

Tender evaluation report seeking approval to award the planned plastering contract

Date: 8th February 2024

Report of: Head of Leeds Building Services

Report to: Chief Officer of Civic Enterprise Leeds

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report outlines the evaluation of the Planned Plastering tender submissions and seeks to gain approval to award the contract to Evolve Construction Services Yorkshire Ltd.

This scheme supports the Council's activity to tackle the climate emergency, and the 'Best Ambition' strategies towards growth, health and wellbeing by providing tenants of Housing Leeds properties with modernised facilities.

Recommendations

- a) The Chief Officer of Civic Enterprise Leeds is recommended to note this report and approve the award of Planned Plastering for Leeds Building Services (LBS) to Evolve Construction Services Yorkshire Ltd for a period of two years with the option to extend for a further 2 x 12 months. The estimated expenditure per annum is £150,000. The contract is proposed to start on the 1st April 2024 and run for 2 years until 31st March 2026. If the options to extend are exercised then the potential end date would be 31st March 2028 with an estimated spend of £600,000 over the full term of the contract.
- b) Recognises that Appendix 1 should be designated exempt from publications in accordance with Access to Information Procedure Rule 10.4(3).

What is this report about?

- 1 This report provides details of the tender evaluation process and seeks approval from the Chief Officer Civic Enterprise Leeds to award the contract for Planned Plastering.
- 2 This report is a subsequent decision from a Key Decision published on the 5th June 2023 that approved the procurement strategy to procure a contractor via an open tender process.
- 3 A tender was published on the 21st September 2023 on the YORtender portal as an open tender. The initial submission date was the 25th October 2023. A request for an extension to the submission date was granted to bidders and the submission date was extended to 1st November 2023. The tender was evaluated on a price, quality separated approach with all compliant contractors scored on their quality submission and those passing the minimum quality threshold of 60% being scored on their price submission only. Six tenderers submitted a bid, however at the tender opening it was noted that no documents had been submitted in relation to one bidder. The bidder was contacted on the 1st November 2023 to ascertain if this was an error, and no response was received and so this organisation was discounted.
- 4 The quality submissions of the five remaining tenders received were evaluated by the evaluation panel made up of three officers from within LBS.
- 5 After the conclusion of the quality evaluation process for the remaining five tender submissions two of these submissions achieved the required quality threshold of 60%, subsequently thereafter after checks of the tendered price submissions by Quantity Surveyors from the Housing Leeds Commercial Team the details of the outcome of the scoring are outlined in the table below.
- 6 Three bidders did not score above the minimum quality threshold. The table below outlines the results of the tender evaluation scores.

Bidder	Quality Score	Price Score	Rank
Evolve Construction Services Yorkshire Ltd	Pass	1000.00	1st
Bidder A	Pass	362.39	2 nd
Bidder B	Failed to pass 60% threshold	Not scored	N/A
Bidder C	Failed to pass 60% threshold	Not Scored	N/A
Bidder D	Failed to pass 60% threshold	Not Scored	N/A

- 7 Subsequently the proposal is to award the contract to Evolve Construction Services Yorkshire Ltd who is identified as the successful organisation having submitted the lowest priced submission that has passed the quality threshold, as is demonstrated in the table above.
- 8 The previous authority to procure report approved and published on the 13th June 2023 originally referred to this contract covering two lots. Lot 1: Planned Plastering and Lot 2: Responsive Plastering. This volume of work would have required two contractors to be appointed one to cover each of the Lots. However, since the authority to procure report was approved and published a further decision, published on the 2nd October 2023 ([Council and](#)

[democracy \(leeds.gov.uk\)](https://democracy.leeds.gov.uk) was taken to carry out a separate process under CPR 25 to appoint a number of plastering contractors to carry out responsive plastering. This has led to a reduction in the volume and value of the works in this governance decision to cover just Planned Plastering. The change to this workstream has resulted in the decision to only require one planned plastering contractor due to LBS having internal resource to support planned plastering.

What impact will this proposal have?

- 9 This proposal will provide a contractor to carry out planned plastering works in housing and non-housing council properties. It will support the planned Kitchen and Bathroom works by providing essential plastering works to take place before the main fit takes place via LBS or other contractors and ensure wall surfaces are sufficiently prepared and in good condition before a new bathroom or kitchen is fitted. The proposal will also cover making good after re-wiring schemes have taken place including chasing in of wires, repairs to damaged plasterboard and re-plastering where holes or other damage is made as part of the works.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

- 10 The proposed contract award will support Health and Wellbeing by providing planned plastering works to housing properties, ensuring homes are kept in a good standard and that planned replacement of kitchens, bathrooms and rewires can take place.
- 11 The contract will deliver social value benefits under themes measures and outcomes (TOMS) as submitted by the contractor as part of their tender to support inclusive growth in the Leeds city region with supporting local Leeds business and suppliers.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 12 Consultation has taken place with the Procurement and Commercial Services legal team, the Construction and Housing procurement team to ensure the procurement and subsequent contract is compliant.

What are the resource implications?

- 13 LBS estimate the contract agreement value per annum to be £150,000 of planned works. The contract agreement is proposed to be for a period of 2 years (1st April 2024 to 31st March 2026) with the option to extend up to a further 2 x 12 months, with a total of £600,000 over 4 years.

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

- 14 Risks of procurement challenges are present in any procurement that is undertaken. To manage this, a fully compliant and transparent tender process has been carried out in line with the Contract Procedure Rules.

15 Due diligence has been completed in regard to the proposed supplier for award of contract with relevant vetting carried out to obtain technical references from previous works of a similar nature, financial checks and due diligence on Health & Safety and safeguarding. Records are stored on file for audit purposes.

What are the legal implications?

- 16 This is a significant operational decision as a direct result of a key decision reference: D56447 taken on 13/06/2023 and is therefore not open to call in. Other than Appendix 1 – Tender Analysis Report, there are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
- 17 This procurement has been undertaken in compliance with the Council's Contracts Procedure Rules. The tender has been evaluated in accordance with the evaluation criteria set out in the tender documents. Following the tender evaluation, the successful contractor has been identified as Evolve Construction Services Yorkshire Ltd.
- 18 The information in Appendix 1 of this report has been identified as exempt/confidential under the Access to Information Rules 10.4 (3). The public interest in maintaining the exemption in relation to the confidential appendices outweighs the public interest in disclosing the information and financial details which, if disclosed would adversely affect the business of the Council and the business affairs of a number of individual companies.

Options, timescales and measuring success

What other options were considered?

- 19 Several frameworks were explored to see if these could support the procurement of planned plastering. However, no framework available delivered the requirements needed by LBS. Further details were provided in the previous key decision report that approved the procurement strategy.
- 20 Internal resource is being used on the planned plastering works, however this is not always enough to cover the volume of works needed and therefore an external contractor was required to cover and support the internal resource.

How will success be measured?

- 21 KPI's as contained in the tender will be managed and monitored and will contribute to measuring the success of the contract.
- 22 The contract will be delivered and supported with a robust contract management in place, that will be the responsibility of the contract manager in LBS.

What is the timetable and who will be responsible for implementation?

- 23 Contract Award February 2024
- 24 Contract Start April 2024
- 25 Implementation will be carried out by the Head of Leeds Building Services and Team Managers in the Planned works team.

Appendices

- Appendix 1 – Tender Analysis Report (confidential)

Background papers

- Authority to procure report: [Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk/council-and-democracy)
- CPR25 Responsive Plastering Decision: [Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk/council-and-democracy)