



# HASLEMERE TOWN COUNCIL

## CONTRACT TENDER PROCESS - CHECKLIST

### Overview

Haslemere Town Council has a legal and moral duty to ensure that it provides its services to the public in a manner that secures best value in the use of public funds. The Council must strive to be efficient, and this calls for stringent assessment of the methods of supply, contracts and funding options. Therefore the overall objective for procurement is to procure goods, works and services in a way that clearly demonstrates that best value is being achieved in accordance with best practice, whilst having regard to achievement of the Council's priorities and objectives.

All Contracts should contain appropriate clauses and working arrangements to ensure that there is adequate service standard scrutiny and financial controls are in place.

### Tender Process

The rules pertaining to contracts for services are laid out in Haslemere Town Council Standing Order no 76 and Section 11 of the Financial Regulations. All continuing Contracts must go out to tender **every 5 years** and invitations to tender should be sent to a minimum of **3** contractors. Such contracts include ground and tree maintenance and Christmas decorative lighting. Other considerable expenditure items such as playground, road and path maintenance should be put out tender as and when required.

The tendering process must be completed by the **end of August** of the tender year to enable costs to be included in the annual financial budget.

#### 1. Advertising of Contracts:

Notification of the opportunity to tender for a Council contract may either be advertised in the local press to ensure openness of process, equality of opportunity, compliance with legal requirements and to achieve maximum competition thereby ensuring best value for the money the Council spends; or appropriate businesses may be invited to participate in tendering for the contract.

A business interested in bidding or tendering for all or part of the contract must follow the instructions contained within the advertisement or invitation to tender. In the first instance, this usually means a formal application to the Town Hall officer responsible for Tender Contracts and can be done in writing, fax, e-mail or telephone call.

#### 2. Tender Documents



Upon receipt of interest to tender for the Contract, the applicant business will be sent the following documents:-

1. A covering letter which specifies the timing and manner of the tendering process i.e. required format, submission deadline, tender evaluation process etc.
2. Contract Procedure Rules
3. Contract specifications including any maps if appropriate.
4. Unique pre-addressed Tender Return envelope

### **3. Tender Evaluation**

1. The tenders should be opened at the specified time and date and in the presence of the designated Town Hall Officer and Chair of the relevant Council committee or the Mayor.
2. Returned tenders will be evaluated against the pre-determined criteria.
3. Evaluation will focus on examining how the tender proposals will deliver the 'best value/practice' which is defined as the optimum combination of costs and quality to meet the Council's requirements.
4. The successful tenderer should be notified by email or in writing.
5. Those bidders that are unsuccessful should not be advised of the tender result until the Contract has been signed with the successful tenderer.

### **4. Debriefing**

Within the limits of commercial confidentiality the Council should always endeavour to offer unsuccessful bidders' feedback to find out why their bid has failed.

This information can be used to help with any future bids; being unsuccessful in one contract does not mean that the company will be unsuccessful in the future.

The Council should encourage competition and welcome bids from both new and established suppliers.

### **5. Contract Performance**

The Council should ensure that contractors are fully aware of the requirements of the Council's contracts. To this end, pre-tender discussions with potential service providers regarding the contract should be encouraged.

The Council's contractors are monitored to assess their compliance with the requirements set out in the contract documentation. Contract conditions will be strictly applied.

The Council should continuously strive to improve its own performance and it expects its contractors to do the same.

In 2016 it was agreed that a check-box for each stage of the process of any tender should be signed off by the appropriate Committee Chairman to ensure that proper process has been followed. The checkbox can be found as an appendix to this document.



**HASLEMERE TOWN COUNCIL  
CONTRACT TENDER CHECKLIST**

<b>TENDER STAGE</b>	<b>REQUIREMENT</b>	<b>COMMENT</b>	<b>COMPLETED SATISFACTORILY</b>
<b>Advertising of Contracts</b>	Advertised in local press or local firms selected to be invited to tender	4 firms invited to tender, HTC's two current contractors plus WBC's contractor and one other local firm	YES
<b>Tender Documents</b>	A covering letter Contract specifications Unique pre-addressed envelope.	All send to each firm.	YES
<b>Tender Evaluation</b>	Tenders opened in the presence of the Town Clerk and two councillors.	Completed 2/8/17 (Town Clerk, Cllrs Round and Piper)	YES
	Returned tenders will be evaluated against the pre-determined criteria.		
	The successful tenderer should be notified by email or in writing.		
	Those bidders that are unsuccessful should not be advised of the tender result until the Contract has been signed with the successful tenderer.		

Process completed

\_\_\_\_\_ Date

\_\_\_\_\_ Signed (Chair of relevant Committee or Working Party)