

**Lancashire County Council**  
**Scheme of Delegation to Chief Officers - Non-Key Decision**

The following action is to be taken by the Chief Officer or Authorised Officer as identified below under authority delegated by a Cabinet Member, the Cabinet, or Council Committee in accordance with the Scheme of Delegation to Chief Officers.

Electoral Division affected: "All"
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**Provision of works at Burnley Town to Turf to include laying of paving at Yorkshire Street West.**

Not for Publication – Exempt information as defined in Part 1 of Schedule 12A to the Local Government Act, 1972.

**Executive Summary**

This report sets out a recommendation, following the completion of a competitive exercise conducted in accordance with the County Council's standing orders, to approve the award of a contract for the provision of labour for the laying of paving at the Burnley Town to Turf site.

This is deemed to be a non-key decision with spend under £2 million.

Authority to take this decision has been delegated to the Head of Service – Highways.

**Decision to be taken**

The Head of Service – Highway Operations and Design, is recommended to approve the award of the contract to Holderness Groundworks & Paving Ltd. The tendered price for the works is £92,120.00

**Background and Advice**

The current contractor for the works is due to leave the site at the end of April. As paving works will require completion after this date, the Council requires an alternative contractor to complete the project.

As the estimated spend for the project was estimated at under £99,999 the tender process was issued as a Request for Quotation (RFQ) to 3 suppliers. This was conducted by the Council's Procurement Service.

The RFQ was published on 03/04/2024 and closed on 15/04/2024.

Subject to approval of the award, it is the intention to commence the project during April 2024 to complete in June 2024.

## Tender Returns

The three companies contacted for a quotation each submitted a response.

## Evaluation Criteria

The tenderers were required to complete a Price File based on their rate per m2 with a figure of 2632 m2 of paving works to be completed, providing a total tender cost for evaluation.

The total price submitted by tenderers was weighted as 100% of the award criteria for this tender.

Tenderers were also required to submit their Fee Percentage, CECA Rate and people rates (daywork rates) for any out of hours work required. The appropriate rate will be used if there is a requirement to carry out paving works outside of normal working hours, if for example, additional work is required around shop entrances so that the public and businesses are not obstructed.

## Evaluation Process

The evaluation of tender returns was conducted by Lindsay Wareing and Barry Haydock (Procurement Service) and has been approved with input from stakeholders in the Highways Service (Gary Petherbridge, Phil Baird, Rob Simmons and David Ward.)

## Evaluation Overview - Scores

Tenderer	Rate per m2	Tendered Price	Total Cost Score (100)
BD Contracts Limited*	£62.00	£163,184.00	56.45
Holderness Groundworks and Paving Ltd	£35.00	£92,120.00	100
J J O'Grady Ltd	£38.60	£101,595.20	90.67

\*It is noted that BD Contracts Ltd submitted a positive percentage figure for the CECA rate. The instructions to tenderers, and the contract document both state that the CECA Rate should be a minus figure. In order to assist BD Contracts with future submission, we will offer feedback for this in addition to their price score.

## Recommendation

It is recommended that the Head of Service – Highways approves the award of the contract to Holderness Groundworks & Paving Ltd, 381 Brindle Road, Bamber Bridge, Preston, PR5 6AP (company number 9822072.)

## Implications and Risk Management

The following implications and risks are noted:

Legal - An NEC 4 Engineering and Construction Short Contract (ECSC) will be executed between the Council and the contractor. The contract was advertised with the tender documents.

There are no known risks. The company is known to the Council and was selected as one of the three companies to provide a quotation.

**Local Government (Access to Information) Act 1985**  
**List of Background Papers**

Paper	Date	Contact/Directorate/Tel
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Reason for inclusion in Part II, if appropriate

N/A

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                                Authorised Officer