

**NORTH LINCOLNSHIRE COUNCIL**

**DIRECTOR OF BUSINESS  
DEVELOPMENT**

**AWARD CONTRACT FOR THE BUILDING  
AND DISMANTLING OF MARKET STALLS**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 This report sets out a summary of the findings from the recent procurement exercise for the provision of the building and dismantling of market stalls.
- 1.2 The key points in this report are:
- A compliant Invitation to Tender exercise was undertaken.
  - The award criteria used was most economically advantageous tender with a ratio of 60% price and 40% quality applied.
  - The contract commencement date is 1 November 2020. The duration of the contract will be 24 months, with an option to extend subject to satisfactory performance and budget allocation for a period up to a further 24 months.
  - To seek Director of Business Development approval to award the contract to the preferred bidder.

**2. BACKGROUND INFORMATION**

- 2.1 The existing contract for the building and dismantling of market stalls for Brigg and Ashby markets has expired and a tendering exercise has been conducted to appoint a Provider who will provide this service.
- 2.2 The contract will cover the building and dismantling of market stalls at the following markets:
- Ashby Broadway traditional weekly Thursday street market
  - Brigg traditional weekly Saturday outdoor market
  - Brigg farmers' market held every 4<sup>th</sup> Saturday of the month
  - Seasonal specialist occasional markets and events
- 2.3 Bids were evaluated based on 60% price and 40% quality. The quality elements tested the bidder's ability to respond to contingency planning and health and safety requirements. The contract is expected to commence in November 2020 and shall be effective for two years with an option to extend for up to two further years based on performance and budget.

### **3. OPTIONS FOR CONSIDERATION**

#### **3.1 Option One – To award the contract to the preferred provider**

3.1.1 This contract would meet the needs of the service to deliver weekly and specialist markets in Brigg and Scunthorpe

3.1.2 This option meets the requirement of being the most economically advantageous bid.

#### **3.2 Option Two - Not to award the contract to the preferred provider**

3.2.1 This option would incur further additional costs for the re-procurement of this service or a decision would have to be made to provide the service in house

3.2.2 This option would also place the council at a risk of a challenge from the provider who tendered for this service.

### **4. ANALYSIS OF OPTIONS**

4.1 The tender was placed on YORtender website as an Invitation to tender under an open procedure. This was published on 17 September 2020 and closed on 26 September 2020.

4.2 1 response was received. The response was checked for completeness and clarified where necessary.

<b>Suppliers that responded:</b>
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Easters and Son Commercial Services Ltd
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4.3 The response was considered and evaluated. The evaluation was completed by the Market's Officer and the Procurement Strategic Category Lead.

#### **4.4 Stage One**

4.4.1 The tenderer completed Stage One- Supplier Questionnaire, consisting of information only answers and pass/fail criteria. All questions were mandatory and required an answer.

4.4.2 The tenderer successfully completed Stage One and progressed to Stage Two.

#### 4.5 Stage Two-Price and Quality

4.5.1 The tender was evaluated based on a price / quality criteria of 60% (price) / 40% (quality)

4.5.2 Stage Two - price evaluation. The lowest price submitted was assigned the full 60%

4.5.3 Stage Two – quality evaluation.

4.5.4 This stage of the process was the evaluation of the response provided from the tenderer to the two method statements and a quality score assigned.

4.5.5 Following the completion of Stages One and Two, the scores from both stages were combined and the preferred bidder identified was Easters and Son Commercial Ltd with an overall score of 84%. Although only one bid was received it was from the incumbent. The incumbent provider has not increased prices and has previously delivered the service with no issues.

### 5. **RESOURCE IMPLICATIONS (FINANCIAL , STAFFING, PROPERTY, IT)**

#### 5.1 **Financial**

5.1.1 The combined cost of this service is £106,000 over 2 years, however this figure includes the cost of holding 12 additional specialist markets each year. The cost of setting up each market has not increased from the previous tender.

#### 5.2 **Set up and Monitoring**

5.2.1 As the Provider is the incumbent no set up is required. Quarterly review meetings will be held and performance assessed against the KPIs set out in the contract.

### 6. **OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

Not applicable.

### 7. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

7.1 No conflicts of interest declared

## 8. RECOMMENDATIONS

8.1 To award the contract to Easters and Son Commercial Ltd

### **DIRECTOR OF BUSINESS DEVELOPMENT**

Church Square House  
High Street  
SCUNTHORPE  
North Lincolnshire  
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Date: 21<sup>st</sup> October 2020

#### **Background Papers used in the preparation of this report:**

- Decision making report to commence procurement process

**NORTH LINCOLNSHIRE COUNCIL  
OFFICER DECISION NOTICE AND RECORD  
(PUBLISHED)**

<b>1. DECISION TAKEN</b>			
To appoint the contractor for the building and dismantling of market stalls.			
EXECUTIVE	✓	NON-EXECUTIVE	
(Please tick either)			
IS THIS A 'KEY DECISION' ? (see definition overleaf)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)			

<b>2. OFFICER DECISION TAKER</b>	<p><b>NAME</b>                   Helen Manderson</p> <p><b>POSITION/POST</b> Director - Business Development</p> <p><b>SIGNATURE</b>       <i>H. Manderson</i></p> <p><b>DATE</b>                   11.11.20</p>
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<b>3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)</b>	The report attached outlines the procurement exercise that was undertaken to identify a contractor for the building and dismantling of market stalls.
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<b>4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))</b>	
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*TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.*

<b>5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER</b>	<p>COUNCILLOR .....</p> <p>POSITION .....</p> <p>SIGNATURE .....</p> <p>DATE .....</p>
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<p>6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN</p>	
<p>7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)</p>	

**PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.**

**WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.**

**(The definitions of a key decision are when an executive decision is likely -**

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).