

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Monday, 13th November, 2006

at 10.00 a.m.

in Central Library Community Room, York Road

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillor Akers-Belcher, Johnson, Lilley, London and Wistow

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 30th October, 2006 (*attached*).

4. ITEMS FOR INFORMATION

4.1 Conversion of Historic Paper Based Records into an Electronic Format –
Director of Regeneration and Planning Services and Chief Solicitor

4.2 Tender Opening – Graham Street Car Park Improvement Works, The
Headland – *Director of Regeneration and Planning Services and Director of
Neighbourhood Services*

5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

PLEASE NOTE VENUE

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) Act 1985

7. OPENING OF TENDERS

7.1 Opening of Tenders – Local Housing Assessment – *Director of Regeneration and Planning Services & Director of Neighbourhood Services* (para 3)

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

No items

ITEMS FOR INFORMATION

i) **Date of Next Meeting Monday 27th November 2006 commencing at 10.00am in Classroom 2, Belle Vue Community Sports and Youth Centre, Kendal Road**

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

30th October, 2006

PRESENT: Councillor Geoff Lilley (in the Chair)
Councillors Frances London and Gerald Wistow

OFFICERS: Tony Brown, Chief Solicitor
Anne Laws, Team Leader (Policy, Planning and Info)
Karen Burke, Senior Procurement and Finance Officer
Jo Wilson, Democratic Services Officer

46. APOLOGIES FOR ABSENCE

None

47. DECLARATIONS OF INTEREST

None.

48. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 16th October 2006

Confirmed. The Chief Solicitor referred to an item in the closed section of the minutes wherein a tender received approximately one hour after the deadline had been accepted and opened by the Panel. Members were advised that this was felt to be a significant delay in the receiving of the tender and in his role as Monitoring Officer the Chief Solicitor had instructed that, in the interests of the integrity of the tendering process, the tender in question be removed from the evaluation process and returned to the tenderer with an explanation. Members noted this action.

49 LOCAL HOUSING ASSESSMENT COMMISSION – PRE QUALIFICATION – *Director of Regeneration and Planning Services and Director of Neighbourhood Services*

PURPOSE OF REPORT

To inform the Panel of the pre-qualification stage of the Local Housing Assessment commission, prior to issuing the formal tender brief.

ISSUE(S) FOR CONSIDERATION

The Local Housing Assessment is a statutory requirement to be completed every five years. It consists of a detailed survey and assessment of the housing market in Hartlepool in relation to affordability, access to home ownership and aspirations. The Hartlepool Market Dynamics study was carried out in 2000 and the Aspirations Study in 2001 and there is a need to update this information and to meet the additional requirements contained in the Government Local Housing Assessment guidance December 2005. The commission was advertised on the 29th September and pre-qualification questionnaires were sent to 27 respondents on 10th October 2006. Ten questionnaires were returned before the deadline. Details of the respondents were outlined in the report

DECISION

That all companies who submitted a pre-qualification questionnaire be issued with the full project brief and that all tenders received be opened at the subsequent meeting

**50 TENDER FOR THE SUPPLY AND MAINTENANCE OF FIRE
EXTINGUISHERS AND EQUIPMENT – (para 3) – *Head of Procurement
and Property Services*****PURPOSE**

To advise the Panel on the outcome of the selection of a contractor for the contract for supply and maintenance of fire extinguishers and equipment

ISSUE(S) FOR CONSIDERATION

Members were updated on the evaluation of tenders received.

DECISION

That the report be noted.

G LILLEY

CHAIR

CONTRACT SCRUTINY PANEL

13 November 2006



Report of: The Director of Regeneration and Planning Services
and Chief Solicitor

Subject: CONVERSION OF HISTORIC PAPER BASED
RECORDS INTO AN ELECTRONIC FORMAT

1. PURPOSE OF REPORT

- 1.1 To inform the panel of the outcome of the pre-qualification stage of a contract to convert historic paper based records into an electronic format.

2. BACKGROUND

- 2.1 Regeneration and Planning Services hold numerous case files within its planning and building control services. In the case of planning services, paper records are required to be retained back to 1947. Whilst all current planning documents are converted into electronic images using the Council's Electronic Document and Records Management System (EDRMS), the conversion of historical records is still required.
- 2.2 In addition to the planning and building control records, approximately 250 closed case files held by the Youth Offending Section in paper format are also available to be scanned and the Legal Division have a large number of historical and commercial documents they wish to convert as part of the contract.
- 2.3 A number of efficiencies will derive from the project mostly notably in releasing some office and archive space currently accommodating the physical files and speeding up retrieval time of the old information. A further important benefit to the Council will be that the electronic storage facility with appropriate back up arrangements will virtually eliminate the risk of these essential records being lost or damaged.
- 2.4 The Regeneration, Liveability and Housing Portfolio Holder authorised the project to proceed at his meeting of 30 August 2006 and agreed that the tender returns would be evaluated on an 80:20 price/ performance split.

3. PRE QUALIFICATION STAGE

- 3.1 The contract was advertised in the local press, a professional journal, the Council's own website and the Supply.gov.uk website at the start of September. A pre-qualification questionnaire was used for initial short listing purposes.
- 3.2 A total of 62 suppliers requested the pre-qualification questionnaire pack of which 29 completed returns were received. Following consideration by the evaluation team one return was found to be duplicated and a further seven of the suppliers were not accepted for the tender stage for one of the following reasons:
- The Pre Qualification Questionnaire was not completed in full
 - Inability to carry out the work without sub-contracting
 - Absence of previous experience within the local government market
 - Insufficient resources available to carry out the work
- 3.3 The remaining suppliers who met the essential requirements have been invited to tender. It is anticipated that tender returns will be available for opening at the panel meeting on 2 January 2007.

4. RECOMMENDATION

- 4.1 That members of the panel note the progress to date on this contract.

5. CONTACT OFFICER

Jeff Mason
Head of Support Services
Regeneration and Planning Services
Hartlepool Borough Council
01429 523502
jeff.mason@hartlepool.gov.uk

CONTRACT SCRUTINY PANEL

13th November 2006



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

Subject: Tender Opening: Graham Street Car Park
Improvement Works, the Headland

1. PURPOSE OF REPORT

To inform the panel of the requirement to put the Graham Street Car park Improvement Works out to tender in-line with HBC's Procurement Procedure.

2. BACKGROUND

This programme of works has been developed with the client, the North Hartlepool Partnership, and has been through a process of public consultation. The Single Regeneration Budget (SRB) is the funding source for these works. Refurbishment works to the Graham Street car park (to the rear of the Co-op on Northgate) will be undertaken in the final quarter of 2006/first quarter of 2007, with tenders to be returned for opening at Scrutiny Panel on 13th November. Tender packages have been issued to four constructors currently on HBC's lists of approved contractors. Costs for these works are expected to be in the region of £65,000-70,000.

The works consist of site clearance and replacement of the existing damaged concrete parking area with a rationalized scheme of thirteen parking bays. This also involves creation of an additional ten parking bays within the existing grassed area adjacent to the lower service road. The level changes involved in the rationalization of the site will require the extension of the existing retaining wall and localized earthworks to re-profile the existing slopes. The new car park surfacing is to be tarmac, with the existing service road (to the rear of the Northgate commercial properties) to be regulated and resurfaced with a tarmac wearing course.

Soft landscape works are also included in the form of eight advanced nursery stock trees and seasonal bulb planting. The trees are intended to enhance the visual amenity of the space and ensure that the car park does not dominate the surrounding area.

3. PROPOSALS

Given the likely value of these works being in excess of the £45,000 limit associated with quotations, the process of tendering has been undertaken to procure the implementation of the scheme. Four contractors have expressed interest in these works and have subsequently been invited to tender. These are Seymour Civil Engineering Contractors Ltd, Brambledown Landscape Services, Cleveland Land Services and HBC Neighbourhood Services.

4. RECOMMENDATIONS

That all tenders received before the deadline date are opened at the subsequent meeting.

5. REASONS FOR RECOMMENDATIONS

All tendering contractors have been vetted and approved by HBC in order to be placed on approved lists of contractors. All tendering contractors also have appropriate experience of undertaking similar work for the authority.

6. CONTACT OFFICER

Steven Wilkie
Landscape Architecture Team Leader
Neighbourhood Services
Building Consultancy
Hartlepool Borough Council
01429 523475
steven.wilkie@hartlepool.gov.uk