

PT4 - Committee Procurement Report

This document is to be used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.



Introduction

City Procurement Project Reference:	21/003/PS		
Project / Contract Title:	London Wall Car Park Joints and Waterproofing		
Project Lead & Contract Manager:	Mark Bailey	Lead Department:	Environment
Category Manager:	Jemma Borland	Other Contact:	
Total Contract Value (excluding VAT and inc. extension options):	£1.6 Million	Contract Duration (inc. extension options):	12 weeks (estimated)
Budget approved Capital/Revenue:	Yes/No Capital/Revenue	Capital Project reference (if applicable):	16800398
Gateway Approval Process			
- Is this project subject to the Gateway process? Yes/No			
- If so, what was the last Gateway report, and date of approval, and what is the next Gateway report and scheduled date for recommendation for approval?			
Last G1&2 March 2018			
Next G3&4 June 2022			
Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)?			
n/a			

Procurement Strategy Recommendation

City Procurement team recommended option
Option 1: Traditional – Client Led (Single Stage)

Route to Market Recommendation

City Procurement team recommended option
Sub-FTS Open Tender

Specification and Evaluation Overview

Summary of the main requirements:	
Traditional construction contract for following works	
<ul style="list-style-type: none"> Waterproofing Expansion Joints Concrete Repairs 	
Technical and Pricing evaluation ratio	
30% (Technical) / 70% (Price)	
Overview of the key Evaluation areas (if known at this stage):	
Past experience, traffic management, technical expertise, H&S	
Does contract delivery involve a higher than usual level of Health & Safety, Insurance, or Business risk to be allowed in the procurement strategy?	
<ul style="list-style-type: none"> Enhanced level of health and safety because of works 	
Are there any accompanying documents with this report? e.g. PTO/outlined project plan identifying roles and responsibilities as appropriate	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please include information in the appendices section below.	
Will this project require the winning supplier(s) to process personal data on our behalf?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is there a requirement for a Performance Bond on this Project and if so, on what grounds?	
No	
Will the procurement process require a financial assessment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please indicate recommended assessment: Finance Check <input type="checkbox"/> Financial Appraisal <input type="checkbox"/>	

Please indicate reasons for this recommendation (please include in this section information on project being rated low/not low):

If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit [Designing Specifications under GDPR](#). You may include your [Data Protection Impact Assessment](#) or other relevant report as an appendix to this PT form when submitting to category board (for information).

Evaluation Panel – Please enter Names and Departments below (if known)

Procurement Strategy Options This could include inter-departmental usage, external collaborative opportunities, existing contracts integrated once expired or adding it to an existing contract. Options for Make (In-house delivery) versus Buy (Outsource) decision to be considered; also indicate any discarded or radical options.

Option 1: Traditional – Client Led (Single Stage or Two Stage)

Advantages to this Option:

- Completed design to share with the Tenderers.
- No additional design fees required.
- The Supplier is aware of their requirement from the outset.

Disadvantages to this Option:

Supplier may not have the capability to include design elements within their structure, if additional works require it.

Please highlight any possible risks associated with this option: Providing a design that can be delivered may require additional works or surveys which may not be available within the programme or the budget.

Route to Market Options: Route to market is the way in which the City will invite suppliers to bid for the procurement.

Option 1: Sub-FTS Open Tender

Advantages to this Option:

- Allows us to engage with the market as a whole.
- Allows the City to build the specification it requires and work to the timescales it requires.
- Allows us to engage with SME's as opposed to using a framework, which stereotypically have larger suppliers appointed to them.

Disadvantages to this Option:

- Will take longer to engage with the market.
- Tender may be seen as too much of a strain on resources for parties to participate.

Please highlight any possible risks associated with this option:

- No guarantee of the quality of responses returned.
- Responses could possibly be over OJEU threshold.

Option 2: Appoint via a framework supplier

Advantages to this Option:

- Quicker engagement with the market.
- Pre-vetted suppliers on the framework.

Disadvantages to this Option:

- Less engagement with SME's
- Larger Suppliers will subcontract the work as opposed to having employees working directly on the project.

Please highlight any possible risks associated with this option:

- The quality of the service and works carried out could be lower than expected.

Price Mechanism

Option 1: Lump sum fixed price

Advantages to this Option:

- Once price paid for the delivery of the specification and schedule.
- A contractual arrangement where the fee is capped, and the supplier accepts the risk.
- Gives a clear cost, which aids reporting and budget management.

Disadvantages to this Option:

- The Supplier will be looking to make efficiencies in their supply chain where they can to maximise their profit.
- Contract variations can be costly.
- Their price may contain added on cost due to the risk.

Please highlight benefits and possible risks associated with this option relative to the specifics of the project:

- Variations to the amount of locations and requirements, maybe amended and would cause issues when variant the contract.

Option 2: Fixed price - schedule of rates/bill of quantities
Advantages to this Option:
<ul style="list-style-type: none"> This give a more granular overview on each element, identifying how much each install is for a sized property. It allows easier calculations for variation if additional properties require work or unforeseen requests. Variations require less administration to action.
Disadvantages to this Option:
<ul style="list-style-type: none"> Easier for the project team to become relied on the variations and add additional work to the contact. Does not allow for works outside of the specification to be completed even in emergency situations.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project:
<ul style="list-style-type: none"> Compliance can set in for variation and the ease in which the contract can be amended.

Form of Contract

Option 1: CoL Standard amendments to JCT
Advantages to this Option:
<ul style="list-style-type: none"> Commonly used form of contract with suppliers Claims are dealt with retrospectively.
Disadvantages to this Option:
<ul style="list-style-type: none"> SME's may not have experience dealing with these terms. Does not support collaborative working.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project :
Option 2: CoL Standard amendments to NEC3
Advantages to this Option:
<ul style="list-style-type: none"> Pro-Active approach to delivery. Using the spirit of mutual trust
Disadvantages to this Option:
<ul style="list-style-type: none"> SME's may not have experience dealing with these terms. Terms favour the Supplier.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project:
<ul style="list-style-type: none"> There is a lack of understanding of the terms that will cause delay and increased resources to solve issues.
Option 4: Other CC&S standard form
Advantages to this Option:
<ul style="list-style-type: none"> These are well known to the Contractors and we receive minimal objections to their usage. The terms are designed for low value work, this is suited to the project and the delivery.
Disadvantages to this Option:
<ul style="list-style-type: none"> None seen at this time.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project:
<ul style="list-style-type: none"> The Supplier may propose their own terms and conditions.

Outline of appendices

o n/a

Report Sign-offs

Senior Category Manager Chamberlain's Department	James Carter	Date	10/05/2022
Departmental Stakeholder Department		Date	Click here to enter a date.