

# Public Document Pack

## Officer Decisions

Friday, 12th October, 2018

Time Not Specified

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### AGENDA

1. **Award of Contract Maintenance Services to Urban Traffic Control Communications and CCTV infrastructure**  
UTC Comms 19-06-18 2 - 9  
Part 2 - UTC Comms 20-09-18  
EIA Checklist - June 2018
  
2. **Award of Contract Maintenance Services to Traffic Control Devices and Infrastructure**  
ITS Infrastructure 20-07-18 10 - 19  
Part 2 - ITS Maintenance Contract 20-09-18  
EIA Checklist - June 2018

Date Published: 12<sup>th</sup> October 2018  
Harry Catherall, Chief Executive

## RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY FROM EXECUTIVE/COUNCIL/COMMITTEE



<b>DELEGATED OFFICER</b>	Denise Park
<b>DECISION TAKEN BY:</b>	
<b>DELEGATED BY:</b>	Executive (date of delegation)
<b>IN CONSULTATION WITH:</b>	Executive Member
<b>PORTFOLIO AREA:</b>	Regeneration

**SUBJECT: Award of Contract for Maintenance Services to Urban Traffic Control Communications and CCTV Infrastructure**

### 1. DECISION

To award the contract for Maintenance Services to Urban Traffic Control Communications and CCTV Infrastructure to the sole bidder for a period of 8 years, with extensions upon satisfactory performance for a further 2 years.

### 2. REASON FOR DECISION

Approval was given by Executive Member Decision (published on 18<sup>th</sup> December 2017) to undertake a procurement exercise for the provision of a new traffic signals maintenance contract.

Following discussions with the industry about how best to manage the increased infrastructure installed since the previous contract was let, this procurement exercise was split in to two related tenders, incorporating the same terms and conditions and broadly similar specification requirements. The tenders are:

Tender 1: Provision of Maintenance Services to Traffic Control Devices and Infrastructure

Tender 2: Provision of Maintenance Services to Urban Traffic Control Communications and CCTV

This report refers to Tender 2 and response received.

#### 2.1 ITT

Following Executive Member Decision, an Invitation to Tender (ITT) was loaded onto the Council's procurement portal, 'The Chest', for completion by potential suppliers with a submission deadline of 11<sup>th</sup> May 2018.

Six bidders expressed an interest in the tender however five subsequently opted out due to timescales or being unable to meet the qualification requirements.

The Standard Questionnaire responses were evaluated by the Procurement team and each was scored on their responses to individual questions covering economic and financial standing and technical and professional ability as well as those relating to insurance levels, compliance with equality legislation and approach to environmental management and health and safety.

The ITT asked each bidder to respond to 15 method statements on how they would operate the various aspects of the contract, performance monitoring, innovation and risk management, as well as provide prices for a basic schedule of rates and an aggregated cost for maintenance of the

various UTC communications infrastructure and the associated traffic CCTV system.

Due to only a single bid being forthcoming, a full evaluation of the submitted documents was not carried out, however from a technical perspective the submission complies with and in some areas exceeds the Councils requirements.

Given the extensive market testing the sole bidder is recommended for award of the tender.

### **3. BACKGROUND**

Following Executive Member Decision on 18<sup>th</sup> December 2017, delegated authority was given to the Director of Regeneration in consultation with the Executive Member for Regeneration, to award the contract for the Provision of Maintenance Services to Urban Traffic Control Communications and CCTV Infrastructure.

### **4. OPTIONS CONSIDERED AND REJECTED**

The tender was compiled specifically to comply with the Councils performance obligations for DfT Level 3 funding for highways maintenance and management and takes features suited to the Borough from a number of different local authority tenders.

Including the UTC and CCTV infrastructure in to the associated Traffic Control Devices maintenance contract was considered however discussions with the traffic control industry suppliers recommended that a separate contract would be more cost effective, given the nature of the work.

In addition, the maintenance and management of communications infrastructure for traffic control systems is highly specialised, requiring on-street working experience as well as technical networks expertise. It is therefore not possible to adjust the specification to open up the work to potentially more bidders.

*Further information is available from the report author*

### **5. POLICY IMPLICATIONS**

The new contract will be important for the Councils continuing duties and obligations to efficiently manage traffic under its Network Management Duty and safely manage its highways assets.

### **6. FINANCIAL IMPLICATIONS**

The costs will be met from the existing traffic signals revenue budget.

### **7. LEGAL IMPLICATIONS**

The ITT process outlined above complies with the Council's Contract Procurement Procedure Rules and EU procurement law.

Advice has been, and will continue to be taken as appropriate from the Legal Services and Procurement teams to ensure compliance with procurement rules and law.

As part of the procurement process, the final contract will be in a form approved by Legal Services.

### **8. RESOURCE IMPLICATIONS**

There will be an impact on the Traffic team in order to ensure that certain sections of the contract are complied with and that existing asset records are collated and made available to the contractor.

### 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

### 10. CONSULTATIONS

No internal or external consultations have been carried out.

### 11. 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:

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Chris Pearson</b>
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<b>DATE:</b>	19 <sup>th</sup> June 2018
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<b>BACKGROUND DOCUMENTS:</b>	n/a
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DIRECTORS - has legal and finance advice been considered ?

YES

NO

No internal or external consultations have been carried out.

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

Document is Restricted

## 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.

<b>Service area &amp; dept.</b>	REGENERATION - TRAFFIC	<b>Date the activity will be implemented</b>	02/07/2018
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<b>Brief description of activity</b>	Maintenance Services to Traffic Control Devices and Infrastructure
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<b>Answers favouring doing an EIA</b>	<b>Checklist question</b>	<b>Answers favouring not doing an EIA</b>
<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"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
<b>FOR = 1</b>	<b>TOTAL</b>	<b>AGAINST = 5</b>

**Will you now be completing an EIA?**

Yes

No

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

<b>Assessment Lead Signature</b>	Chris Pearson
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Gwen Kinloch</b>
<b>Date</b>	28/06/2018

## RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY FROM EXECUTIVE/COUNCIL/COMMITTEE



<b>DELEGATED OFFICER</b>	Denise Park
<b>DECISION TAKEN BY:</b>	
<b>DELEGATED BY:</b>	Executive (date of delegation)
<b>IN CONSULTATION WITH:</b>	Executive Member
<b>PORTFOLIO AREA:</b>	Regeneration

**SUBJECT: Award of Contract for Maintenance Services to Traffic Control Devices and Infrastructure**

### 1. DECISION

To award the contract for a Maintenance Services to Traffic Control Devices and Infrastructure to Bidder A for a period of 8 years, with extensions upon satisfactory performance for a further 2 years.

### 2. REASON FOR DECISION

Approval was given by Executive Member Decision (published on 18<sup>th</sup> December 2017) to undertake a procurement exercise for the provision of a new traffic signals maintenance contract.

Following discussions with the industry about how best to manage the increased infrastructure installed since the previous contract was let, this procurement exercise was split in to two related tenders, incorporating the same terms and conditions and broadly similar specification requirements. The tenders are:

Tender 1: Provision of Maintenance Services to Traffic Control Devices and Infrastructure

Tender 2: Provision of Maintenance Services to Urban Traffic Control Communications and CCTV

This report refers to Tender 1 and responses received.

#### 2.1 PQQ and ITT

Following Executive Member Decision, an Invitation to Tender (ITT) was loaded onto the Council's procurement portal, 'The Chest', for completion by potential suppliers with a submission deadline of 11<sup>th</sup> May 2018.

The Standard Questionnaire responses were evaluated by the Procurement team and each was scored on their responses to individual questions covering economic and financial standing and technical and professional ability as well as those relating to insurance levels, compliance with equality legislation and approach to environmental management and health and safety.

The ITT asked each bidder to respond to 15 method statements on how they would operate the various aspects of the contract, performance monitoring, innovation and risk management, as well as provide prices for a basic schedule of rates and an aggregated cost for maintenance of the various traffic control infrastructure.

On receipt of the bids, the evaluation panel consisted of a member of the Procurement team and a senior member of the Traffic team to provide technical expertise. The panel performed a score of the responses to each of the Method Statements. The evaluation criteria was based on quality of the response and how that would benefit the delivery of the service;

- the total cost of maintenance services,
- day to day contract operations,
- intelligent traffic systems support and operations

A total of 2 responses were received to the ITT, the details of which, and the total scores for the responses which form 70% of the total marks, are outlined in the table below;

Evaluation criteria	%	Bidder A	Bidder B
<b>Total Score</b>		<b>98.5</b>	<b>77.38</b>
<b>Weighted Score</b>	<b>60%</b>	<b>59.37</b>	<b>46.43</b>

The prices for the services returned in the submissions were evaluated with a weighted score.

Evaluation criteria	%	Bidder A	Bidder B
Schedule of Rates	10	8.95	10
Annual Charges	30	30	24.09
<b>Weighted Scores</b>	<b>40%</b>	<b>38.95</b>	<b>34.09</b>

Aggregation of the final weighted scores gives

		Bidder A	Bidder B
<b>Weighted Scores</b>	<b>100%</b>	<b>98.32</b>	<b>80.52</b>

Consequently Bidder A is recommended for award of the tender as they exceed Bidder B's scores on both Quality and Price

### 3. BACKGROUND

Following Executive Member Decision on 18<sup>th</sup> December 2017, delegated authority was given to the Director of Regeneration in consultation with the Executive Member for Regeneration, to award the contract for the Provision of Maintenance Services to Traffic Control Devices and Infrastructure.

### 4. OPTIONS CONSIDERED AND REJECTED

The tender was compiled specifically to comply with the Councils performance obligations for DfT Level 3 funding for highways maintenance and management and takes features suited to the Borough from a number of different local authority tenders.

A separate agreement for the hosted systems was considered but rejected in order to have all ITS technological assets under the same contractual (one-stop-shop) agreement in order to minimise potential management and interfacing requirements between different suppliers.



## **5. POLICY IMPLICATIONS**

The new contract will be important for the Councils continuing duties and obligations to efficiently manage traffic under its Network Management Duty and safely manage its highways assets.

## **6. FINANCIAL IMPLICATIONS**

The overall cost to the revenue budget has increased due to combining the cost of the hosted systems in to the contract. This was previously part of a separate 5 year agreement funded from the Capital budget. Additional cost increases are due to increased assets installed on street and additional inspection and testing requirements.

## **7. LEGAL IMPLICATIONS**

The ITT process outlined above complies with the Council's Contract Procurement Procedure Rules and EU procurement law.

Advice has been, and will continue to be taken as appropriate from the Legal Services and Procurement teams to ensure compliance with procurement rules and law.

As part of the procurement process, the final contract will be in a form approved by Legal Services.

## **8. RESOURCE IMPLICATIONS**

There will be an impact on the Traffic team in order to ensure that certain sections of the contract are complied with and that existing asset records are collated and made available to the contractor.

**9. EQUALITY AND HEALTH IMPLICATIONS**

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

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No internal or external consultations have been carried out.

**11. DECLARATION OF INTEREST**

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**VERSION:** 1

**CONTACT OFFICER:** Chris Pearson

**DATE:** 19/06/18

**BACKGROUND DOCUMENTS:** n/a

**DIRECTORS - has legal and finance advice been considered ?**

YES

NO

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<b>Assessment Lead Signature</b>	Chris Pearson
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Gwen Kinloch</b>
<b>Date</b>	28/06/2018