

STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

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CHECKLIST OF ACTIVITIES RELATING TO ARRANGEMENTS FOR INVITING TENDERS AND PLACING CONTRACTS

1. **Generally**

Attached is a checklist setting out the activities to be followed in arranging for the invitation of tenders and the placing of contracts, with the related standard forms identified. (See also Workflow in Appendix A)

CONCLUSION

REFERENCE

**CHECKLIST OF ACTIVITIES RELATING TO
ARRANGEMENTS FOR INVITING TENDERS
AND PLACING ORDERS**

ACTIVITY	FORM NO	ACTION BY		
		CONSULT	PM	OTHER
<p><u>Procurement of Consultant and Contractors</u></p> <p>1. Invite tender for mini competition or rotation</p> <p>A. Project Manager to prepare briefing document for contractor or consultant and forward to Procurement Officer.</p> <p>B. Procurement officer to initiate tender process using the briefing document and other standard tender documents.</p> <p>C. Project Managers to liaise with Procurement Officer to ensure tender package is complete for tendering.</p>			<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓ Procurement Officer</p> <p>✓ Procurement Officer</p>
<p>2. <u>Performance Bond (Refer to BCD 3)</u></p> <p>NOTE: On all works with an estimated value in excess of £250,000 ensure that provision is included in the tender invitations for the provision of a performance bond.</p> <p>A. Bills of Quantities/Specifications/Schedules of Work/Employers Requirements: Include Preliminary items relating to performance bonds and the pricing clauses in the General Summary.</p> <p>B. Tender Forms: Ensure clauses relating to the bond are not deleted.</p> <p>C. Form of Bond: Include specimen copy with the tender documents.</p> <p>D. Intermediate Named Sub-Contract Tender & Agreement Form ICSUB/NAM: Under Invitation to Tender Main Contract Information item IT5 'Other relevant information and/or changes' include the following: 'Tenderers for the Main Contract will be required to include for the provision of a performance bond equal to 10% of the contract sum'.</p> <p>E. Refer to BCD4 for wording of contract with regard to performance bond being equal to 10% of the contract sum.</p>	<p>Form of Tender E281 & Appendix E339</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

ACTIVITY	FORM NO	ACTION BY		
		CONSULT	PM	OTHER
<p>3. <u>Assessment of Liquidated Damages</u> (Refer to BCD 2)</p> <p>A. Prepare assessment of liquidated damages and agree with WSCC Project Manager.</p>	D340	✓		
<p>4. <u>Issue of Tender Documents</u> (Refer to BCD 25)</p> <p>A. Prepare tender documentation in draft and resolve any queries with WSCC Project Manager.</p> <p>B. Finalise tender documentation, prepare for dispatch to tenderers, and pass to WSCC Project Manager (one additional copy for PM use).</p> <p>C. Consultant to prepare pre-tender estimate and confirm it is within budget.</p> <p>D. Arrange issue of tender documentation.</p> <p>NOTE: All tenders to be returned electronically to Procurement Team</p> <p>E. Revised dates will need to be notified if the tender period is extended.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>✓ Procurement Officer</p> <p>✓ Procurement Officer</p> <p>✓ Procurement Officer</p>

ACTIVITY	FORM NO	ACTION BY		
		CONSULT	PM	OTHER
<p>5. <u>Receipt of Tenders</u> (Refer to BCD 25)</p> <p>A. Tenders received/recorded.</p> <p>B. Tenders passed to WSCC Project Manager for initial information and send to Consultant</p> <p>C. Inform Senior Management/client department of preliminary tender results (in confidence) as appropriate.</p> <p>D. Send details of tenders to Consultant for analysis and recommendations (where appropriate).</p> <p>E. Arrange financial check on lowest tenderer by WSCC Finance on all projects that require a bond</p> <p>F. Tenders received by Consultant, check for: Firms' registered numbers. Performance bond surety/registered numbers. Omissions/discrepancies. Conditions at variance with the invitation.</p>		<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓ Procurement Officer</p> <p>✓ Procurement Officer</p> <p>✓ Procurement Officer</p>
<p>6. <u>Receipt of Priced Bills of Quantities / Schedules of Work/Specifications/ Contract Sum Analysis/</u> (Refer to BCD 25)</p> <p>NOTE: (Action concurrent with other activities).</p> <p>A. Where priced documents are to be submitted by lowest tenderer within 2 working days obtain approval of manager to request priced documents.</p> <p>B. Arrange for priced documents of lowest tenderer to be examined.</p> <p>C. Arrange for a response to be obtained from the lowest tenderer to any errors/discrepancies in writing. (Refer to BCD 9)</p>	E120	<p>✓</p> <p>✓</p>	<p>✓</p>	

ACTIVITY	FORM NO	ACTION BY		
		CONSULT	PM	OTHER
<p>7. <u>Tender Report/Recommendations</u> (Refer to BCD 25)</p> <p>A. Obtain report on financial standing of lowest tenders from Financial Services. (Projects with Performance Bond).</p> <p>B. Obtain report on lowest tenders and recommendations from Consultant.</p> <p>C. Consider Consultant recommendations, agree proposed tender action and submit report on tenders with recommendations to the client. Copies to Legal Services/Finance and Performance on Capital Schemes. (Refer to Procedure for guidance.)</p> <p>NOTE: When the lowest tenderer/tender amount is not being recommended for acceptance, and/or where the tender to be recommended for acceptance exceeds the financial provision for the scheme, consult your manager for guidance.</p> <p>D. Prepare jointly with Consultant a revised expenditure tabulation with cash flow and professional fees on major capital projects.</p> <p>E. Receive approval to proceed from Client Department and/or Director of Strategic Planning and Place, and inform Consultant.</p> <p>F. Project Manager to inform Procurement Team of appointment of successful tenderer.</p> <p>G. Procurement Officer to de-brief unsuccessful tenderers.</p> <p>H. Obtain electronic commitment authority to place contract from approved officer.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓ Procurement Officer</p> <p>✓ Procurement Officer</p>

ACTIVITY	FORM NO	ACTION BY		
		CONSULT	PM	OTHER
<p>8. <u>Formulation of the Contract</u> (Refer to BCD 25)</p> <p>A. Arrange for necessary copies of all documents required for the placing of the contract, and contract administration, and distribute as appropriate.</p> <p>Legal Services to be provided with a full set of contract documents in duplicate for signing/sealing (contracts £75,000 or more in value).</p> <p>It is expected that the contract documents for signing/sealing will be sent with the letter of acceptance. In this regard, the contract documents should be provided to Legal Services prior to commencement of works, to allow Legal Services to review them and when approved, to send them with the letter of acceptance.</p> <p><u>Contract not exceeding £75,000 in value:</u></p> <p>B. Prepare Official Order to contractor.</p> <p><u>Contracts over £75,000 in value:</u></p> <p>C. Prepare memorandum to Legal Services using 'Contract Notification to Legal Services' together with all supporting documents listed.</p> <p>D. Obtain confirmation from Legal Services that letter of acceptance has been sent; and inform Consultant (Contracts £75,000 or more in value).</p> <p>Ensure that performance bond (or Deposit by Way of Security or PCG) is in place (Projects £250,000 or more).</p> <p>E. Ensure that the contractor's health and safety plan has been prepared before allowing works to commence on site.</p> <p>F. Obtain confirmation from Legal Services that the formal contract documentation has been prepared and signed/sealed, and inform Consultant.</p> <p>G. Arrange pre-contract meeting with contractor</p> <p>H. Prepare list of County Councillors and others to receive customer care letters and pass to Consultant.</p> <p>I. Prepare and distribute customer care letters to local residents and others.</p> <p>J. Ask Legal Services to notify Council's insurers if project over £2,000,000 or more value or duration of 12 months or more.</p>	D410	✓	✓ ✓	✓ Legal Services
	D410		✓	✓ Legal Services
		✓	✓	
		✓	✓	
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