

Public Document Pack

Officer Decisions

Friday, 1st June, 2018

AGENDA

1. **Schedule of Officer Decisions w/e 1st June 2018**

2. **Award of the contract for the collection, storage and disposal of abandoned vehicles 2018-2020**
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EIA-Checklist-v1.0
CallInForm2018.doc

3. **Award of the contract for the collection, storage and disposal of abandoned vehicles 2018-2020 - Part 2**
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Date Published: 1st June 2018
Harry Catherall, Chief Executive

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER
DECISION TAKEN BY:
PORTFOLIO AREA:

Director of Environment and
Leisure
Environment

SUBJECT: Award of the contract for the collection, storage and disposal of abandoned vehicles 2018-2020

1. DECISION

It is recommended that the above contract is awarded to the highest scoring bidder taking into account price and quality.

2. REASON FOR DECISION

The Council require a supplier for the provision of the above service. A tender process has been carried out through the CHEST procurement system, with the price/ quality model identified 60/40.

3. BACKGROUND

The requirement for the provision of a collection, storage and disposal service of abandoned vehicles is a statutory duty on the local authority. The bid documents were sent to 8 companies, including 3 who previously had expressed an interest in the service and with whom soft market testing had been carried out. The evaluation was based on a 60/40 price quality model.

The detailed specification laid out the service required between 1 June 2018 (contract start) and 31 March 2020, with an option to extend the service for a further 2 years.

Bidders were required to submit not just a price for the service, but had to outline their service level in 6 areas :-

- Collection procedure, plant and equipment
- Staff
- Contract communication and data management
- Health, safety and environmental protection
- Storage and disposal
- Service continuity

All bidders had to score a minimum of 50% on these 'quality' aspects to be considered for award. This is common practice and avoids a scenario of a very low priced bidder securing a contract where their quality of service is very poor. The Council needs to ensure all collections are made in a safe manner (to avoid damage to people and property) and that they can evidence an audit trail on the legal storage and disposal of all collected vehicles.

The evaluation and price scoring model was developed by Officers in Cleansing and procurement, with tender evaluation carried out by officers in Cleansing, and subsequently reviewed by the council's Procurement team.

Two bids were received and Bidder B, a Blackburn based company who are experienced in vehicle removals including abandoned vehicles, scored highest. The other bidder did not reach the minimum quality score, as shown below :-

Description of Criteria	Available weighted score	Bidder A - Average Panel weighted Score	Bidder B - Average Panel weighted Score
1. Collection procedure, plant and equipment	10	1.4	6.6
2. Staff	6	0.6	3.6
3. Contract Communications and Data management	4	1.4	2.6
4. Health, Safety and Environmental protection	8	1.6	4.4
5. Storage and Disposal	10	2.2	7
6. Service continuity	2	0.2	1
Total	40	7	25

4. OPTIONS CONSIDERED AND REJECTED

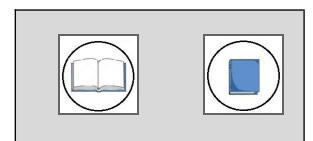
The other tenderer submission, bidder A was considered but after scoring, were rejected on quality reasons.

The Council does not have the vehicle fleet or storage facility to collect and store these vehicles which is why the service has been contracted.

5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

CONTACT OFFICER:	Stuart Hammond
DATE:	10 April 2018
BACKGROUND DOCUMENTS:	yes



DIRECTORS - has legal and finance advice been considered ?

YES

NO

Signed:	Signed:
Director HR. Legal & Corporate Services	Director of Finance and IT
Date:	Date:
In making this decision I confirm that I have considered and understood the Equalities Impact assessment (EIA) associated with this item (if applicable)	
Signed:	Signed:
Executive Member:	Chief Officer:
Date:	Date:

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Environment & Leisure Department	Date the activity will be implemented	01/06/2018
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Brief description of activity	Collection, storage and disposal of abandoned vehicle
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input checked="" type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy	<input type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Does this activity contribute towards meeting the Equality Act's General Public Sector Equality Duty? Does it: Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity removes or minimises disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Advance equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity takes steps to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Foster good relations between people who share a protected characteristic and those who do not <i>(i.e. the function encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> Yes
FOR = 1	TOTAL	AGAINST = 5

Will you now be completing an EIA?

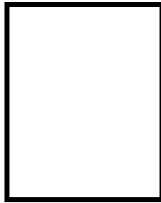
Yes

No

The EIA toolkit can be found [here](#)

Signature	
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Date	18/01/2018
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TO: THE CHIEF EXECUTIVE
For the immediate attention of
Democraticservices@blackburn.gov.uk

From COUNCILLOR

Date:

EXECUTIVE BOARD/MEMBER DECISION TO BE CALLED IN: Ref

EXECUTIVE BOARD/EMD

DATE OF PUBLICATION:

Subject:

EXECUTIVE BOARD/MEMBER DECISION CALLED IN BY:
(6 Members)

Councillor	Signature
1.	
2.	
3.	
4.	
5.	
6.	
Date Received by Democratic Services:	

REASONS FOR THE CALL IN

Please state reasons for the Call In, which will be addressed by the appropriate Executive Member.

As agreed at Council Forum on 26th June 2009, the lead signatory must provide detailed reasons for the Call in.

Council Forum resolved that it was no longer sufficient to provide limited reasons such as Lack of consultation or inaccurate information.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted