

PATMOS GARDENS TENDER**SELECTION OF TENDERER****MINUTES OF MEETING HELD BY ZOOM 19TH JAN 2022****Present: Cllr D Skelton - Chair of Resources Committee****Cllr A H Greenwood Vice Chair of Resources Committee****Colin Hill – Town Clerk and Responsible Financial Officer****1. DELEGATED POWERS**

1.1 Full Council on 15th December 2022 delegated the appointment of contractors for Patmos Garden work to the Town Clerk in consultation with the Chair and Vice Chair of Resources.

2. OPENING OF TENDERS

2.1 Undertaken by Cllr D Skelton with the Town Clerk

3. ANALYSIS OF TENDERS

3.1 A paper was prepared by the Town Clerk to enable an effective comparison of Tenders and to apply scoring criteria as laid out in the Tender document.

4. Whilst three tenders were submitted one(A) was incomplete in that supporting paperwork (equivalent of up to 30% of marking) was not submitted.

5. Of the two submitted one (B) varied from the specification in that they felt a resin based stone topcoat was not deliverable in time or in budget because of supply issues, and put forward a suggestion of permeable tarmac surface, (SUDS compliant)

6. Given supply issue was raised by all three submitting tender but to different degrees of impact and cost, we took the opportunity to adjust the tender pricing element of the tendered bidding to spec (c) as though would be installing a permeable tarmac surface ,(SUDS compliant) to enable an effective price comparison to be carried out.

7. This was to reflect the potential that supply problems exacerbated and we were left with the option only of permeable tarmac surfacing, (SUDS compliant)

8. After applying this “comparison process” the outcome was as follows

	Price	Documentation	References	Surface	Total
C	68%	6%	10%	12.5%	96.5%
B	66%	7.5%	7.5%	6.25%	87.25%
A	70%	1.5%	7.5%	0%	79%

4. DECISION

- 4.1 Has we applied strict criteria regarding specification only Tenders A and C would be considered. Of these A ancillary paperwork was incomplete so contractor C would be selected
- 4.2 In undertaking the comparison pricing exercise as per point 8 above contractor C would be selected.
- 4.3 All parties to the evaluate process were in agreement that contractor C be selected at which stage the Town Clerk advised that he had made calls to references which all indicated high standards of work and review of web site projects completed indicated a similar stance. Given also the use of a specialist sub-contractor the quality work of that sub contractor has also been checked reference wise and from a web site overview.

Proposed by Cllr A H Greenwood and Seconded by Cllr D Skelton

That McMillan Landscaping Services be awarded the Patmos Gardens Contract.