

Agenda



Tendering Committee

Date: Wednesday, 12 May 2021

Time: 09:15

Format: Zoom Video Conference

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

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above.

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and so Members will attend the meeting remotely.

The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Councillor J. Finn (Chair)
Councillor G. Casey
Councillor I. Dickson (Vice Chair)
Councillor D. Docherty
Provost W. Hendrie
Councillor M. McNair
Councillor L. O'Neill
Councillor B. Walker

All other Councillors for information

Chief Officer – Supply, Distribution and Property
Chief Officer – Regulatory and Regeneration

Date of Issue: 28 April 2021

TENDERING COMMITTEE
WEDNESDAY, 12 MAY 2021

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 – 8

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 21 April 2021.

4 OPEN FORUM

The Committee is asked to note that no open forum questions have been submitted by members of the public.

5 CONTRACT AUTHORISATION REPORT – CONTRACT 9 – 11
AUTHORISATION REPORT – MICROSOFT LICENSES
FOR EDUCATION ICT ESTATE

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Microsoft Licenses for Education ICT Estate.

6 CONTRACT AUTHORISATION REPORT – PROCESSING AND 13 – 17
TREATMENT OF RESIDUAL WASTE AND PROCESSING AND
TREATMENT OF BULKY WASTE

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contracts for the Processing and Treatment of Residual Waste and the Processing and Treatment of Bulky Waste.

7/

7 CONTRACT AUTHORISATION REPORT – PROVISION OF To Follow
CLEANING SERVICES FOR HOMELESS AND VOID
PROPERTIES

Submit report by the Chief Officer – Supply, Distribution and Property in relation to the above.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 21 April 2021 at 9.15 a.m.

Present: Provost William Hendrie and Councillors Gail Casey, Ian Dickson and Diane Docherty.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; David Aitken, Angus Cameron and Derek McLean, Business Partners – Strategic Procurement; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Marie McNair and Lawrence O'Neill.

Councillor Ian Dickson in the Chair

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 17 March 2021 were submitted and approved as a correct record.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

CONTRACT AUTHORISATION REPORT – SUPPLY AND DELIVERY OF TYRES AND ASSOCIATED SERVICES

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Supply and Delivery of Tyres and Associated Services.

Having heard Mr Aitken, Business Partner – Strategic Procurement, and the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for the Supply and Delivery of Tyres and Associated Services (Lot 1, Cars and Vans) to McConechy's Tyres Services Ltd, and to note that the estimated value of the initial two year contract was £64,500 ex VAT and that the overall four year contract was £129,000 ex VAT;
- (2) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for the Supply and Delivery of Tyres and Associated Services (Lot 2, Trucks) to McConechy's Tyres Services Ltd, and to note that the estimated value of the initial two year contract was £77,000 ex VAT and that the overall four year contract was £154,000 ex VAT; and
- (3) to note that the contracts shall be for a period of two years from 1 May 2021 with an option to extend for a further two 12 month periods until 30 April 2025, and that the combined overall estimated value for both contracts for the initial two year contract was £141,500 ex VAT and the overall four year contract was £283,000 ex VAT.

CONTRACT AUTHORISATION REPORT – COMMUNITY LINK WORKERS SERVICE

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for a Community Link Workers Service.

Following discussion and having heard Mr Cameron, Business Partner – Strategic Procurement, the Procurement Manager and the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the West Dunbartonshire Health & Social Care Partnership, the award of the contract for the Community Link Workers Service to The Health and Social Care Alliance Scotland; and
- (2) to note that the contract shall be for a maximum period of six years (initial three year period, with the option to extend on a further three occasions of up to 12 months on each occasion) and at an initial value of £1,059,211 ex VAT, rising to £2,255,758 ex VAT should all available extension options be activated, and that the estimated commencement date of the contract was 3 May 2021.

CONTRACT AUTHORISATION REPORT – PROVISION OF GRITTERS

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of Gritters.

Having heard Mr McLean, Business Partner – Strategic Procurement, in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for the Provision of Gritters to ECON Engineering Ltd;
- (2) to note that the contract will have a total value of £545,784 ex VAT and a commencement date of 23 April 2021; and
- (3) to note that the warranty shall be for a period of five years from the delivery date.

CONTRACT AUTHORISATION REPORT – PROVISION OF CAREFIRST SOFTWARE SUPPORT AND MAINTENANCE SERVICES

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of CareFirst Software Support and Maintenance Services.

Having heard Mr McLean, Business Partner – Strategic Procurement, in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the West Dunbartonshire Health & Social Care Partnership, the award of the contract for the Provision of CareFirst Software Support and Maintenance Services to OLM Systems Ltd;
- (2) to note the contract will be placed by West Dunbartonshire Council; and
- (3) to note: (i) that the contract shall be for a period of three years and at an estimated contract value of £270,000 ex VAT; (ii) that the cost for year one was fixed at £88,269, with costs in years two and three subject to price escalation in line with the Retail Price Index (RPI) which was forecast to be 2.5% for 2021; and (iii) that the estimated commencement date will be on 21 April 2021.

CONTRACT AUTHORISATION REPORT – RENTON FOOTBRIDGE CONSTRUCTION WORKS

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Renton Footbridge Construction Works.

Following discussion and having heard Mr Aitken, Business Partner – Strategic Procurement, in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the Contract for Renton Footbridge Construction Works to Balfour Beatty Civil Engineering Ltd; and
- (2) to note that the contract shall be for a maximum period of three months and at a value of £475,000 ex VAT, and that the estimated commencement date of the contract was 4 May 2021.

The meeting closed at 9.50 a.m.

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 12 May 2021

Subject: Contract Authorisation Report – Microsoft Licenses for Education ICT Estate

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Microsoft Licenses for Education ICT Estate.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Microsoft Licenses for Education ICT Estate to Insight Direct (UK) Ltd; and
 - b) Note that the contract shall be for a maximum period of 12 months and at a value of £89,520 ex VAT. The estimated commencement date of the contract is 01 July 2021.

3. Background

- 3.1** The Council has a requirement to procure Microsoft licenses across the education establishments. These licenses provide a Council wide agreement for staff and pupils and are required in order for the Council to be allowed to access and utilise the Microsoft Windows and Microsoft Office software. The current contract is with Insight Direct (UK) Ltd.
- 3.2** The budget for Microsoft Licenses for Education ICT Estate was approved at the Corporate Service Committee on 17 February 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2016* (below the threshold) for Goods and Services. A Contract Strategy was approved on 2 February 2021.

4. Main Issues

- 4.1** The Contract Strategy identified that a reverse e-auction – online and in real time, under a Crown Commercial Services (CCS) framework agreement (FA) Technology Products & Associated Services RM6068, Lot 3 – Software and Associated Services, was the best route to market for Microsoft Windows and Microsoft Office software.
- 4.2** On 19 March 2021, three compliant bids were received. The three bids were

from Insight Direct (UK) Ltd, Phoenix Software Ltd and Boxxe. An e-auction was held to determine the most economically advantageous tender. Insight Direct (UK) Ltd offered a bid that was assessed by representatives from ICT Services as the optimal technical solution at the most competitive rates. The Corporate Procurement Unit facilitated this process.

- 4.3** The three bids were evaluated against a set of award criteria which was based on Price / Quality ratio of 90% / 10%. The scores relative to the award criteria of each bidder are as follows:

	Weighting	Boxxe	Insight Direct (UK) Ltd	Phoenix Software Ltd
Best Value	(10%)	5%	7.5%	7.5%
Quality Sub-Total %:	(10%)	5%	7.5%	7.5%
Price	(90%)	£88,900	£89,520	£89,600
Price Sub Total £	-	£88,900	£89,520	£89,600
Price Sub Total %	(90%)	90%	89.387%	89.297%
Total Score	100%	95%	96.877%	96.797%

- 4.4** It is recommended that the contract is awarded to Insight Direct (UK) Ltd, of The Atrium, 1 Harefield Road, Uxbridge, Middlesex, UB8 1PH who provided the most economically advantageous tender. The contract shall be for a maximum period of 12 months at a value of £89,520 ex VAT. The value of the contract is above the value approved by the Corporate Services Committee and the extra funding will be provided from the Computer Maintenance Budget.
- 4.5** Insight Direct (UK) Ltd has committed to following Fair Working Practices in line with the FA process and pay all staff the real Living Wage (min. of £9.50 per hour). There are no specific social benefits associated with this contract, however further social benefits will be discussed with Insight Direct (UK) Ltd and any actions to take any social benefits forward will be agreed and will be monitored as part of the Contract and Supplier Management Policy.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services. The value of the contract is £480 above

the value approved by the Corporate Services Committee and the extra funding will be provided from the Computer Maintenance Budget.

7. Risk Analysis

- 7.1** Failure to implement a Microsoft license renewal will leave the Council staff and pupils with no access to Microsoft products, such as Word, Excel and Outlook.
- 7.2** Insight Direct (UK) Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities impact assessment screening was undertaken by the ICT Services which determined a full equalities impact assessment was not required.

9. Consultation

- 9.1** Consultation has taken place with ICT Services, Finance Services and Legal Services.

10. Strategic Assessment

- 10.1** The Provision of Microsoft Licences for Education ICT Estate will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 27 April 2021

Person to Contact: Michelle McKenzie, Procurement Officer, Corporate Procurement Unit
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Appendices: None

Background Papers: The Contract Strategy
EIA Screening

Wards Affected: None

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 12 May 2021**

Subject: Contract Authorisation Report - Processing & Treatment of Residual Waste and Processing & Treatment of Bulky Waste**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contracts for Processing & Treatment of Residual Waste and for Processing & Treatment of Bulky Waste.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (WDC) and Argyll and Bute Council (ABC), the award of the contracts for the Processing & Treatment of Residual Waste and for Processing & Treatment of Bulky Waste to Barr Environmental Limited; and
 - b) Note that the contracts for Processing & Treatment of Residual Waste shall be for a maximum period of four years six months to 31 December 2025 and at a value of £10,328,512 ex VAT for WDC and £2,746,998 ex VAT for ABC
 - c) Note that the contracts for Processing & Treatment of Bulky Waste shall be for a maximum period of four years six months to 31 December 2025 and at a value of £5,805,000 ex VAT for WDC and £2,418,750 ex VAT for ABC; and
 - d) The estimated commencement date of the contracts is 01 July 2021.

3. Background

- 3.1** WDC is the lead authority on two collaborative procurements for i) the processing and treatment of residual waste from kerbside collections (grey/green bins) and ii) the processing and treatment of bulky waste from household waste recycling centres and bulky uplifts.
- 3.2** The processing, treatment, recycling and disposal of residual and bulky waste will in part support WDC to meet their recycling targets, this will also support WDC to meet their statutory obligation on collection and disposal of waste.
- 3.3** WDC budget is included in the operational and revenue costs and this was approved at Council on 24 February 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial

Regulations and the *Public Contracts (Scotland) Regulations 2015* (above the EU threshold) for Services. A Contract Strategy document was also approved by the Procurement Manager on 13 January 2021.

4. Main Issues

4.1 The Contract Strategy identified that Scotland Excel's Dynamic Purchasing System for the Treatment and Disposal of Recyclable and Residual Waste was the best route to market.

4.2 Under the Treatment and Disposal of Bulky Waste (Lot 11), 13 service providers expressed an interest, with two service providers submitting a response for the further competition by the deadline for the submissions of 5pm on 24 February 2021. These submissions were evaluated by representatives from Waste Services for WDC and ABC and WDC Corporate Procurement Unit against a set of award criteria which was based on Total Cost of Ownership (TCO) / Quality ratio of 85% / 15%. The scores relative to the award criteria of each further competition and tenderer are as follows:

Reception, Treatment and Disposal of Bulky Waste		Barr Environmental Ltd	Enva Scotland Limited
Technical Envelope (Quality)	Sub Section Weighting	Weighted Score	Weighted Score
Service Delivery & Methodology	7.5%	4.875%	7.125%
Social Benefits in Procurement (Community Benefits)	3%	3%	3%
Contract Monitoring and Management	1.5%	1.125%	1.5%
Staffing Project Team Structure	0.75%	0.58125%	0.73125%
Business Continuity Planning & Phase Out Plan & Exit Strategy	0.75%	0.6375%	0.6375%
Sustainability (Sustainable Procurement)	0.75%	0.5625%	0.5625%
eProcurement	0.375%	0.28125%	0.375%
Commitment to Fair Working Practices	0.375%	0.375%	0.28125%
Quality Sub Total %	15%	11.4375%	14.2125%
Commercial Envelope [TCO] Sub Total %	85%	85%	76.76435%
Total Score	100%	96.44%	90.98%

4.3 Under the Treatment and Disposal of Residual Waste (Lot 21), 15 service providers expressed an interest, with two service providers submitting a response for the further competition by the deadline for the submissions of 5pm on 24 February 2021. These submissions were evaluated by representatives from Waste Services for WDC and ABC and WDC Corporate Procurement Unit against a set of award criteria which was based on Total Cost of Ownership (TCO) / Quality ratio of 85% / 15%. The scores relative to the award criteria of each further competition and tenderer are as follows:

Reception, Treatment and Disposal of Residual Waste		Barr Environmental Ltd	Enva Scotland Limited
Technical Envelope (Quality)	Sub Section Weighting	Weighted Score	Weighted Score
Service Delivery & Methodology	7.5%	4.875%	7.125%
Social Benefits in Procurement (Community Benefits)	3%	3%	3%
Contract Monitoring and Management	1.5%	1.125%	1.5%
Staffing Project Team Structure	0.75%	0.58125%	0.73125%
Business Continuity Planning & Phase Out Plan & Exit Strategy	0.75%	0.6375%	0.6375%
Sustainability (Sustainable Procurement)	0.75%	0.5625%	0.5625%
eProcurement	0.375%	0.28125%	0.375%
Commitment to Fair Working Practices	0.3755%	0.375%	0.28125%
Technical Envelope (Quality) Sub Total %		11.4375%	14.2125%
Commercial Envelope [TCO] Sub Total %		85%	76.32405%
Total Score		96.44%	90.54%

4.4 WDC breakdown is as follows:

		Estimated Annual Volume (Tonnes)	Annual Contract Forecast	Contract Value Estimate
Lot 11	Treatment and Disposal of Bulky Waste	12,000	£1,290,000	£5,805,000
Lot 21	Treatment and Disposal of Residual Waste	22,725	£2,295,225	£10,328,512
Total value of both contracts			£3,585,225	£16,133,512

4.5 It is recommended that both the contracts are awarded to Barr Environmental Ltd, of Killoch, Ochiltree, East Ayrshire KA18 2RL, who has provided the most economically advantageous tenders for both procurements. Each of the contracts shall be for a maximum period of four years six months at a value of £16,133,512 ex VAT for WDC and at a value of £5,165,748 ex VAT for ABC. The value of the contracts is within each respective budget approved by the Councils.

4.6 Barr Environmental Ltd has committed to paying all staff as a minimum, the real Living wage (minimum £9.50 per hour) and promotes Fair Working Practices across their organisation. Further, Barr Environmental Ltd has committed to

delivery of the following WDC social benefits as a direct result of delivery of these contracts:

- 2 x Measurable and committed support to the fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract;
- 2 x Measurable and committed support for local community benefits as part of this contract;
- 2 x Measurable and committed support for local small and medium sized enterprises as part of this contract;
- 2 x Measurable and committed support for local Supported Businesses as part of this contract;
- 2 x Measurable and committed support for local Third Sector organisation(s) as part of this contract;
- 4 x Community operated transport which helps reduce CO2 emissions or carbon footprint;
- 4 x Donation of goods to local food-share scheme;
- 2 x Donation of labour to support a local community project;
- 6 x Donation of money to a community group or charity that supports health and wellbeing within the community;
- 6 x Donation of money to support a local community project;
- 2 x Donations of materials to support a local community project;
- 2 x Facilitate quarterly work experience opportunities covering a range of work based skills;
- 2 x Provision of volunteers to support a local community project –
- 8 x Sponsorship of a local sports team; and
- 2 x Use of West Dunbartonshire based organisations for sub-contracting opportunities.

The social benefits will be discussed at the implementation meeting with Barr Environmental Ltd and actions to take these forward will be agreed.

5. People Implications

5.1 There are no people implications as a result of this report

6. Financial and Procurement Implications

6.1 Financial costs in respect of these contracts will be met from the approved revenue budgets of Waste Services within each respective Council.

6.2 The term of the contracts allow for setting budget costs for these waste streams for Waste Services for the next four years six months.

6.3 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Waste Service officers of both WDC and ABC and the provisions of WDC's Contract Standing Orders, the WDC's Financial Regulations and relevant procurement legislation.

7. Risk Analysis

- 7.1** Barr Environmental Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Councils.
- 7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in reputational ramifications.
- 8. Equalities Impact Assessment (EIA)**
- 8.1** An equalities screening was undertaken and the results confirmed there are no equalities impact
- 9. Consultation**
- 9.1** Finance Services, Legal Services and Waste Services have been consulted in relation to the content of this report, as have waste colleagues at ABC.
- 10. Strategic Assessment**
- 10.1** The Processing & Treatment of Residual Waste and the Processing & Treatment of Bulky Waste will contribute to the delivery of WDC strategic priorities and particular towards efficient and effective frontline services that improve the everyday lives of residents by supporting recycling levels to maintain sustainable and attractive local communities.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 15 April 2021

Person to Contact: Alex Grace, Senior Procurement Officer, Corporate Procurement Unit
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Appendices: None

Background Papers: The Contract Strategy
EIA Screening

Wards Affected: All Council Wards.