

ANGUS COUNCIL

RESOURCES AND CENTRAL SERVICES COMMITTEE

3 FEBRUARY 2005

SUBJECT: TENDER FOR SHERIFF OFFICERS SERVICES

REPORT BY DIRECTOR OF FINANCE

<p>Abstract: This Report provides details of the tenders received for Sheriff Officer services and seeks the approval of the Committee to accept the most economically advantageous of these tenders.</p>
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1 RECOMMENDATION

1.1 It is recommended that the Committee –

- (i) note the process undertaken to invite and to evaluate tenders;
- (ii) approve the acceptance of the most economically advantageous tender namely:-
A. A. Hutton ; and
- (iii) authorise the Director of Finance to advise the remaining tenderers that their bids were unsuccessful.

2 INTRODUCTION

2.1 Background

At its meeting on 18 November 2004 the Executive Sub Committee of the Resources and Central Services Committee approved the recommendations contained in Report No 1384/04 which authorised the Director of Finance to invite tenders for the appointment of Sheriff Officers to carry out effective diligence measures in the pursuit of Council Tax, Non-Domestic Rates and Housing Benefit Overpayments.

2.2 Procurement Procedure

Due to the anticipated value of this contract, the Council is required to comply with European Community public procurement rules. This particular contract is governed by the Public Services Contracts Regulations 1993 (Part B).

Council officers considered that the "restricted procedure" under these regulations was the most appropriate vehicle to take forward the tender process for this contract and pre-qualification application forms were returned and invitations to tender were issued to the five contractors detailed in Report No 1384/04.

2.3 Tender Evaluation

In order to fully evaluate the tenders, tenderers were requested to include as part of their tender submission the following documentation (in summary):-

- details of the mechanism for fees for provision of the service;
- a supporting methodology for delivering services in terms of the brief;
- the systems and procedures in place for carrying out the brief;
- the qualities of the tenderers team making them best suited to fulfil the contract.

A full tender evaluation exercise has been carried out to determine the most economically advantageous tender for the Council. In making that full evaluation a determination of the qualitative attributes of the tenderers submission has been examined in terms of the following:-

- the quality of the tenderers proposals to undertake the contract; and
- the tenderers suitability to meet the Council's requirements.

In all cases the tenderers have submitted pricing on the basis of a percentage of debt recovered.

2.4 Following upon the assessments of quality and price of the tenderers using a pre-determined price: quality ratio of 70:30, the Council is now in a position to appoint the successful tenderer.

3 TENDERS RECEIVED

3.1 Five sets of tender documents were issued following the pre-qualification stage and five tenders were lodged with the Director of Law and Administration on 10 January 2005, as follows:-

H. M. Love & Co
A. A. Hutton
Scott & Co
Stirling Park
George Walker & Co

3.2 The qualitative element of the tenders received are scored as follows:-

Organisation	Qualitative Score
H. M. Love & Co	350/390
A. A. Hutton	384/390
Scott & Co	364/390
Stirling Park	358/390
George Walker & Co	346/390

3.3 The pricing element of the tenders received are as follows:-

Organisation	Percentage Per Debt Recovered Fee			Additional	Price Score
	C Tax	NDR	HB OP's		
H. M. Love & Co	5.5	4.5	7.5	Nil	58/60
A. A. Hutton	5	5	7.5	Nil	58/60
Scott & Co	5	1 st £5000 @ 7.5 Next £5000 @ 5 Thereafter 2.5	10	Nil	55/60
Stirling Park	4.2	4.2	4.2	Nil	59/60
George Walker & Co	Initially 3 Thereafter 6	Initially 3 Thereafter 6	7.5	Performance bonus system	53/60

3.4 The details of the combined quality and price assessment are as follows:-

Organisation	Quality Score	Price Score	Total Score (30/70)	Ranking
H. M. Love & Co	350/390	58/60	94.6	3
A. A. Hutton	384/390	58/60	97.2	1
Scott & Co	364/390	55/60	92.2	4
Stirling Park	358/390	59/60	96.3	2
George Walker & Co	346/390	53/60	88.4	5

3.5 It is therefore recommended that the most economically advantageous tender for carrying out the contract is the tender from A. A. Hutton.

4 FINANCIAL IMPLICATIONS

4.1 The new commission rates will result in savings on the current rates of 5% for Council Tax and Non-Domestic Rates, for Housing Benefits Overpayments of 2.5%. This will represent an annual saving of approximately £50,000 dependent on income collected.

5 HUMAN RIGHTS IMPLICATIONS

5.1 There are no human rights implications arising as a direct result of approving the recommendations contained within this Report.

6 CONSULTATION

6.1 The Chief Executive and the Director of Law and Administration have been consulted in the preparation of this Report.

7 CONCLUSION

7.1 Tenders have been received from various organisations to carry out effective diligence measures in the pursuit of Council Tax, Non-Domestic Rates and Housing Benefits Overpayments. The Committee is recommended to approve the acceptance of the most economically advantageous tender, namely:-

A. A. Hutton.

NOTE

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

David S. Sawers
Director of Finance

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