

**Report to** Cabinet  
11 March 2015  
**Report of** Executive Head of Regeneration and Development  
**Subject** St Andrews multi storey car park remedial works contract award

**Item**

14

## KEY DECISION

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### Purpose

To seek approval to award the contract to carry out remedial works required at St Andrews multi-storey car park.

### Recommendation

To delegate to the executive head of regeneration and development, in consultation with the portfolio holder for resources, authority to award the following contract:

(1) St Andrews multi-storey car park remedial works

This being subject to a satisfactory evaluation process with the successful tender prices falling within the investment plan forecasts

### Corporate and service priorities

The report helps to meet the corporate priority “Value for Money services” and the service plan priority to deliver the Corporate Asset Management Strategy.

### Financial implications

The financial consequences of this report are awarding the contract, the value of which is estimated to be £1.1m, to be financed from funds already allocated and approved within the existing capital programme.

The completion of the works will enable the car park to operate at full capacity and to meet the councils budgeted income projections.

**Ward/s:** Mancroft

**Cabinet member:** Councillor Waters – Deputy Leader and Resources

### Contact officers

Carol Marney, Head of operational property services, NPS 01603 222904  
Norwich Ltd

### Background documents

Cabinet report Managing Assets 9 October 2013

# **Report**

## **Background**

1. St Andrews multi-storey car park is in need of remedial repairs which have been scheduled to take place during the summer of 2015.
2. To enable the works to proceed without undue delay, it is proposed that the executive head of regeneration and development be given delegated authority to award the contract to the selected supplier in consultation with the portfolio holder for resources.

## **Tender process**

3. An open tendering process will be used. This is the quickest competitive process and has been used in order to reach a conclusion at the earliest opportunity.
4. A notice will be placed in "Contract Finder" (formally Supply2Gov) inviting tenders.
5. Suppliers will be asked to submit details of their company in terms of finance, contractual matters, insurances, quality assurance, environmental standards, equality and diversity policies, references and previous experience and these are evaluated to see if there is any reason to disqualify the supplier from the process.
6. At the same time suppliers will submit details of how they will meet the requirement for work package and the price that they would charge for this work. These are evaluated at the same time as the company details.
7. The tender return date will be 20 April 2015. The tender evaluation process will then be carried out.

## **Tender evaluation**

8. The supplier selection process requires suppliers to complete a questionnaire. The responses given are then evaluated against pre-determined criteria. This is a pass/fail evaluation and determines whether the tender submitted is compliant with the specification requirements.
9. The evaluation criteria are stated in the tender documents as lowest compliant tender, i.e. the lowest price that fully meets all the requirements of the specification.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

Committee:	Cabinet
Committee date:	11 March 2015
Head of service:	Head of property services, NPS Norwich Ltd
Report subject:	Award of contracts for remedial works to St Andrews multi-storey car park
Date assessed:	24 Feb. 15
Description:	

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The tender process should ensure that the Council achieves the best value for money.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This contract will ensure the built environment is maintained and improved to a high standard
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is a risk of challenge from an unsuccessful supplier. This risk has been mitigated by the fact that the value of the contracts is below the thresholds in the Public Contracts Regulations. Also the tender has followed an open process with award criteria being based on the lowest price compliant tender, but there is always a risk of challenge from unsuccessful suppliers.</p> <p>There is a risk that the appointed supplier could fail during the life of the contract. This is low risk due to the relatively short nature of the contract and the planned nature of the work. In addition to this the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact that the work type is planned not responsive in nature.</p>

**Recommendations from impact assessment**

**Positive**

Value for money

**Negative**

**Neutral**

**Issues**