

Agenda



Tendering Committee

Date: Wednesday, 05 August 2015

Time: 13:30

Venue: Committee Room 3 - Council Offices, Garshake,
Council Offices (1st floor), Garshake Road, Dumbarton, G82 3PU

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 scott.kelly@west-dunbarton.gov.uk

Dear Member

Please attend a meeting of Tendering Committeeas detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:-

Councillor D. McBride (Chair)
Councillor G. Casey
Councillor J. Finn
Councillor M. McGinty
Councillor J. Millar
Councillor L. O'Neill (Vice-Chair)
Councillor T. Rainey
Vacancy

All other Councillors for information

Executive Director of Corporate Services
Head of Legal, Democratic and Regulatory Services

Date of issue: 23 July 2015

Tendering Committee
Wednesday, 05 August 2015
AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3 MINUTES OF PREVIOUS MEETING

5 - 6

Submit for approval as a correct record the Minutes of Meeting of the Tendering Committee held on 28 January 2015.

4 CONTRACT FOR CASH COLLECTION, RECEIVING, HOLDING AND TRANSFER SERVICE

7 - 10

Submit report by the Executive Director of Corporate Services seeking approval to extend the Council's contract with its current service provider until 9 May 2018.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 28 January 2015 at 11.33 a.m.

Present: Councillors Gail Casey, Jim Finn, David McBride, John Millar, Lawrence O'Neill and Tommy Rainey.

Attending: Ian Bain, Greenspace Manager; Dawn Bartwicki, Procurement Officer; and Scott Kelly, Committee Officer, Legal, Democratic and Regulatory Services.

Apology: An apology for absence was submitted on behalf of Councillor Michelle McGinty.

Councillor David McBride in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in the item of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 4 December 2013 were submitted and approved as a correct record.

CLYDEBANK CREMATORIUM UPGRADE

A report was submitted by the Executive Director of Infrastructure and Regeneration advising of tenders received for the purchase of new cremators and mercury abatement equipment at Clydebank Crematorium and seeking approval to accept the most economically advantageous tender.

Having heard the Greenspace Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the awarding of the contract to Facultatieve Technologies in the amount of £693,649.67 as the most economically advantageous tender.

The meeting closed at 11.37 a.m.

WEST DUNBARTONSHIRE COUNCIL**Report by the Executive Director of Corporate Services****Tendering Committee: 5 August 2015**

Subject: Extension of Contract for Cash Collection, Receiving, Holding & Transfer Service

1. Purpose

- 1.1** The purpose of this report is to seek approval of Committee to extend the Council's contract with its current service provider until 9 May 2018.

2. Recommendations

- 2.1** It is recommended that the Committee approve the extension of the contract of the current service provider to deliver the service of cash collection, receiving, holding and transfer service until 9 May 2018 as extending the contract of the current service provider will continue to represent value for money, noting that the use of this service is planned to reduce over time due to changes in service delivery.

3. Background

- 3.1** Following a tendering exercise in 2012 (approved by The Corporate Services Committee on 15 August 2012), G4S Cash Solutions (UK) Ltd was appointed as the Council's provider of cash collection, receiving, holding and transfer service for a period of 3 years from 1 April 2013 to 31 March 2016 with an option to extend for a further 2 additional 12 month periods until 31 March 2018.

At the time of the original contract approval, Committee determined that any extension of the contract would be required to be approved by the Tendering Committee.

- 3.2** The cash collection, receiving, holding and transfer service contract currently costs the Council approximately £52,000 per annum.
- 3.3** The market for this type of service is limited and responses received in our tender exercise in 2012 reinforced this.

4. Main Issues

- 4.1** The Council currently procures secure uplifts and deposit services for 70 operational facilities involved in the receipt of cash throughout the Council

area. The facilities include leisure facilities, council offices and educational establishments.

- 4.2** Prices for this contract include Council & Leisure Trust service provision and Leisure Trust have confirmed that they wish their cash collection contract to be secured with the Council's cash collection contract to assist with securing the best price for both the Council and Leisure Trust.
- 4.3** Whilst the contract has a reasonable time to run, were it Committee's decision that the extension would not be granted, a procurement exercise would require to be commenced immediately in order to comply with EU Procurement Regulations.

5. People Implications

- 5.1** There are no people implications.

6. Financial Implications

- 6.1** The Council currently incurs costs of around £52,000 per year in respect of cash collection, receiving, holding and transfer services provided by our existing supplier.
- 6.2** The ongoing financial implications for the Council will depend on the level and extent of the service required by establishments, which is currently under review as part of the Council's strategy in the way payment services are provided to customers.
- 6.3** There is existing departmental budgetary provision to meet this level of expenditure
- 6.4** The tender exercise carried out in 2012 saved the Council approximately £29,000 per annum (based on service provision requirements at that time) compared to the historic contract with our service provider.

7. Risk Analysis

- 7.1** An extension of the existing contract enables our prices to be set for a fixed period (until contract ends) subject to inflation increases and formal terms and conditions remain in place, to ensure that the Council receives best value. This allows the Council to continue in the review of the delivery of payment services provided to customers before commencing on a new tender exercise.

8. Equalities, Health & Human Rights Impact Assessment (EIA)

- 8.1** No issues were identified in a screening for potential equality impact of this report

9. Consultation

- 9.1** The views of Finance and Legal Services have been requested on this report and both have advised there are neither any issues nor concerns with the proposal.

10. Strategic Assessment

- 10.1** Sound financial practice and budgetary control are imperative to assist with the governance of the Council and supports officers of the Council in achieving the five strategic priorities. The General Services revenue budget contributes to all categories by providing funding in specific areas to help the Council achieve and develop these priorities.

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Angela Wilson
Executive Director of Corporate Services
Date: August 2015

Person to Contact: Karen Shannon, Section Head (Financial, Administration & Control), Garshake Road. Telephone (01389) 737842.
Email: karen.shannon@west-dunbarton.gov.uk

Background Papers: Cash Collection, Receiving, Holding & Transfer Service
Report to Corporate Services Committee 15 August 2012
Equalities Impact Screening

Wards Affected: All Council wards.

