

The Tall Ships Races – Hartlepool 2010 event requires a large number of catering outlets to service the thousands of visitors who are expected over the 5-day period from Friday 6th – Tuesday 10th August 2010. 60 catering units offering a variety of food are required for the event and situated within the Tall Ships Village and other venues in the town.

Two 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.

Tenders were widely advertised in various publications and websites.

3. PROPOSALS

39 Catering Tenders were received with 1 late tender which was not counted.

CATERING CONCESSIONS

48 out of 60 units (Catering Concessions) have been awarded to the following companies. Each Individual tender went through an evaluation process taking into consideration 'quantity' and 'quality'.

Company	Category	No. of sites
GB Events	Ice-Cream	10
Supreme Group	Hot Dogs/Burgers	6
Dinky Kitchen	Healthy Options	1
Supreme Group	Healthy Options	1
Hartlepool Hospice	Healthy Options	1
Truly Scrumptious	Other (Fudge & Milkshakes)	1
Truly Scrumptious	Other (German Sausage)	1
Supreme Group	Other (Scottish Fayre)	1
Supreme Group	Other (Toasties)	1
Court Catering	Other (Southern Fried Chicken)	1
Ramside Catering	Other (Steak & Onions)	1
Ramside Catering	Other (Palm Court)	1
Supreme Group	Fish & Chips	4
Supreme Group	Continental Coffee	4
Gilchrist's Confectionery	Confectionary	3
Supreme Group	Hot Baguettes	1
Fox's Catering	Hot Baguettes	1
Supreme Group	Cold Baguettes	1
Potato Pantry	Jacket Potatoes	1
Supreme Group	Chinese Cuisine	1
Court Catering	Chinese Cuisine	1
N & J's Catering	Indian Cuisine	1
Supreme Group	Indian Cuisine	1
Keilder Organic Meats	Local Food	1
Acorn Catering	Hog Roast	1
Supreme Group	Doughnuts	1

LICENSED BARS

6 Licensed Bar Tenders were received, all of which were evaluated for 'quantity' and 'quality' and relevant submission criteria. After this process 3 companies were shortlisted for interview to gain further details.

The following company after the above-mentioned process has been successful.

Premier Event Bars Limited from Harrogate.

WORLD MARKET

2 World Market Tenders were received and evaluated for 'quantity/quality' and relevant submission criteria. Only 1 of the companies were shortlisted for interview to gain further details.

The following company after the above-mentioned process has been Successful.

Market Square Group from Northants.

4. RECOMMENDATIONS

For Contract Scrutiny Committee Members to note the results of the report.

5. CONTACT OFFICER

Lesley Strickland, Tall Ships Project Officer