

BRAUNSTONE TOWN COUNCIL

**MINUTES OF SHAKESPEARE PARK IMPROVEMENT PROJECT
SUB-COMMITTEE**

WEDNESDAY 4th APRIL 2018 AT 5.30PM

PRESENT: Councillor Nick Brown (Chair) and Councillors Amanda Hack and Sam Maxwell.

Officers in Attendance: Darren Tilley, Executive Officer & Town Clerk.

Also in attendance was Nick Cooper, Director of HSSP Architects.

1. Apologies

No apologies for absence were received.

2. Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

3. Shakespeare Park - Improvement & Development: Tender Return and Short-Listing

RESOLVED that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interest / Legal Advice.*

The Committee received and shortlisted tenders from contractors to be considered for carrying out the site improvement works and the construction of a new sports pavilion at Shakespeare Park (item 3 on the agenda).

Nick Cooper, Director of HSSP Architects, was in attendance to provide advice to the Sub-Committee.

To assist the Sub-Committee in determining whether tender sums submitted were realistic, a copy of the Quantity Surveyor's estimate of the building and construction costs of the project was attached to the report Appendix 4.

The Joint Contract Tribunal Code of Procedure recommended that from a 'long list', a 'short list' should be drawn up discarding those contractors who it was felt had neither the resources (financial or otherwise) nor the experience or expertise to carry out a project of this size and complexity.

Tenders were opened in the presence of the Sub-Committee and the details were recorded as set out below:

REF	TENDER AMOUNT £	RANK	EARLIEST START DATE	COMPLETION TIME
A	1,125,990.42	4	July	40
B	994,333.00	1	May	40
C	1,043,250.00	3	4 weeks from order	32
D	1,260,351.47	7	6 weeks from order	56
E	1,235,612.07	6	14 th June	35
F	1,385,441.07	8	8 th July	48
G	1,213,259.22	5	TBC	36
H	995,832.17	2	-	40
I	1,395,967.40	9	May/June	65

All tenders, including the details of the company and the breakdown of the tender figures, were recorded on the confidential project file.

It was proposed that a short-list of tenders be recommended to Policy & Resources Committee for approval. If approved, the short-listed tenders would be assessed by the Council's Quantity Surveyor who would check the priced bills for arithmetical and technical errors and appraise the general level and consistency of pricing throughout the document.

Having carried out such checks, the Quantity Surveyor would then issue a tender report of the short-listed tenders, which would be submitted to a subsequent meeting of Policy & Resources Committee, along with details of those tenders which were not short-listed, and a recommendation to appoint the contractor who submitted the most advantageous tender.

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that tenders B, C and H, as detailed above, be short-listed for the purpose of further assessment and that full determination of the short-listed tenders and appointment of a contractor be made at a future meeting of Policy & Resources Committee.

Reason for Decision

To ensure that the most advantageous tenders would be assessed to ensure that the contractors had the resources (financial or otherwise), experience and expertise to carry out the project.

4. Termination of the Meeting

The meeting closed at 6.20pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

SIGNED: _____

DATE: _____