

TENDER EVALUATION REPORT	CATEGORY:	Corporate / Business / Print
	INITIATIVE NUMBER & TITLE:	22-280 Garden & Business Waste and Additional Bin Permit Subscription Service
	YORtender REF:	82034
	CATEGORY MANAGER:	Laura Wilkinson, Procurement Category Manager
	SERVICE LEAD:	Barry Connolly, Street Scene Manager

1. PURPOSE

The purpose of this tender evaluation report is to provide Sam Barstow, Assistant Director of Community Safety and Street Scene with a summary of the procurement process undertaken, the outcomes achieved along with any potential issues and risks in order to seek approval to progress with an award to PermiServ Limited.

2. OBJECTIVES OF RESULTANT AGREEMENT

The objective of the resultant agreement is to have a supplier who can produce and distribute bin permit stickers directly to residents to easily identify who has subscribed and paid for garden waste collection services and who is entitled to additional general waste bins. Permit stickers are also required to identify which businesses have an active business waste contract with Rotherham Metropolitan Borough Council. The supplier will be able to receive address and subscription data via spreadsheet from our in-cab system (currently Bartec) or by spreadsheet update. They will also be required to have a system / on-line portal to identify potential duplicates and enable RMBC staff to easily access data such as delivery status and subscription details.

3. KEY FACTS

3.1	Estimated Contract Value:	£300000.00
3.2	Initial Contract Term (months):	60 months
3.3	Extension Options (months):	Not Applicable
3.4	Route to Market:	Open Above threshold

3.5	Contract Notice Reference Number	2024-004113
3.6	Tender Closing Date:	08/03/2024
3.7	Number of Expressions of Interest Received:	1
3.8	Number of Tenders Received:	1
3.9	Details of Formal Opt Outs:	None

4. EVALUATION					
4.1 Evaluation Panel Members					
Facilitator:	Laura Wilkinson (Procurement Category Manager)				
Compliance Checks:	Laura Wilkinson (Procurement Category Manager)				
Selection Criteria:	Laura Wilkinson				
Award Criteria: Quality:	Andrew Horner, Amy Sheppard, Barry Connolly, Helen Barker				
Award Criteria: Social Value	The Social Value Portal verified by Emma Fairclough				
Award Criteria: Price:	Laura Wilkinson				
4.2 Dates					
Individual Evaluation:	08/03/2024	to	12/03/2024		
Moderation:	13/03/2024	to	13/03/2024		
4.3 Summary Scores					
Detailed below is a summary of the evaluation. A copy of the full evaluation records can be obtained from the Category Manager within Procurement detailed at the top of this report.					
Bidders Name	Com	lian	Sei	Award Criteria	Tot al Sc

		ecti on Crit	Mandatory Criteria	Quality Score (out of 40)	Social Value Score (out of 20)	Price Score (out of 40)	
PermiServ Limited	Pass	Pass	Pass	27.10	17.50	40	84.60

4.4 Successful Bid(s) Details

Bidders Name: PermiServ Limited

Proposed Contract Value: £329,750.00

4.5 Due Diligence

A credit safe check has been undertaken on the supplier (Company Registration Number 01175435) which has returned a risk score of 51, indicating this supplier is a low risk to the authority.

5 OUTCOMES ACHIEVED

PermiServ Limited have submitted a social value offer worth £6,080. Two new employees will be recruited as part of this contract, targeting individuals who have experienced long-term unemployment. They have also offered to work with schools and prepare a school presentation exploring careers in Printing and Design and/or Sustainability/Upcycling and Recycling, suitable for Secondary school children in Rotherham. The supplier will also provide an educational talk on the Upcycling Badge in collaboration with the Girl Guides in Rotherham. Lastly, they have also committed to spend £5,000 with Rotherham based businesses.

6 RISKS / ISSUES

No significant risks have been identified as part of the proposed recommendation. None of the risks identified as part of the Procurement Business Case were rated high. The risk of challenge is low as there was only one bidder as part of the process.

7 FINANCIAL AND OVERALL PROJECT COST IMPLICATIONS

The cost of permits will be met from service delivery budgets for garden waste and business waste. Both services are chargeable and as such the costs are built into the

budgets and pricing models for these services so service costs are recovered from service users.

8 RECOMMENDATION

Following the evaluation for this tender, it is the recommendation of the project team that the Council progresses to issue an award to PermiServ Limited.

9 NEXT STEPS

As only one bid was received there is no need to undertake a standstill period, therefore, once formal approval has been granted contract signatures will be sought. The details of the contract will also be published on the council's contracts register and the necessary transparency arrangements will be completed.

10 REPORT AUTHOR AND APPROVER

10.4 Report Author

Name: Emma Fairclough, Andrew Horner, Amy Sheppard, Barry Connolly

Date: 27/03/2024

10.5 Reviewed by Head of Procurement (or deputy)

Name: Karen Middlebrook

Date: 02/04/2024

10.6 Reviewed by Head of Finance (or deputy)




Name: Jayne Close

Date: 02/04/2024

10.7 Approver (approval obtained electronically)

Name: Sam Barstow

Evidence:

  
Embed a copy of the email approval

Date: 08/04/2024