

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Environmental Services Portfolio Holder                    24 March 2009  
**AUTHOR/S:** Executive Director / Corporate Manager for Health and Environmental Services

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### AWARDED WATERCOURSES – NEW CONTRACT

#### Purpose

1. To obtain agreement and approval from the Portfolio Holder to proceed with the new contract based on the Instructions for Tendering, Specification, the New Engineering Contract Volume 3 (NEC3) conditions of contract as amended by the councils standard conditions and the Bill of Quantities outlined in the enclosed document (s). Please note that the drawings are not included due to their bulky nature and the NEC3 conditions are only available via hard copy but both are available for inspection by Members from the Drainage Manager should they wish to examine them.

#### Background

2. Officers were directed by Cabinet (meeting 11 September 2008) to undergo a competitive tendering process and obtain tenders for the work on the award drains from external contractors and the in-house service provider.

#### Considerations

3. There were a total of twenty-five expressions of interest in completing the Pre-Qualification Questionnaire (PQQ) for the works, including the in-house service. Twelve PQQ's were returned and evaluated in order to compile a list of candidates to invite to tender comprising of a minimum of 5 and maximum of 7. Each of the twelve submissions was 'scored' against how well an applicant met a particular requirement. The groupings for the criteria were:
  - Financial stability
  - Resources
  - Quality Accreditation
  - Experience and technical

As a result of this exercise it is proposed that five contractors should be invited to tender for the works, including the in-house service, as shown in the confidential Appendix of this report.

4. The Bill of Quantities has been arranged such that the separate aspects of the works are identified and will be priced individually to aid the tender evaluation process.
5. There is a limited time period within which the tenders must be priced and returned in order to commence works under the new contract by 1 August 2009. It is planned therefore, to issue invitations to tender by the end of March or the first week in April of this year.
6. It was suggested at Cabinet that the flail mowing might be divided into three geographical areas to allow local farmers to offer a competitive quote for this particular aspect of the works. However, very little interest was expressed at the

Qualification stage by farmers and no PQQ forms were returned by any local farmer. The flail mowing works has therefore been packaged as a single Class of work within the Bill of Quantities.

7. The tender evaluation will be carried out on the basis that the award will be based on the most economically advantageous bid received where prices/costs offered account for 40% of the overall score with Quality and Capacity accounting for 60%. The tender evaluations will be undertaken as outlined in the contract documentation and will be in line with the delegations within the Council's Constitution.

### **Recommendations**

8. It is recommended that the Portfolio Holder for Environmental Services:
  - (a) Approves the tender documents attached for tendering,
  - (b) Invites the Contractors listed at the confidential appendix to tender for the works, and
  - (c) Notes the timetable for the tendering and evaluation process to be undertaken.

**Background Papers:** the following background papers were used in the preparation of this report:

Cabinet recommendations of 11 September 2008

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