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| **OFFICE OF THE POLICE AND CRIME COMMISSIONER** | **DECISION NO: PCCG-2023-026** |
| **LEAD CHIEF OFFICER:** | **Nigel Stephens, Assistant Chief Officer Resources** |
| **TITLE:** | Contract for Vehicle Accident Repair Services |
| **DATE:** | 7th February 2024 |
| **TIMING:** | Contract to commence 1st March 2024 |
| **PURPOSE:** | For Approval |
| **1.** | **RECOMMENDATION** |
| 1.1 | In accordance with paragraphs 84-86 of the Manual of Corporate Governance Part 3e – Standing Orders Relating to Contracts, it is recommended to award the contract for the Provision of Vehicle Accident Repair Services (Lot 1 Gwent Police) to Christopher Jones, a sole trader trading as Ceejay Autoworx. |
| **2.** | **INTRODUCTION & BACKGROUND** |
| 2.1 | The current contract for Vehicle Accident Repair Services expires on 29th February 2024.  |
| 2.2 | All available contract extensions have been utilised. |
| 2.3 | The new framework will be awarded for a period of three years with an option to extend for an additional one-year period. |
| 2.4 | The decision was taken to commence a procurement process, for a new framework, incorporating the requirements of Gwent, South Wales, and Bridgend County Borough Council, with Dyfed Powys Police only requiring the framework as resilience to their current arrangement.  |
| 2.5 | The tender was split into two lots – Lot 1 Gwent Police Lot 2 – South Wales and Bridgend County Borough Council (including resilience for Dyfed Powys Police |
| 2.6 | The procurement process was carried out in accordance with Public Contract Regulations and the Force Manual of Governance to award a new framework to one supplier for each Lot. The process followed the open procurement procedure. Suppliers were required to complete the Invitation to Tender (ITT) document which contained the requirements for all parties. |
| **3.** | **ISSUES FOR CONSIDERATION** |
| 3.1 | Eleven suppliers successfully accessed the tender documents on the eTenderWales Portal, of which three suppliers submitted a response before the deadline of 12:00 on 30th October 2023. |
| 3.2 | Of the three suppliers submitting a bid, two bid for Lot 1 Gwent Police and one bid for Lot 2 South Wales Police & BCBC. |
| 3.3 | As part of the ITT document, suppliers had to firstly complete and pass the Qualification stage which consisted of questions relating to Economic and Financial Standing, Insurances, Technical and Professional Ability, Health and Safety, Modern Slavery & Ethical Practice and Supplier Acceptability and Questions relating to the Tender Document. Both bidders, for Lot 1, passed and were able to progress to the evaluation of their technical and commercial responses. |
| 3.3 | Both suppliers’ technical and commercial responses were evaluated based on the MEAT evaluation criteria of:Labour Rate – 50%Fixed Discount on Parts - 5%, Fixed Discount on Paint 5%, Technical (Quality) – 30%Social Value – 10% |
| 3.4 | As no suppliers bid for both Lots, the Lots were evaluated separately, with different evaluators. The Gwent Police Fleet Services Manager evaluated the bids for Lot 1 Gwent Police. The evaluation was facilitated by the Senior Procurement Officer, South Wales and Gwent Joint Commercial and Procurement Services. |
| 3.5 | Based on the criteria detailed in 3.3, Christopher Jones, a sole trader trading as Ceejay Autoworx submitted the Most Economically Advantageous Tender for Lot 1. |
| **4.** | **NEXT STEPS** |
| 4.1 | A call-off document has been completed. It requires signature by the OPCC in order to commence the contract on 1st March 2024. |
| **5.** | **FINANCIAL CONSIDERATIONS** |
| 5.1 | The spend with contracted suppliers over the last three years is as follows:2021 - £110,7592022 - £153,2712023 - £260,301 |
| 5.2 | In the commercial evaluation, the successful bidder offered a lower labour rate than the second bidder. |
| 5.3 | The force is unable to commit to definite numbers for future requirements for accident repairs, for the period of the framework, so we are unable to confirm whether savings will be achieved during this time. |
| **6.** | **PERSONNEL CONSIDERATIONS** |
| 6.1 | There are no TUPE or personnel considerations attached to this contract. |
| **7.** | **LEGAL IMPLICATIONS** |
| 7.1 | Joint Legal Services prepared the terms and conditions for this contract. |
| **8.** | **EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS** |
| 8.1 | This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group. Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report. |
| **9.** | **RISK** |
| 9.1 | The risks for the Commissioner if the contract is not approved are identified as: * Non-compliant spend will be carried out by the force for vehicle accident repair services.
* Accident damaged vehicles will not be repaired, resulting in reduced vehicles in the force.
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| **10.** | **PUBLIC INTEREST** |
| 10.1 | This document will be made available to the public on the Police and Crime Commissioner’s website. |
| **11.** | **CONTACT OFFICER** |
| 11.1 | Deborah Daly, Senior Procurement OfficerKen Peart, Fleet Services Manager |
| **12.** | **ANNEXES** |
| 12.1 | N/A |

**For OPCC use only**

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| **Office of the Chief Constable**I confirm that the Contract for Vehicle Accident Repair Services report has been discussed and approved at a formal Chief Officers’ meeting.It is now forwarded to the OPCC for approval purposes. |
| **Signature:** NS - signature |
| **Date:** 14.02.2024 |

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| **Acting Police and Crime Commissioner for Gwent**I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.The above request has my approval. |
| **Signature:**  |
| **Date: 21st February 2024** |