CREDITON
TOWN COUNCIL

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Manor Office Internal Works T&F Group Report

Report by: **Town Clerk**
To: **Full Council**
Date: **For consideration on 27 October 2026**

Recommendation
Full Council is requested to approve the preferred contractor, following review of tenders by the Task and Finish Group set up by Full Council on 20 October.

1. Purpose

1.1 This report sets out the recommendation for a preferred contractor to undertake internal works at Manor Office.

2. Background

2.1. Councillors have undertaken a review of the tenders.
2.2. 5 tender applications were received.
2.3. The tender conditions state that tender applications will be evaluated by Full Council, against a pre-approved Evaluation Criteria.
2.4. Full Council resolved to set up a task and finish group as a more effective use of time and allow for more detailed and considered scoring.

3. Recommendations

3.1 Following a Task and Finish Group to consider tenders, a recommend preferred contractor is being presented to Full Council for approval.
3.2 An overview of tenders was provided to members (Appendix A), alongside full applications.
3.3 A spreadsheet collating all scoring was created to ensure individual scores were open and transparent.
3.4 It was noted that due to discrepancies in quotations (absence of provisional sums), the cost was not necessarily the most suitable way of approving a preferred contractor. The absence of these sums suggests that additional costs, not fully communicated to CTC at the time of tender, made lead to higher invoice costs, prior to any issues being dealt with outside of the course of the work by the chosen contractor.
3.5 The spreadsheet with and without price weighted are provided (Appendices B and C).
3.6 The Task and Finish Group recommends:
Engaging Contractor C.
Whilst it is noted that Contractor A were the cheapest during tender weighting, there are no additional provisional sums and therefore does not fulfil the full tender brief. Contractor C offers a clear heritage statement, has undertaken similar projects and delivered the best quality tender overall.

4. Financial Implications

4.1 Contractor C quotes £61,990.00 (including provisional sums, excluding VAT).

4.2 Members are requested to approve the spending from EMR 338 (Council Building Fund), noting that payment arrangements are yet to be agreed.

5. Conclusion

5.1. Members are requested to approve the recommendation of Contractor C, to enable the Town Clerk to progress works at Manor Office.

APPENDIX A

	Contractor A	Contractor B	Contractor C	Contractor D	Contractor E
Pricing					
Completed Form	Yes	No	Yes	Yes	Yes
Breakdown cost plan	Yes	No	Yes	Yes	Yes
Provisional sums where applicable	£0	£11,000	£8,500	£0	£6,145
Schedule of rates for variations	No	No	No	Yes	No
Technical Submission					
Heritage working methodology	No	Yes	Yes	Yes	No
Relevant project experience	Yes	Yes	Yes	Yes	No
Compliance Information					
Insurance certificates	Yes	Yes	Yes	Yes	Yes
Health & Safety Policy	Yes	Yes	Yes	Yes	Yes
Environmental Policy	No	Yes	No	Yes	No
References	Yes	Yes	Yes	Yes	No
Price quoted:	£37,225.21	£61,722.40	£53,490.00	£54,489.30	£33,334.62
(any additional provisions)		Included	£8,500.00		£6,145.00
	£37,225.21	**£61,722.40**	**£61,990.00**	**£54,489.30**	**£39,479.62**

APPENDIX B

Weighting	Contractor A	Weighted Score	Contractor B	Weighted Score	Contactor C	Weighted Score	Contractor D	Weighted Score	Contractor E	Weighted Score
Quality & Technical Capability 50%	4	37.00	4	39.00	4	43.00	3	30.00	2	19.00
Price 30%	37,225.21	30.00	61,722.40	18.09	61,990.00	18.02	54,489.30	20.49	39,479.62	28.29
Local economic benefit 10%	3.8	7.60	4	7.40	3	5.80	2	3.60	2	3.60
Programme & Delivery 10%	3.8	7.56	4	7.60	4	7.80	2	3.00	2	3.00
Total		**74.60**		**64.49**		**66.82**		**54.09**		**50.89**

APPENDIX C

Weighting	Contractor A	Weighted Score	Contractor B	Weighted Score	Contactor C	Weighted Score	Contractor D	Weighted Score	Contractor E	Weighted Score
Quality & Technical Capability 50%	4	37.00	4	39.00	4	43.00	3	30.00	2	19.00
Local economic benefit 10%	3.8	7.60	4	7.40	3	5.80	2	3.60	2	3.60
Programme & Delivery 10%	3.8	7.56	4	7.60	4	7.80	2	3.00	2	3.00
Total		**44.60**		**46.40**		**48.80**		**33.60**		**22.60**