

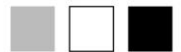


Wyre Forest District Council

Record of a Council Decision delegated to be made by an Officer

This includes a record of an Executive Decision made by an officer under Regulation 13, Part 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Item decided: Process, timetable and evaluation model for procuring the contractor for the refurbishment of Raven Street and resultant contract award.	
Officer who has taken the decision	Mike Parker, Corporate Director; Economic Prosperity and Place, in consultation with the Corporate Director: Resources, the Solicitor to the Council and the Cabinet Member for Economic Regeneration, Planning and Capital Investments.
Date of the decision	11/06/2020
Reason for the decision/alternatives considered	This decision follows the report to refurbish an existing empty property in Raven Street. This provision will provide much needed accommodation for families whilst they wait for a longer term permanent housing solution.
Date and source of Delegated Decision (if appropriate)	Cabinet report 12/11/2019
Council/Cabinet member consulted – if applicable	Cabinet Member for Economic Regeneration, Planning and Capital Investments.
Any interest declared by the Consultee or officer	N/A



Appendix One: Raven Street

The process followed is the standard process in conformity to contract standing orders and followed the timetable outlined below;

24/03/2020	ITT on portal
14/04/2020 – 23/04/2020	Site visits
30/04/2020	Tender opening.
04/05/2020	Selection process (4 contractors submitted valid tenders)
04/05/2020	Clarification request for JD Refurbs, Repairs and Maintenance
12/05/2020	Information received from JD Refurbs
12/05/2020	Contract award published on portal

The evaluation model was;

All Tenders were evaluated on a 60/40 split in favour of quality over price.

The quality criteria and weightings are as follows:

Criteria	Weighting
Please provide method statement and risk assessments that are relevant to this project	25
Please provide a timeline for the works showing the order in which the works will take place, also showing mobilisation period/lead time. Please refer to Period Timeline on page 9.	15
Please provide information to show previous experience (and qualifications) of staff that would be involved in the works and any sub contractors that would be involved in the project, contractors should be suitably qualified for specific works i.e. Electricians.	10
Please provide details of 3 other relevant and similar projects with supporting information that you have carried out in the last 3 years. Please provide current contact details as we may request references.	10

The following matrix illustrates how response to questions was assessed. The scores for each question will be used to calculate a percentage weighting based on the percentage weightings listed above.

Performance	Judgement	Score
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very good	8
Above Expectations	Good	7
Slightly exceeds expectations	Fair	6
Meets expectations	Average	5
Satisfactory but below expectations	Below average	4
Below expectations	Poor	3
Well below expectations	Weak	2
Almost Unacceptable	Very Weak	1
Unacceptable		0

Contract Award;

Following evaluation the contract has been Awarded to JDS Refurbs Repairs and Maintenance Ltd on the 12th May 2020.