



# 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
<b>Total</b>	<b>40</b>	<b>7</b>	<b>25</b>

#### 4. OPTIONS CONSIDERED AND REJECTED

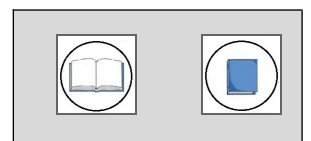
The other tenderer submission, bidder A was considered but after scoring, were rejected on quality reasons.

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:

<b>CONTACT OFFICER:</b>	<b>Stuart Hammond</b>
<b>DATE:</b>	10 April 2018
<b>BACKGROUND DOCUMENTS:</b>	yes



DIRECTORS - has legal and finance advice been considered ?

YES

NO

Signed:	Signed:
<b>Director HR. Legal &amp; Corporate Services</b>	<b>Director of Finance and IT</b>
<b>Date:</b>	<b>Date:</b>
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:
<b>Executive Member:</b>	<b>Chief Officer:</b>
<b>Date:</b>	<b>Date:</b>