

Approval to award a contract for signage installation services to the preferred bidder

Date: 24 December 2021

Report of: Assistant Head of Business Support Centre

Report to: Director of Resources, Neil Evans

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

- The purpose of this report is to seek approval from the Director of Resources to award a contract to undertake signage installation across the city to the preferred bidder following the completion of a competitive tender exercise.
- The procurement has been carried out in an open and transparent manner in line with Contract Procedure Rules by ensuring competition was sought to identify best value.

Recommendations

- a) It is recommended that the Director of Resources approves the award of a contract to the preferred bidder, Vision Leeds, for the installation of signs following the conclusion of a competitive tender exercise.
- b) The contract will be for a period of 2 years commencing in January 2022, with the option to extend for a further 12-month period.
- c) The annual value of the contract is approximately £50,000 based on current sign production levels.

Why is the proposal being put forward?

- 1 The print and signs hub is the Council's internal service provider for the manufacture and repair of a range of street and commercial signage. A supplier is required to install the signs once manufactured.
- 2 The current provision is off-contract and is reliant on an existing working relationship with a contractor who has demonstrated best value in the marketplace. The contract seeks to add flexibility and recognise cost savings whilst rationalising current approach.
- 3 On 20 October 2021 the Director of Resources approved the Authority to Procure Signage Installation Services Report dated 15 October 2021 in which the Council put forward its intention to conduct a competitive tender exercise to procure a contractor for the installation of signs across the city.

- 4 The tender was published on YORtender3 on 1 November 2021. The tender closed on 24 November 2021. Three submissions were received.
- 5 **Evaluation process** - Four qualifying questions were asked which suppliers had to pass in order to move to the next stage. The bids were then evaluated based on quality with submissions having to achieve a minimum score of eight out of ten for each method statement in order to progress to the final stage. Submissions achieving the minimum of score of 8/10 for quality were then evaluated purely on price, with the lowest priced bid being selected as the preferred bidder.
- 6 One of the submissions failed the qualifying questions and was eliminated from the quality and price evaluation, leaving two submissions which both achieved the minimum standard of 8/10 which led to a straight evaluation on price.
- 7 Vision Leeds of 52 Moorside Drive, Drighlington, Bradford BD11 1JA are the preferred bidder having submitted the lowest priced tender valued at approximately £50,000 per annum based on current sign production levels.

What impact will this proposal have?

Wards affected:

Have ward members been consulted?

Yes

No

- 8 Key outcome will be a sustainable model of delivery and a legacy of good practice. Making better use of resources, capacity, and timeframes for installation.

What consultation and engagement has taken place?

- 9 The Council's Procurement and Commercial Service has fully participated in this procurement exercise, providing guidance and support.

What are the resource implications?

- 10 The award of this contract ensures that the Council is achieving the best value, quality, and service from a contractor.
- 11 The estimated contract spend will be £50,000 per annum – a potential total spending of £150,000 over the life of the contract. This is based on a contract period of 24 months plus an optional 12 months extension. These costs have already been budgeted for as it is existing spend.

What are the legal implications?

- 12 In line with the Council's constitution the Director of Resources is authorised to make the decision to procure this contract.

What are the key risks and how are they being managed?

- 13 The procurement process and risk has been managed in consultation with Procurement and Commercial Services
- 14 The provision of an initial contract period of 24 months will enable the Council to assess the value in undertaking an effective open tender exercise in the event that circumstances change,

the number of requests increases and the opportunity to achieve greater value for money presents itself.

Does this proposal support the council's three Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

15 The appointment of a contractor is unlikely to have a negative or positive impact on the reduction of carbon emissions. However, the contractor has provided plans on how they intend to reduce carbon emissions from carrying out this contract.

Options, timescales and measuring success

What other options were considered?

16 As the current provision is off-contract, recommendations were sought from Procurement and Commercial Services on best practice approach.

How will success be measured?

17 The cost implication to the service and the Council will be maintained whilst retaining professional and responsive installation services.

18 Costs and timescales for installation will be monitored and evaluated against current provision.

19 Areas for time and labour savings will be identified and implemented by the contractor. Expectations around contract spend have been clearly outlined with the contractor to ensure best value.

20 The contractor will provide evaluation and performance reporting to the service.

What is the timetable for implementation?

21 The contract is expected to be awarded to the preferred contractor in January 2022.

Appendices

22 None.

Background papers

23 None.