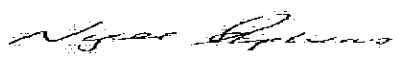


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| DECISION NO: PCCG-2015-011 | |
| <u>OFFICE OF THE POLICE & CRIME COMMISSIONER</u> | |
| LEAD CHIEF OFFICER: | Nigel Stephens, Assistant Chief Officer - Resources |
| TITLE: | Framework for the Provision for the Destruction and Disposal of Protectively Marked Waste |
| DATE: | 18th February 2015 |
| TIMING: | Urgent |
| PURPOSE: | Approval |
| 1. | <u>RECOMMENDATION</u> |
| 1.1 | It is recommended that the Framework for the Provision for the Destruction and Disposal of Protectively Marked Waste be awarded to Tenderer C, in accordance with paragraph 81 of the Manual of Governance. Tenderer C scored the highest following the completion of a Most Economically Advantageous Tender (MEAT) process. |
| 1.2 | The contract is awarded for three (3) years with the option to extend for an additional one (1) year period. |
| 2. | <u>INTRODUCTION & BACKGROUND</u> |
| 2.1 | The current contract for the Destruction and Disposal of Protectively Marked Waste was awarded under the National Framework for the same provision in January 2014. The contract was a one year arrangement to ensure that the Gwent Police was covered for the provision during the period it took to carry out a new procurement process. |
| 2.2 | The National Framework was led by Gwent Police and originally awarded to the successful supplier in January 2010 to provide a service to securely dispose and destruct protectively marked waste which Gwent Police and other Police forces had. The framework was award for a period of four years and was able to be utilised by any UK Police Force. |
| 2.3 | To establish the procurement strategy to service the requirement, a review of all public sector frameworks was carried out to understand if there was anything available that would deliver our requirements. There were no suitable frameworks that would benefit the force and the decision was taken to carry out a new procurement process for the provision. |
| 2.4 | To formalise future arrangements, a new procurement process was carried out in accordance with the European Directives and Manual of Governance to award a new framework to a supplier for the Provision of Destruction and Disposal of Protectively Marked Waste. The new framework would enable all UK Police Forces and Other UK Public Sector Organisations affiliated to the emergency service sector to utilise. |
| 2.5 | The process followed the Open procurement procedure as there are a limited number of suppliers capable of providing the service in the market. Suppliers |

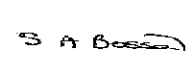
| | were required to complete the Invitation To Tender (ITT) document which contained the requirements for the service. | | | | | | | | | | | | | | | | | | | | |
|-----------|--|----------------------------|---------------------|----------------------------|-------|-------|---|------|-------|-------|-------|---|------|-------|-------|-------|---|------|-------|-------|-------|
| 2.6 | The ITT submissions from potential suppliers were evaluated by the evaluation panel, which was made up by Facilities Team Leader and Senior Procurement Officer from South Wales Police, Procurement Officer from North Wales Police and overseen by Senior Procurement Officer from Gwent Police. | | | | | | | | | | | | | | | | | | | | |
| 3. | <u>ISSUES FOR CONSIDERATION</u> | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Fourteen suppliers accessed the documents on the eTenderWales Portal, of which four responses were submitted before the deadline of 12:00 on 8 th December 2014. | | | | | | | | | | | | | | | | | | | | |
| 3.2 | As part of the ITT document, suppliers had to firstly complete and pass the Qualification Criteria which had been incorporated into the document and consisted of questions relating to Business Finances, Capacity & Capability, Sustainability and Supplier Acceptability. Three suppliers passed and one supplier failed the financial check undertaken by the Finance Department. | | | | | | | | | | | | | | | | | | | | |
| 3.3 | The three remaining suppliers' ITT responses were evaluated based on the MEAT evaluation criteria of 60% Price and 40% Quality, which incorporated mandatory questions and tender responses questions. | | | | | | | | | | | | | | | | | | | | |
| 3.4 | Below is a full break down of scores achieved by the three suppliers. <table border="1" data-bbox="277 994 1390 1169"> <thead> <tr> <th>Tenderer</th> <th>Mandatory Questions</th> <th>Quality Response Questions</th> <th>Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>PASS</td> <td>20.00</td> <td>32.50</td> <td>52.50</td> </tr> <tr> <td>B</td> <td>PASS</td> <td>31.11</td> <td>52.00</td> <td>83.11</td> </tr> <tr> <td>C</td> <td>PASS</td> <td>31.56</td> <td>60.00</td> <td>91.56</td> </tr> </tbody> </table> <p>The evaluation panel agreed the scores detailed in the table and have agreed with the successful supplier identified following the completion of the process.</p> | Tenderer | Mandatory Questions | Quality Response Questions | Price | Total | A | PASS | 20.00 | 32.50 | 52.50 | B | PASS | 31.11 | 52.00 | 83.11 | C | PASS | 31.56 | 60.00 | 91.56 |
| Tenderer | Mandatory Questions | Quality Response Questions | Price | Total | | | | | | | | | | | | | | | | | |
| A | PASS | 20.00 | 32.50 | 52.50 | | | | | | | | | | | | | | | | | |
| B | PASS | 31.11 | 52.00 | 83.11 | | | | | | | | | | | | | | | | | |
| C | PASS | 31.56 | 60.00 | 91.56 | | | | | | | | | | | | | | | | | |
| 4. | <u>NEXT STEPS</u> | | | | | | | | | | | | | | | | | | | | |
| 4.1 | On approval of the report, all suppliers will be issued with ten day standstill letters in line with European Directives, notifying of our intention to award the framework. Subject to any challenges, which may happen during the standstill period, Tenderer C will be officially awarded the framework and initiate their implementation plan for the service to commence on 1 st March 2015. | | | | | | | | | | | | | | | | | | | | |
| 5. | <u>FINANCIAL CONSIDERATIONS</u> | | | | | | | | | | | | | | | | | | | | |
| 5.1 | The estimated annual value for Gwent Police is £17,644.07 which has been calculated against Tenderer C's prices submitted for this framework and the historical data provided in the tender document. This is based on 135,723kg of paper shredded using the on-site shredding provision. | | | | | | | | | | | | | | | | | | | | |
| 5.2 | Based on the new costs submitted by Tenderer C, the estimated spend on this framework by the UK Forces mentioned in paragraph 2.4 will be £439,175.00 which equates to a cost reduction of 45%. | | | | | | | | | | | | | | | | | | | | |
| 5.3 | The existing framework arrangement was priced where the force paid for the provision per minute that the supplier was on-site shredding our confidential waste. Based on the management information provided by the supplier the cost per kilo is 0.24p per kilo. | | | | | | | | | | | | | | | | | | | | |

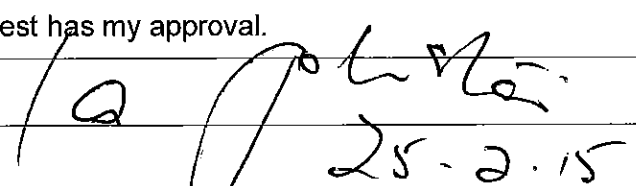
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| 5.4 | This new framework is based on price per kilo, which means that the force will only get invoiced for the amount of shredding that is disposed of and not for the amount of time it takes to dispose of it. The new cost to the force will be 0.13p per kilo which equates to 0.11p per kilo cost saving. |
| 5.5 | Based on the total kilo of 135,723kg shredded for during 2013/2014, it equates to a savings against budget of £14,929.45 per annum for the force or a total framework saving of £44,788.35 over the three years. Further savings could be achieved by the force if they utilised the off-site shredding provision also available under this framework and reducing the collection schedule from once a week to once or twice a month. This will be explored further once the contract has been awarded. |
| 6. | <u>PERSONNEL CONSIDERATIONS</u> |
| 6.1 | There are no personnel considerations related to this framework. |
| 7. | <u>LEGAL IMPLICATIONS</u> |
| 7.1 | This report has been submitted in line with the European Directives and the Manual of Governance. |
| 7.2 | Joint Legal Services reviewed and agreed the ITT including terms and conditions prior to issue. |
| 8. | <u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u> |
| 8.1 | This proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Plan and has been assessed not to discriminate against any particular group. |
| 8.2 | In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998. |
| 9. | <u>RISK</u> |
| 9.1 | The risks for Gwent Police if this framework is not approved and awarded to Tenderer C are identified as: <ul style="list-style-type: none"> • No service provision for the secure disposal of confidential waste, meaning that there will be a build-up of confidential items across the force creating storage issues. • Potentially confidential waste will be placed in normal waste collection services leaving the force at risk of having data exposed to the public which should not be disclosed. |
| 10. | <u>PUBLIC INTEREST</u> |
| 10.1 | Following approval of this report by the Commissioner, this document will be made available to the public after the ten day standstill period. |
| 11. | <u>CONTACT OFFICER</u> |
| 11.1 | David Hatchley, Senior Procurement Officer |
| 12. | <u>ANNEXES</u> |
| 12.1 | N/A |

For OPCC use only

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| Office of the Chief Constable |
| I confirm that the Framework for the Provision for the Destruction and Disposal of Protectively Marked Waste report has been discussed and approved by Nigel Stephens outside of the Chief Officer Team meeting. It is now forwarded to the OPCC for approval. |
| Signature:  |
| Date: 18 February 2015 |

| | Tick to confirm (if applicable) |
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| Financial The Chief Finance Officer has been consulted on this proposal. | ✓ |
| OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities. | ✓ |
| Legal The legal team have been consulted on this proposal. | N/A |
| Equalities The Equalities Officer has been consulted on this proposal. | N/A |

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| Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent. |
| Signature:  |
| Date: 24/02/15 |

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| 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: 25.2.15. |