

North Tyneside Council Delegated Decision Report to Head of Commissioning and Investment Date: 23 March 2018

ITEM

Title: For the supply of
Cleaning Materials

Portfolio(s): Children, Young People and
Learning

Cabinet Member(s): Councillor John
Harrison

Report from Service Area: Commissioning and Investment

Responsible Officer: Paul Suttie, Operational Manager
(Facilities)

Tel: (0191) 643 8344

Wards affected: All

PART 1

1.1 Executive Summary:

On the 17th October 2016, Cabinet granted approval for the Head of Commissioning and Investment to carry out a procurement exercise for the provision of Cleaning Materials and, following that process, award a contract to the provider whose tender is the most economically advantageous to the Authority.

The relevant materials are predominantly used by the Authority's Facilities Services in the delivery of cleaning contracts and in the provision of school meals, community meals and catering, where the materials are used in the cleaning and sanitising of kitchens

The procurement exercise is now complete following which, the Authority is in a position to award the contract to the tenderer who has offered best value in accordance with the criteria for evaluation of the contract, set out in the procurement documentation.

1.2 Recommendation(s):

It is to recommend that the Head of Commissioning and Investment awards, following the tender evaluation process, award the contract for the supply of cleaning materials to Tenderer A, as that tenderer has offered the most economically advantageous tender.

1.3 Forward Plan:

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on Monday 22nd January 2018.

1.4 Council Plan and Policy Framework

This report relates to the following priority(ies) in the 2018/20 Our North Tyneside Plan

Our People

People are leading healthy and fulfilling lives be healthy and well with the information, skills and opportunities

Our Economy

Grow by building on our strengths, including our existing world-class companies, and small and growing businesses

1.5 Information:

The Authority had a contract in place from 2012 to 2106 for the provision of cleaning materials. The contracts for these goods expired 31 December 2016.

After internal discussions the current supplier continued to deliver on the contract on a rolling basis.

A procurement exercise commenced on 22nd February 2016, and was carried out to ensure the Authority is able to secure best value from any new contract. The procurement process was undertaken in accordance within the Authority's Contract Standing Orders, EU, and UK public procurement legislation.

The evaluation of the cleaning materials tender was complex due to the diverse range of products and variations in product size and dilution rates, complicating a like for like evaluation of costs. This delayed the completion of the evaluation and finalisation of the procurement process.

Following evaluation of the tenders received, it is proposed that the contract is awarded to the company ranked first, as having provided the most economically advantageous tender to the Authority. The Appendix to this Report shows the scores for each of the bidders.

1.6 Decision options:

1. To award the contract to 'Bidder A' as having provided the Authority with the most economically advantageous tender.
2. Not to award the contract following the procurement exercise, and ask Officers to consider other options in relation to the requirement for the materials

1.7 Reasons for recommended option:

Bidder A has, following a competitive procurement exercise demonstrated it can deliver the quality and range of products which meet the specified criteria at the best price, and is therefore offers the most economically advantageous option.

1.8 Appendices:

The report contains Appendix 1 – Tender Evaluation Summary

1.9 Contact officers:

The names, titles and contact numbers of the key officer who has contributed to the report and other relevant officers should be set out here in the following format:

Mark Longstaff,	Head of Commissioning and Investment	643 8089
Barbara Patterson,	Senior Manager Facilities and Fair Access	643 8340
Paul Suttie,	Operational Manager (Facilities)	643 8344
Alison Campbell,	Senior Business, Partner, Finance	643 7038

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

(1) North Tyneside Council Report to Cabinet, 17th October 2016

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

The purchase of the cleaning products under this contract can be contained within the Authority's revenue budgets within Service Areas.

2.2 Legal

The procurement process was undertaken in accordance within the Authority's Contract Standing Orders, EU, and UK public procurement legislation.

The award of this contract is based on the most economically advantageous tender received following the procurement exercise.

2.3 Consultation/community engagement

2.3.1 Internal Consultation with Facilities Services lead officer.

2.3.2 External Consultation/Engagement with Engie Procurement Category manager

2.4 Human rights

There are no human rights implications arising from this report.

2.5 Equalities and diversity

There are no equalities and diversity implications arising from this report.

2.6 Risk management

There are no specific risks arising from this report. Health & Safety matters have been addressed as part of the tender assessment.

2.7 Crime and disorder

There are no crime and disorder implications arising from this report

2.8 Environment and sustainability

Specific details have been sought in the tender exercise to establish bidders environmental and sustainability practices and policies

PART 3 - SIGN OFF

- Head(s) of Service

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- Chief Finance Officer

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- Monitoring Officer

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- Head of Corporate Strategy

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