



## WAREHAM TOWN COUNCIL – REPORT

**Meeting Date: 25 February 2025**

### Agenda Item: 10

<b>Subject:</b>	Howard’s Lane Public Toilets Tender
<b>Prepared by:</b>	Sam Dickins, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider the recommendation from the Amenities Committee in respect of awarding the contract for works at the Howard’s Lane Toilets.
<b>Background:</b>	<p>The Amenities Committee resolved to demolish the Howard’s Lane Public Toilets at its meeting on 20.09.2023.</p> <p>Following this resolution, work to support the project had been carried out culminating in the approval of a Tender Specification Document at the Amenities Committee’s 08.10.2024 meeting.</p> <p>This tender was launched in the public domain on 18.10.2024 with a deadline for submissions on 31.01.2025 at 23:59. At this deadline, three submissions were received.</p> <p>Members reviewed all tender submissions and evaluated them individually using the approved scoring matrix within the tender document. Members thoroughly considered the tenders in light of their scores at the Amenities Committee meeting on 11.02.2025.</p>
<b>Key Points:</b>	<p>Through the process of members individual scores and committee consideration, the Amenities Committee resolved to recommend “TENDER SUBMISSION 1” as its recommendation for Full Council approval to proceed with the works.</p> <p>The cost of the recommended tender totals <b>£146,671.32</b> to demolish and build a new toilet facility as outlined within their design. The work is forecast to be completed by 22.08.2025.</p> <p>A summary of members scores is attached in Appendix 1.</p> <p>All Tender Submissions are available to view in the Council office.</p> <p>Members resolved to conduct a recorded vote when selecting the tender to be recommended with the outcome of this vote being:</p> <p>Votes “For” – Cllrs M Cotton, K Critchley, I Davey, M Hill, V Green, S Wheatley and L Kirk. (7)</p> <p>Votes “Against” – Cllr D Robinson. (1)</p>

<b>Implications:</b>	<p>Council must award contracts of this size in line with the Procurement Act and its Financial Regulations and standing orders to avoid legal challenges and other formal objections.</p> <p>Failure to appoint a tender at this stage will lead to project delays.</p> <p>A significant financial cost is attached to this project and selection of an underqualified or poor-quality firm to carry out the works risks public money and reputational damage.</p>
<b>Recommendation:</b>	<p>To resolve to accept the recommendation from the Amenities Committee to award the contract to Tender Submission 1's firm at the cost of £146,671.32</p> <p>and</p> <p>To delegate authority to the Clerk to begin entering a contract to proceed the works.</p>



## Howard's Lane Toilet Project Final Tender Scores

Members' scores have been recorded per submission and calculated in line with the approved scoring matrix. Individual members' highest scoring tenders have the final score highlighted (in green) in the last column.

A totalled average score has been provided under each Tender Submission table with the highest overall scoring tender displaying its total highlighted (in green) out of a total of 25.

TENDER SUBMISSION 1						
Design Quality (25%)	Cost (25%)	Experience & Track Record (20%)	Social Value (10%)	Project Timeline (10%)	Health & Safety (10%)	Total
25	22.5	25	25	25	25	24.375
25	20	20	15	10	10	18.75
25	20	25	20	20	25	22.75
20	20	20	20	20	20	20
25	20	20	10	9	10	18.15
						20
20	20	20	20	20	20	20
15	15	25	5	10	15	15.5

Tender Submission 1 - Average Score = 19.940625 / 25

TENDER SUBMISSION 2						
Design Quality (25%)	Cost (25%)	Experience & Track Record (20%)	Social Value (10%)	Project Timeline (10%)	Health & Safety (10%)	Total
24.16	25	25	20	25	25	24.29
25	10	25	10	10	20	17.75
25	5	25	10	25	25	18.5
15	20	20	20	20	20	18.75
15	20	17	8	8	8	14.55
						15
20	25	20	15	15	20	20.25
10	25	15	20	15	25	17.8

Tender Submission 2 - Average Score = 18.36125 / 25



TENDER SUBMISSION 3						
Design Quality (25%)	Cost (25%)	Experience & Track Record (20%)	Social Value (10%)	Project Timeline (10%)	Health & Safety (10%)	Total
5	0	0	0	0	0	1.25
20	0	10	10	10	20	11
25	5	20	25	25	15	18
0	20	10	5	0	0	7.5
0	0	0	0	0	0	0
						15
15	25	10	25	20	10	17.5
15	10	0	15	0	5	8.25

Tender Submission 3 - Average Score = 9.8125