



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR THAMES VALLEY

REQUEST FOR DECISION – PCC 2018 / 016

Title: Contract for the supply of vehicle damage repair services

This contract covers Thames Valley Police's ("the Authority's") requirement for vehicle damage repair services on behalf of the Chiltern Transport Consortium (CTC) which covers police motor vehicles and other vehicles in its custody in the following member forces:

Thames Valley Police, Bedfordshire Police, Hertfordshire Constabulary, Cambridgeshire Police.

The network of 6 in-house workshops who will utilise this contract are Aylesbury, Bicester, Kempston, Sulhamstead, Welwyn Garden City and St Ives.

This opportunity sought to encourage small & medium sized enterprises (SMEs) to tender for this contract which was subdivided into lots linked to the CTC workshop that will act as the prime source of work for each lot. Organisations were permitted to apply for one more lots.

The lot structure is as follows:

- Lot 1 – Aylesbury CTC Workshop
- Lot 2 – Bicester CTC Workshop
- Lot 3 – Kempston CTC Workshop
- Lot 4 – Sulhamstead CTC Workshop
- Lot 5 – Welwyn Garden City CTC Workshop
- Lot 6 – St Ives CTC Workshop

The evaluation criteria were allocated as 50% Quality 50% Price.

Full details are provided in Annex 1.

Recommendation:

The Police and Crime Commissioner is invited to agree the award of contract in respect of the above mentioned Service to:

Lot 1 - Assumed Lot Value £128,000 - Aylesbury Body Language.

Lot 2 - No Bids

Lot 3 - Assumed Lot Value £260,000 - Bradshaw's & VW Panels

Lot 4 - Assumed Lot Value £120,000 - Autotech ARC Ltd & Fix Auto Slough & Maidenhead Auto Repair

Lot 5 - Assumed Lot Value £260,000 - Bradshaw's & VW Panels

Lot 6 - Assumed Lot Value £75,000 - Bradshaw's & VW Panels

The above contract is for an initial term of 24 months duration, with 2 extension option(s) of 12 months each period. Giving a potential contract length of 48 months.

The total value of this contract is estimated at £3.4m over the full project period (including extension options) split across the various lots. The total value is made up of £1.7m for the initial term and £850,000.00 for each extension period.

Lot 2 is being retendered and a separate decision paper will be produced in due course.

The nature of this service is that of reactive repair, and contract costs have been based on historic values.

The suppliers meet all the requirements of the contract terms and conditions and specification and offer the Most Economically Advantageous Solution, as assessed through the evaluation process.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature

Date

PART 1 – NON-CONFIDENTIAL

1 Introduction and Background

1.1 This POR covers Thames Valley Police's ("the Authority's") requirement for vehicle damage repair services on behalf of the Chiltern Transport Consortium (CTC) which covers police motor vehicles and other vehicles in its custody in the following member forces:

- Thames Valley Police
- Bedfordshire Police
- Hertfordshire Constabulary
- Cambridgeshire Police.

1.2 The network of 6 in-house workshops who will utilise this contract are:

- Aylesbury HP21 2LA,
- Bicester OX26 2ZA,
- Kempston MK42 8AX,
- Sulhamstead RG7 4DX,
- Welwyn Garden City AL8 6XF, and
- St Ives PE28 9QR.

1.3 This opportunity sought to encourage small & medium sized enterprises (SMEs) to tender for this contract which was subdivided into 6 lots linked to the CTC workshop that will act as the prime source of work for each lot. Organisations were permitted to apply for one more lots.

- Lot 1 – Aylesbury CTC Workshop
- Lot 2 – Bicester CTC Workshop
- Lot 3 – Kempston CTC Workshop
- Lot 4 – Sulhamstead CTC Workshop
- Lot 5 – Welwyn Garden City CTC Workshop
- Lot 6 – St Ives CTC Workshop

1.4 The bids were evaluated in accordance with the published award criteria of 50% cost and 50% quality.

1.5 Full details are provided in Annex 1

2 Issues for Consideration

2.1 The intention was to take the top two scoring suppliers for each Lot through to final approval stage. However some lots provided insufficient bids (e.g. Lot 2) and it was agreed with the Head of Procurement that, for short-term resilience and business continuity purposes, more vehicles would be passed through the Sulhamstead workshop and an additional bidder would be awarded against this lot.

2.2 The final approval stage bidders were then subject to a site audit in order to validate the Self Certification Questionnaire they had submitted as part of their tender return. TVP Procurement Manager, TVP Fleet Technical Services Manager, and respective CTC Workshop Managers conducted the

audits across the CTC area, and were able to verify that all selected bidders had been able to demonstrate the requirements set out in the tender documents.

2.3 Lot 2 will be retendered.

3 Financial Comments

3.1 The total value of this contract is estimated at £3.4m over the full project period (including extension options) split across the various lots. The total value is made up of £1.7m for the initial term and £850,000.00 for each extension period.

3.2 The TVP share of the initial contract period is £645,830 with £1,054,170 for the other 3 forces

3.3 Lot 2 is being retendered and a separate decision paper will be produced in due course.

4 Legal Comments

4.1 The award of this contract should reduce the need to award work to supplier's on an ad-hoc basis and so meaning we should have stronger contractual arrangements in place

5 Equality Comments

5.1 No specific comments

6 Background Papers

6.1 Tender documentation

Public Access to Information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? No

**If yes, for what reason?
Until what date?**

Is there a Part 2 form? Yes

ORIGINATING OFFICER DECLARATION (as appropriate):		
	Officer	Date reviewed
Head of Procurement	Richard Fowles	23.11.18
Financial Advice	Linda Waters	23.11.18

OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Chief Executive

Date 27/11/2018


Chief Finance Officer

Date 27/11/18



Procurement Services

Procurement Outcome Report

Contract for the supply of

Vehicle Damage Repair Services

Submitted By Anne Canning

Date Submitted: 08/11/2018

Contract Award (and POR) Sign-Off Sheet

By approving this document the Procurement Governance Board confirms acceptance of the detail contained within this document, approval to proceed with contract award, implementation and realisation of the benefits.

In the case of a Procurement which results in a new contract (or extension) the document replaces the previous award paper, and has a section for the relevant sign-offs below.

Executive Summary and Recommendations

1.1 BACKGROUND

This POR covers Thames Valley Police's ("the Authority's") requirement for vehicle damage repair services on behalf of the Chiltern Transport Consortium (CTC) which covers police motor vehicles and other vehicles in its custody in the following member forces:

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Lot 5 – Welwyn Garden City CTC Workshop

Lot 6 – St Ives CTC Workshop

The bids were evaluated in accordance with the published award criteria of:

50% - Cost

50% - Quality

The deliverables were assessed by the Fleet Technical Manager.

The costs were assessed by the Procurement Manager.

A full summary of the evaluation is included within this POR.

The intention was to take the top two scoring suppliers for each Lot through to final approval stage. However some lots provided insufficient bids, and it was agreed with the Head of Procurement that, for short-term resilience and business continuity purposes, more vehicles would be passed through the Sulhamstead workshop and an additional bidder would be awarded against this lot.

The final approval stage bidders were then subject to a site audit in order to validate the Self Certification Questionnaire they had submitted as part of their tender return. TVP Procurement Manager, TVP Fleet Technical Services Manager, and respective CTC Workshop Managers conducted the audits across the CTC area, and were able to verify that all selected bidders had been able to demonstrate the requirements set out in the tender documents.

Regulation 84 form has been completed and is at Appendix A

1.2 RECOMMENDATION

The Police and Crime Commissioner is invited to agree the award of contract in respect of the above mentioned Service to:

Lot 1 – Assumed Lot Value £128,000. - Aylesbury Body Language.

Lot 2 - No Bids

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The suppliers meet all the requirements of the contract terms and conditions and specification and offer the Most Economically Advantageous Solution, as assessed through the evaluation process.

Process and POR approval

Role	Name/Job Title	Signature and Sign-Off Date
Project Sponsor – Fleet Technical Services Manager	Dave Newman	1 st November 2018
Procurement Business Partner	Allyson Hughes	23 rd November 2018
Procurement Lead	Anne Canning	15 th November 2018
TVP Finance – Financial Checks	Charles Alele	31 st October 2018
TVP Finance – Accountant	Paul Morrison	

Contract Award Approval

Approval Role	Name	Job Title	Signature and Sign-Off Date
Reviewer:	Richard Fowles	Head of Procurement	
First Approver:	Linda Waters	Director of Finance	
Second Approver:	Ian Thompson	Chief Finance Officer	
Second Approver:		OPCC	

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PART 1 – FOR PUBLICATION ON TVP INTRANET SITE

Contract Summary and Information for BLPD	
Proposed Supplier (s)	Lot 1 - Aylesbury Body Language Lot 2 - No Bids Lot 3 - Bradshaw's & VW Panels Lot 4 - Autotech ARC Ltd & Fix Auto Slough & Maidenhead Auto Repair Lot 5 - Bradshaw's & VW Panels Lot 6 - Bradshaw's & VW Panels
Planned Contract Start Date	1 st December 2018
Contract Duration – Initial Term (<i>months</i>)	24 Months
Contract Extensions Available (<i>months</i>)	2 Options to extend by 12 Months for each Option
Contract Value Initial Period (<i>months</i>)	£1.7m (24 months)
Contract Value Extension per extensions periods	£850,000.00 (per 12 month period (x2))
Collaborative Purchase Information (who are we buying with and what is there proportion of spend).	TVP led contract on behalf of CTC. Based on historic spend data TVP proportion of spend is approximately 30% £255,000. Remaining CTC forces account for 70% £595,000.

