



Southampton City Council

PITCHED ROOF REPLACEMENT PROGRAMME

SECTION 1.4

**CALL-OFF PROCEDURE
(OPERATIONAL GUIDANCE)**

Last updated: 15th July 2019

1.0 **Purpose**

- 1.1 The purpose of this document is to provide all parties with an outline of the compliant procedure for awarding work to Contractors that have been appointed to the City Council's Framework for Pitched Roof Replacement & Refurbishment Works; and supplements [Document 1.3](#) that shall take precedence.
- 1.2 The framework provides for:-
- ✓ a single top-ranked 'best value' contractor for delivering the core programme of work ('Initial Works'); and
 - ✓ a framework of additional contractors from whom competitive quotes/tenders can be sought to supplement the delivery of peaks in workload and/or to secure best value on more individual requirements through mini-competition.
- 1.3 Works to individual properties or groups of properties shall be awarded through 'call-offs' or 'mini-tenders' in full accordance with [Clauses 4.0 & 5.0](#) below.
- 1.3 It is necessary to demonstrate that one of these two methods has been used when selecting Contractors to undertake work on behalf of Southampton City Council (SCC).

2.0 **Framework Structure**

SCC's Pitched Roof Replacement & Refurbishment Works Framework has been set up as follows:-

Workstreams	Anticipated Framework Size
Pitched Roof Replacement & Refurbishment Works	5 No Contractors

3.0 **Basis of Appointments**

- 3.1 All contractors offering a bid were required to demonstrate that they could meet the Assessment & Selection Panel's stated core threshold requirements in terms of financial standing, technical and professional ability, and service integrity.
- The companies that met these mandatory requirements were then assessed in terms of cost and quality, based on the Council's projected requirements over the term of the framework, to determine which bidder offered the most economically advantageous tender.
- All remaining bidders were then ranked based on the same combined cost/quality score assessment.
- 3.2 The selected framework contractors are included in [Table 9.0](#) below.

- 3.3 Each of the selected framework contractors are listed in accordance with their evaluation score; with the contractor at the top of the list scoring the highest. The maximum possible score was 100.
- 3.4 This score will be amended during the course of the framework to reflect any agreed annual price increases required by bidders (see [Clause 7.0](#) below). The relative position of a contractor can therefore be expected to change during the course of the framework in response to this assessment. Any such amendments shall be the sole responsibility of SCC's Contract Manager for the service; in consultation with SCC's Senior Procurement Manager for the service.
- 3.5 As the City Council operates a "No PO No Pay" policy, no work should be commissioned or commenced without an accompanying purchase order.
- 3.6 All commissioned work shall be undertaken in full accordance with the terms and conditions of the tender documentation and tender bids.
- 3.7 All parties shall ensure that all purchase orders raised:-
- clearly describe the works, services or goods being commissioned;
 - includes the start and completion date for the works, services or goods being commissioned;
 - reflect the total value of the works, services or goods being commissioned;
 - clearly link the works, services or goods being commissioned to the framework, contract, pricing schedule and/or competitive mini-tender.
- 3.8 Appointments in accordance with the procedures outlined in this document can normally be expected to ensure compliance with the Southampton City Council's Contract Procedure Rules.
- 3.9 All costs charged against purchase orders shall align with the rates quoted by the contractor in their tender.

4.0 Contractor Selection Process Option 1 – Direct Call-offs

- 4.1 Appoint the Framework Contractor at the top of the list (ie. with the current highest combined cost assessment score, as determined by the Assessment & Selection Panel) for the core programme of work (Initial Works') and other additional work where costs can be aligned with the tendered rates.
- 4.2 In the event that the contractor at the top of the list cannot support the work requirement, for whatever legitimate auditable reason, then the work shall be awarded to the next best placed contractor, and so on.
- *There shall be no 'cherry-picking' of contractors based on rates for specific types of work.*
- 4.3 All purchase orders for all direct call-offs must be within the limits of the terms laid down in the original tender.
- 4.4 All pre-quotes and final invoices for direct call-off purchase orders shall include a schedule that breaks down all relevant work items to provide:-
- Brief Description (of the required works);
 - Cost Breakdown (derived from work items and rates included in tender)
 - Units of Measure;
 - Units Rate (£);
 - Quantities;
 - Total Sum (£) exc VAT.

5.0 Contractor Selection Process Option 2 – Mini-competition

- 5.1 This procedure is used where the specifics of an individual requirement means that it is not possible to clearly identify, through the standard direct call-off procedure, which contractor truly represents best value. This may particularly apply where an individual project has specific specialist design and/or construction requirements. This may also typically occur where:-
- there is a significant amount of work required and the use of the tendered rates may not yield best value;
 - the combined work value exceeds **£5,000**.
- 5.2 Any mini-competition must be held on the basis of 'the same or more precisely formulated' terms of the original tender. In practical terms therefore, this means that the focus should be on clearly specifying what is required so that all invited contractors are competing on a genuinely fair and equitable basis.
- 5.3 All selection and appointment criteria must be linked to the technical delivery of the works required, and be measurable and auditable. In most cases this is likely to be on the basis of cost.
- 5.4 The procedure to follow is:-
- engage with the Sub£100K Procurement Team at the earliest possible stage;
 - invite all of the selected contractors on the framework;
 - consult the contractors on the framework, from the top of the list down, summarising the scope of works required, determining whether they want to bid, ensuring that a final shortlist of no less than 3 is established;
 - if less than 3 contractors are genuinely interested in pricing for the works, supplement the shortlist with other suitable contractors in order to achieve the minimum number;
 - where additional non-framework contractors are required, consideration will need to be given to the inclusion of mandatory and scoreable service quality questions.
 - formally invite all shortlisted contractors to quote/tender on the basis of a clear specification of the requirements. Ensure that the invitations to quote/tender are on a fair and equitable basis;
 - set an adequate time limit for the contractors to prepare their quotes/tenders;
 - receive formal quotes/tenders in writing;
 - keep each bid confidential until the bidding deadline has passed;
 - select the 'most economically advantageous tender';
 - for works over **£5,000**, attach a copy of the quotations and/or completed quotation/tender schedule with the requisition.
- Nb. All mini competitions shall be conducted through the SCC e-procurement portal unless specifically agreed in advance with the Sub£100K Procurement Team.
- 5.5 Inform all unsuccessful contractors in writing as to why they were unsuccessful.

6.0 Appointed Framework Contractors

- 6.1 The framework appointments are as laid out in [Table 9.0](#).
- 6.2 Each of the principal contacts identified have been specifically appointed as being responsible for ensuring that Southampton City Council receives the standards of service detailed within their original tender.
- 6.3 Ensure all contractor selections and spend would meet the requirements of an audit.

7.0 Annual Price Reviews

- 7.1 All tendered rates included within the Tenderer's Pricing Submission ([Section 7](#)) shall be held for a period of no less than 12 months, unless by mutual agreement.
- 7.2 After the initial 12 months rates may be reviewed annually; with no less than two months notice being provided of a proposed increase to the tendered rates, which shall include, as appropriate, all necessary supporting information.
- 7.3 Where such an adjustment is proposed and agreed, each Framework Contractors' score shall be amended to align with the original evaluation model. The relative position of each Framework Contractor can therefore be expected to change during the course of the framework in response to such adjustments.

8.0 Probity

- 8.1 All parties engaged in commissioning contractors and delivering services through the Pitched Roof Replacement & Refurbishment Works Framework are responsible for following due process, acting with the utmost probity, and for being able to demonstrate accountability and transparency at all times.
 - 8.2 Where further guidance or advice is required, please contact:-
Des Brown – Building Surveyor – des.brown@southampton.gov.uk
Andy Verner – Senior Cost Manager – andrew.verner@southampton.gov.uk
Kim Vella – Sub£100K Team Manager – kim.vella@southampton.gov.uk
Mark Jarrett – Senior Procurement Manager – mark.jarrett@southampton.gov.uk
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9.0 Pitched Roof Replacement & Refurbishment Works Framework

Southampton City Council				
Pos	Contractor	Primary Contact	Tel No	E-mail
1				
2				
3				
4				
5				

