

Agenda

Tendering Committee

Date: Wednesday, 21 September 2022

Time: 09:15

Venue: Clyde Room, Clydebank Town Hall, 5 Hall Street, Clydebank

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

Dear Member

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

The business is shown on the attached agenda.

Yours faithfully

PETER HESSETT

Chief Executive

Distribution:

Councillor John Millar (Chair)
Councillor Diane Docherty
Councillor Craig Edward
Councillor David McBride
Councillor Jonathan McColl
Councillor James McElhill
Councillor June McKay (Vice Chair)
Councillor Hazel Sorrell

All other Councillors for information

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

Date of Issue: 8 September 2022

TENDERING COMMITTEE

WEDNESDAY, 21 SEPTEMBER 2022

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 3 August 2022.

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 – LAUNDRY EQUIPMENT AND MAINTENANCE WORKS, AND PROVISION OF ELECTRICAL SPECIALIST INCLUDING ENTRY SYSTEMS AND ALARMS 7 – 13

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Manager of Legal Services to conclude the award of the contracts for Laundry Equipment and Maintenance Works, and provision of Electrical Specialist Including Entry Systems and Alarms.

6 PROVISION OF INSURANCE SERVICES (INCLUDING CLAIMS HANDLING) FOR WEST DUNBARTONSHIRE COUNCIL AND WEST DUNBARTONSHIRE LEISURE TRUST 15 – 21

Submit report by the Chief Officer – Supply, Distribution and Property advising of the Provision of Insurance Services (including Claims Handling) contracts for West Dunbartonshire Council and the West Dunbartonshire Leisure Trust which were approved on 25 July 2022 by the Chief Officer – Resources and the Chief Officer – Regulatory and Regeneration, in consultation with the Convener of Tendering Committee.

7 CONTRACT AUTHORISATION REPORT – SUPPLY AND FIT 23 – 25
OF AV EQUIPMENT AT DENNY CIVIC THEATRE,
DUMBARTON

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Manager of Legal Services to conclude the award of the contract for the Supply and Fit of AV Equipment at Denny Civic Theatre, Dumbarton.

8 CONTRACT AUTHORISATION REPORT – DEMOLITION OF 27 – 30
THE FORMER CARE HOME AT 2 ASHTREE COURT, OLD
KILPATRICK

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Manager of Legal Services to conclude the award of the contract for the Demolition of the Former Care Home at 2 Ashtree Court, Old Kilpatrick.

9 CONTRACT AUTHORISATION REPORT – CYCLE TO WORK 31 – 34
SCHEME

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Manager – Legal Services to conclude the award of the contract for the Provision of a Cycle to Work Scheme.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Clyde Room, Clydebank Town Hall, Clydebank on Wednesday, 3 August 2022 at 9.17 a.m.

Present: Councillors Craig Edward, David McBride, Jonathan McColl, James McElhill, June McKay and Hazel Sorrell.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Angus Cameron, Business Partner – Strategic Procurement; Alistair Norris, Capital Projects Manager; Brian Miller, Section Head, ICT Infrastructure; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Diane Docherty and John Millar.

Councillor June McKay 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 8 June 2022 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 – MEASURED TERM CONTRACT FOR LIFT EQUIPMENT

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Manager of Legal Services, Regulatory and Regeneration, to conclude the award of the Measured Term Contract for Lift Equipment.

After discussion and having heard the Business Partner – Strategic Procurement, the Capital Projects 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 Manager of Legal Services, Regulatory and Regeneration, to conclude, on behalf of the Council, the award of the Measured Term Contract for Lift Equipment to Kone PLC;
- (2) to note that the contract shall be for a period of two years and at a value of £207,349.68 ex VAT (£248,819.62 including VAT) with the option of two one-year extensions with the four year budget being £650,000 ex VAT; and
- (3) to note that the estimated commencement date of the contract was 1 February 2023.

CONTRACT AUTHORISATION REPORT – PROVISION OF SERVER MAINTENANCE RENEWAL

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

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

- (1) to authorise the Manager of Legal Services, Regulatory and Regeneration, to conclude, on behalf of the Council, the award of the contract for Server Maintenance Renewal to Park Place Technologies Limited; and
- (2) to note that the contract shall be for a maximum period of 12 months and at a value of £59,942.76 ex VAT (£71,931.31 including VAT), and that the estimated commencement date of the contract was 4 September 2022.

The meeting closed at 9.30 a.m.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 21 September 2022**

Subject: Contract Authorisation Report – Laundry Equipment and Maintenance Works and Provision of Electrical Specialist Including Entry Systems and Alarms

1. Purpose

1.1 The purpose of this report is to seek the approval of the Tendering Committee to authorise the Manager of Legal Services to conclude the award of the contracts for:

- Laundry Equipment and Maintenance Works; and
- Electrical Specialist Including Entry Systems and Alarms

2. Recommendations

2.1 It is recommended that the Tendering Committee authorise the Manager of Legal Services to conclude on behalf of the Council, the award of:

- a) The contract for Laundry Equipment Maintenance Works to Washco Ltd. The contract shall be for a period of two years at a budget of £97,500 ex VAT with the option to extend the period by another two x one year with the four year budget being £195,000 ex VAT. The estimated commencement date of the contract is 30 September 2022.
- b) The contract for Electrical Specialist to Alger Electrics and Alarms Limited, Dumbarton. The contract shall be for a period of two years at a budget of £900,000 ex VAT with the option to extend the period by another two x one year with the four year budget being £1,800,000 ex VAT. The estimated commencement date of the contract is 30 September 2022.

3. Background

3.1 Building Services provides a quality 24 / 7 / 365 service to Council owned operational and non-operational properties and is responsible for repairs to common elements in mixed tenure blocks and local Registered Social Landlords. Building Services will continue to carry out as much of the repairs and maintenance work as possible using in-house resources. Where this is not possible sub-contractors and specialist contractors are utilised as appropriate.

3.2 The period of the budget is for four years. The budget was set and approved by Council at its meetings on March 2021 and March 2022.

- 3.3** These procurement exercises have been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 25 February 2022.

4. Main Issues

- 4.1** The Corporate Procurement Unit (CPU) published a Prior Information Notice containing a market research questionnaire looking to understand the supply base to inform the Council's lotting structure, with a particular focus to engage with as many local small and medium-sized enterprises (SME) as possible. The CPU advertised the market research questionnaire on the Council's Social Media pages, informed the local Chamber of Commerce to highlight the opportunities locally; provided information about the Supplier Development Programme (SDP), which helps businesses that have little or no experience of tendering and are often too small to have dedicated bid / tender resources to contemplate bidding for public sector contracts.
- 4.2** An initial contract notice was published on the Public Contracts Scotland advertising portal on the 25 March 2022 with a Tender closing date of 20 April 2022. Feedback from the market indicated that due to time constraints no bids were submitted within the tender time period. Consequently after discussions with the Service Area it was agreed to re-publish the tender and inform interested bidders of the opportunity.
- 4.3** The Laundry Equipment Maintenance Works contract notice was published on the Public Contracts Scotland advertising portal on 7 July 2022. Five potential bidders expressed an interest for this, with two bidders submitting a response by the deadline on 8 August 2022.
- 4.4** The Electrical Specialist contract notice was published on the Public Contracts Scotland advertising portal on 6 July 2022. 19 potential bidders expressed an interest for this, with one bidder submitting a response by the deadline on 5 August 2022.
- 4.5** The tender submissions were evaluated by representatives from Building Services and CPU against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. There was two tender submissions for Laundry Equipment Maintenance Works and there was one submission for Electrical Specialists which passed the selection criteria.
- 4.6** The Laundry Equipment Maintenance Works tender submissions were evaluated against a set of award criteria that was based on a Quality/Price ratio of 40% / 60%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Washco Ltd	Thain Commercial Ltd
Quality (40%)			
Quality	18%	12.25%	12.875%
Specification	10%	6.75%	7.25%
Cost	5%	3.75%	1.875%
Business Continuity	3%	1.5%	1.875%
Social benefits	2%	2%	2%
Sustainability	1%	1%	0.875%
Fairwork First	1%	0.5%	0.75%
Quality Sub-Total %:	(40%)	27.75%	27.5%
Price (60%)			
Price	-	£112,753	£143,330
Price Sub-Total %:	(60%)	60%	47.20%
Total Score	100%	87.75%	74.7%

4.7 The Electrical Specialist tender submissions were evaluated against a set of award criteria that was based on a Quality/Price ratio of 40% / 60%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Alger Electrics and Alarms Limited
Quality (30%)		
Quality	18%	16.25%
Specification	10%	9%
Cost	5%	3.75%
Business Continuity	3%	2.25%
Social benefits	2 %	1.86%
Sustainability	1%	0.81%
Fairwork First	1%	0.94%
Quality Sub-Total %:	(40%)	34.86%
Price (70%)		
Price Sub-Total %:	(60%)	60%
Total Score	100%	94.86%

4.8 It is recommended that the contract is awarded to Washco Ltd, of Glasgow who has provided the most economically advantageous tender. The contract shall be for a period of two years at a budget of £97,500 ex VAT with the option to extend the period by another two x one year with the four year budget being £195,000 ex VAT. The estimated commencement date of the contract is 30 September 2022.

4.9 It is recommended that the contract is awarded to Alger Electrics and Alarms Limited, of Dumbarton. The contract shall be for a period of two years at a budget of £900,000 ex VAT with the option to extend the period by another two x one year with the four year budget being £1,800,000 ex VAT. The estimated commencement date of the contract is 30 September 2022.

4.10 Both Washco Ltd and Alger Electrics and Alarms Limited has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation.

4.11 Appendix 1 details the additional social benefits that the contractors have committed to deliver as part of these contracts. The social benefits will be discussed at the implementation meetings with the contractors and actions to take these forward will be agreed.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs will be met from the approved Housing Revenue and Capital accounts / Central Revenue and Capital accounts.

6.2 These procurement exercises were conducted in accordance with the agreed Contract Strategy produced by the CPU in close consultation with Building Services and Corporate Asset Services and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

7. Risk Analysis

7.1 These Contractors have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and reputational ramifications.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact screening was undertaken and identified that an Equalities Impact Assessment was required.

9. Environmental Sustainability

9.1 Public bodies have a duty under the Climate Change (Scotland) Act 2009 to carry out all of their functions in a way that is best calculated to deliver on Scotland's carbon reduction targets and Climate Change Adaptation plans

9.2 The specifications include mandated social, environmental and economic wellbeing considerations including materials, waste and equality.

10. Consultation

10.1 Building Services, Corporate Asset Services, Finance Services and Legal Services have been consulted on the contents of this report

11. Strategic Assessment

11.1 The Provision of Laundry Equipment & Maintenance Works and Electrical Specialist Including Entry Systems and Alarms will contribute to the delivery of the Council's strategic priorities:

- A Strong local economy and improved employment opportunities;
- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 5 September 2022

Person to Contact:

Ellie Street
Procurement Officer
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Daniel O'Donnell
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Alistair Norris
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Appendices:

Additional Social Benefits

Background Papers:

Contract Strategy
EIA Screening

Wards Affected:

All Council Wards

Appendix 1: Additional Social Benefits

Additional Social Benefits	Laundry Equipment Maintenance Works	Electrical Specialist
Recruit member of staff from within the West Dunbartonshire geographical area	-	2
Use of West Dunbartonshire based organisations for sub-contracting opportunities	2	-
Offer a new registered apprenticeship to a resident of the West Dunbartonshire geographical area	-	3
Deliver quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment	2	-
Facilitate quarterly work experience opportunities covering a range of work based skills	1	-
Any other measurable and committed support for local small and medium sized enterprises as part of this contract	1	-
Any other measurable and committed support for local Third Sector organisation(s) as part of this contract	1	-
Any other measurable and committed support for local Supported Businesses as part of this contract	1	-
Any other measurable and committed support for local community benefits as part of this contract	1	-
Donation of goods to local food-share scheme	6	-
Donation of money to a community group or charity that supports health and wellbeing within the community	1	-
Donations of materials to support a local community project	2	-
Donation of labour to support a local community project	1	-
Provision of volunteers to support a local community project	1	-
Donation of money to support a local community project	1	-
Any measurable and committed support for fair and ethically traded Goods / Services / Works as part of this contract	1	-
Any measurable and committed support to the equality agenda as part of this contract	1	-
Any 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	1	-
Supporting environmental regeneration, such as re-development of old quarry or brown belt areas	1	-
Supporting environmental educational projects in schools such as tree or woodland planting or educational packs	1	-
Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area	1	-
Uplifting the same amount of plastic from the Council as you have delivered and recycle the plastic in a sustainable way	1	-

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 21 September 2022**

Subject: Provision of Insurance Services (including Claims Handling) for West Dunbartonshire Council and West Dunbartonshire Leisure Trust

1. Purpose

- 1.1** The purpose of this report is to advise Members of the Provision of Insurance Services (including Claims Handling) contracts that were approved on the 25 July 2022 by the Chief Officer – Resources and the Chief Officer - Regulatory and Regeneration in consultation with the Convener of Tendering Committee for the Provision of Insurance Services (including Claims Handling) for the Council and the Leisure Trust and the awarding of contracts as detailed.

2. Recommendations

- 2.1** It is recommended that Members note the appointment of insurance providers as listed in Appendix 1 for the Provision of Insurance Services (including Claims Handling) for the Council and West Dunbartonshire Leisure Trust (WDLT).
- 2.2** Members are to further note that award of these contracts shall be for a period of three years and at a value of £3,549,281 ex VAT with the option of two 12 month extensions and at a value £5,915,468.74 ex VAT over five years based on year one premiums inclusive of insurance premium tax. The commencement date of the contracts is 1 August 2022.

3. Background

- 3.1** The Council and the Leisure Trust require a number of insurance policies to ensure sound business practice as well as meeting any statutory requirements where necessary.
- 3.2** The procurement exercise for the insurance requirements was conducted in accordance with the Public Procurement Regulations, the Council's Standing Orders and Financial Regulations. A Contract Strategy document was also approved on 10 March 2022.
- 3.3** A report on Contracts to be Awarded During the Summer Recess was approved at the Tendering Committee on 8 June. A further report detailing the outcome of the contracts for Provision of Insurance Services (including Claims Handling) for the Council and the Leisure Trust was to be submitted to the next appropriate Tendering Committee for noting, in accordance with Standing Orders 35(b) iv.

4. Main Issues

- 4.1** Two procurement routes were considered, an open tender or a mini competition utilising a Crown Commercial Services collaborative dynamic purchasing system. Due to the time constraints the only viable option was to procure through a mini competition.
- 4.2** A mini competition invite was issued to the 22 insurance providers on the dynamic purchasing system on 4 May 2022. Six potential bidders expressed an interest, with three bidders submitting a response by the deadline of 2 June 2022.
- 4.3** The three tender submissions were evaluated by representatives from the Insurance Team, the Leisure Trust, Arthur J Gallagher Insurance Brokers and the Corporate Procurement Unit against a set of award criteria which is based on Commercial / Quality ratio of 60% / 40% for each of the 13 Insurance Lots
- 4.4** The scores relative to the award criteria of each tenderer and the Award of the contracts are detailed within Appendix 1.
- 4.5** Both Maven Public Sector and Risk Management Partners have committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their respective organisations. Both organisations indicated the difficulty in offering social benefits although Maven Public Sector has committed to the delivery of the following social benefits under contract Lot 6:

- Measurable and committed support for local community benefits as part of the contract.

The social benefits will be discussed at the implementation meeting with Maven Public Sector and actions to take these forward will be agreed.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of these contracts will be met from the approved budget of Resources.
- 6.2** A comparison with last year insurances premiums indicates an overall saving to the Council of 20% and 18% for the Leisure Trust.
- 6.3** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with the Insurance Team, the Leisure Trust, and Arthur J Gallagher Insurance Brokers officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

7. Risk Analysis

- 7.1** Maven Public Sector and Risk Management Partners Ltd have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council and the Leisure Trust.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. The results where there is no equalities impact

9. Consultation

- 9.1** The Insurance Team, the Leisure Trust, Finance Services and Legal Services along with the Council's insurance broker have been consulted on the contents of this report

10. Strategic Assessment

- 12.1** The Provision of Insurance Services (including Claims Handling) for the Council and the Leisure Trust will contribute to the delivery of the Council's strategic priorities.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 27 July 2022

Person to Contact: Alex Grace, Senior Procurement Officer, Corporate Procurement Unit
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Appendices: Appendix 1.

Background Papers: Contract Strategy
EIA Screening
Delegated Authority Report - Tendering Committee: 8 June 2022

Wards Affected: All Council Wards

Appendix 1

	Weighting	Maven Public Sector	Risk Managem ent Partners Ltd	Protector Insurance	Commentary
Technical (40%)					
Service Delivery and Methodology	24%	18.30%	24.00%	15.60%	The technical scores were carried over to each Lot, and added to the commercial scores to provide a total score for each Lot.
Implementation Plan and Contract Transfer	8%	5.90%	7.70%	4.50%	
Contract Management and Performance	6%	4.20%	4.80%	1.80%	
Social Benefits in Procurement	0%	0.00%	0.00%	0.00%	
Commitment to Fair Working Practices	1.0%	0.75%	0.75%	0.75%	
Sustainability	1.0%	0.50%	0.75%	0.25%	
Technical Sub-Total %:	40%	29.65%	38.00%	22.90%	
Lot 1					
Property Damage & Business Interruption, including Money and Special All Risks Property Insured	60%	£	£	£	Not awarded - Lot 12 Package was the-best option for the Council
Price Sub Total £	-	£409,910	£663,856	-	
Price Sub Total %	60%	60.00%	37.05%	-	
Total Score	100%	89.65%	75.05%	-	

Lot 2					
Casualty, including Employer's Liability, Public & Products Liability, Officials' Indemnity, Libel & Slander	60%	£	£	£	Not awarded - Lot 12 Package was the-best option for the Council
Price Sub Total £	-	£199,890	£226,237	£369,952	
Price Sub Total %	60%	60.00%	53.01%	35.59%	
Total Score	100%	89.65%	91.01%	58.49%	

Lot 3					
Lot 3 Motor Fleet	60%	£	£	£	Not awarded - Lot 12 Package was the best option for the Council
Price Sub Total £	-	£330,444	£286,688	£336,405	
Price Sub Total %	60%	52.05%	60.00%	54.11%	
Total Score	100%	81.70%	98.00%	77.01%	

Lot 4					
Contractor's All Risks/Own Plant/Hired-in-Plant	60%	£	£	£	Contract award to Mavin Public Sector
Price Sub Total £	-	£10,000	£33,930	-	
Price Sub Total %	60%	60.00%	17.68%	-	
Total Score	100%	89.65%	55.68%	-	

Lot 5					
Computer	60%	£	£	£	Contract award to Risk Management Partners Ltd
Price Sub Total £	-	£10,000	£11,145	-	
Price Sub Total %	60%	60.00%	53.83%	-	
Total Score	100%	89.65%	91.83%	-	

Lot 6					
Fidelity Guarantee	60%	£	£	£	Contract award to Mavin Public Sector. Noted: Risk Management Partners Ltd offer was conditional with award of Lot 2 or Lot 3
Price Sub Total £	-	£16,587	£17,141	-	
Price Sub Total %	60%	60.00%	58.06%	-	
Total Score	100%	89.65%	96.06%	-	

Lot 7					
Group Personal Accident/Travel – Corporate and Off Site Visits	60%	£	£	£	Contract award to Risk Management Partners Ltd
Price Sub Total £	-	-	£11,436	-	
Price Sub Total %	60%	-	60.00%	-	
Total Score	100%	-	98.00%	-	

Lot 8					
Engineering Inspection and Insurance	60%	£	£	£	Contract award to Risk Management Partners Ltd
Price Sub Total £	-	-	£50,578	-	
Price Sub Total %	60%	-	60.00%	-	
Total Score	100%	-	98.00%	-	

Lot 9					
Fine Art including Exhibitions	60%	£	£	£	No contract award
Price Sub Total £	-	-	-	-	
Price Sub Total %	60%	-	-	-	
Total Score	100%	-	-	-	

Lot 10					
Medical Malpractice	60%	£	£	£	Not awarded - Lot 12 Package which includes lot 2 was the best option for the Council which has adequate cover included by Maven Public Sector
Price Sub Total £	-	-	£6,500	-	
Price Sub Total %	60%	-	60.00%	-	
Total Score	100%	-	98.00%	-	

Lot 11					
WDLT	60%	£	£	£	Contract award to Mavin Public Sector
Price Sub Total £	-	£63,226	£107,651	-	
Price Sub Total %	60%	60.00%	35.24%	-	
Total Score	100%	89.65%	73.24%	-	

Lot 12 Package					
Combining Lots 1, 2 and 3	60%	£	£	£	Contract award to Mavin Public Sector
Price Sub Total £	-	£898,464	-	-	
Price Sub Total %	60%	60.00%	-	-	
Total Score	100%	89.65%	-	-	

Lot 13 Package					
Combining Lots 2 and 3	60%	£	£	£	Not awarded - Lot 12 Package was the best option for the Council.
Price Sub Total £	-	£498,802	-	£694,433	
Price Sub Total %	60%	60.00%	-	43.10%	
Total Score	100%	89.65%	-	66.00%	

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 21 September 2022**

Subject: Contract Authorisation Report – Supply and Fit of AV Equipment at Denny Civic Theatre, Dumbarton**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Manager of Legal Services to conclude the award of the contract for Supply and Fit of AV Equipment at Denny Civic Theatre, Dumbarton.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Manager of Legal Services to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Supply and Fit of AV Equipment at Denny Civic Theatre, Dumbarton to SSUK Limited; and
 - a) Note that the contract shall be for a maximum period of three months and at a value of £261,426 ex VAT and £313,711 incl VAT. The estimated commencement date of the contract is 3 October 2022.

3. Background

- 3.1** The Denny Civic Theatre is located in Dumbarton town centre and is owned by the Council but operated and managed by West Dunbartonshire Leisure Trust on the Council's behalf. The centre has been closed since the start of the Covid pandemic, however prior to closure it hosted events from local theatre groups, dance shows and live music.
- 3.2** The Council is now seeking a suitably qualified contractor to supply and install the latest range of sound and lighting equipment to enable a wide variety of theatrical, dance and similar shows to take place. The Denny Civic Theatre is currently unable to function as a working theatre as there is no Audio/Visual equipment to support stage performances which is impacting on the ability of the venue to generate revenue.
- 3.3** The budget for Supply and Fit of AV Equipment at Denny Civic Theatre, Dumbarton was approved at the Cultural Committee on 18 February 2022. The quotation received is beyond what had originally been anticipated in advance for this element however remains within the overall funding envelope for the Denny Civic project. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy was also approved on 18 August 2022.

4. Main Issues

- 4.1** The Scotland Excel framework agreement 0618 Audio Visual, Lot 1 Audio Visual Equipment for Audio Visual was identified as providing best value. A Direct Award was identified as the route to market due to the tight timescales and to enable the Denny Civic Theatre to recommence to host events from local theatre groups, dance shows and live music.
- 4.2** It is recommended that the contract is awarded to SSUK Limited, 45 Queen Elizabeth Avenue, Hillington Industrial Estate, Glasgow, G52 4NQ United Kingdom. The contract shall be for a period of three months at a value of £261,426 ex VAT. The value of the contract is below the value approved by the Cultural Committee.
- 4.3** SSUK Limited has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. Further, SSUK Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation of £1,200 to support a local community project.

The social benefits will be discussed at the implementation meeting with SSUK Limited and actions to take these forward will be agreed.

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 capital budgets of Citizens, Culture and Facilities.

7. Risk Analysis

- 7.1** Failure to implement Supply and Fit of AV Equipment at Denny Civic Theatre, Dumbarton will impact on the ability of the venue to generate revenue through hosting events from local theatre groups, dance shows and live music
- 7.2** SSUK Limited 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 West Dunbartonshire Leisure Trust which determined a full equalities impact assessment was required which has been carried out.

9. Consultation

- 9.1** Consultation has taken place with West Dunbartonshire Leisure Trust, Citizen, Culture and Facilities, Finance Services and Legal Services.

10. Strategic Assessment

10.1 The Supply & Fit of AV Equipment at Denny Civic Theatre, Dumbarton will contribute to the delivery of the Council's strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 5 September 2022

Person to Contact: Michelle McKenzie, Senior Procurement Officer,
Corporate Procurement Unit
Telephone 01389 737484
Email: michelle.mckenzie@west-dunbarton.gov.uk

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: 21 September 2022

Subject: Contract Authorisation Report – Demolition of the Former Care Home at 2 Ashtree Court, Old Kilpatrick

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Manager of Legal Services to conclude the award of the contract for Demolition of the Former Care Home at 2 Ashtree Court, Old Kilpatrick.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Manager of Legal Services to conclude on behalf of West Dunbartonshire Council (the Council), the award of the Contract for Demolition of the Former Care Home at 2 Ashtree Court, Old Kilpatrick to Central Demolition Ltd.
 - b) Note that the contract shall be for a period of three months. The estimated commencement date of the contract is 1 October 2022.

3. Background

- 3.1** The purpose of the tender was to identify a single contractor who could provide demolition services to the former Mount Pleasant Care Home, 2 Ashtree Court, Old Kilpatrick, G60 5JD, including clearing the site and ensuring that the site is clean from contamination.
- 3.2** The overall budget for the Demolition of the Former Care Home at 2 Ashtree Court, Old Kilpatrick was approved by the Housing and Communities Committee on 3 February 2021.
- 3.3** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 23 June 2022.

4. Main Issues

- 4.1** The Scotland Excel framework agreement (FA) for Demolition and Deconstruction Works was identified as providing best value. Seven potential contractors out of 17 contractors expressed an interest, with six contractors submitting a response by the deadline on 9 August 2022.

The evaluation was carried out in accordance with the mini competition call-off guidance. The contractors' technical evaluations from the original Scotland

Excel FA (accounting for 30%) were taken forward and applied to the contractors' price return (Price accounting for 70%), under the mini-competition, to give a total tender score out of 100%.

- 4.2** The six submissions were evaluated by representatives from Housing and Environment, Corporate Procurement Unit, against a set of award criteria which was based on Price /Quality ratio of 70% / 30%. The scores relative to the award criteria of each contractor are as follows:

	Weighting	Bardem Limited	Caskie Limited	Central Demolition Ltd	Dem-Master Ltd	George Beattie & Sons Ltd	JCJ Group
Quality Sub-Total 30%:	(30%)	21.5%	25%	26.6%	27.1%	28.4%	25.3%
Total Price £	-	£95,966.00	£107,442.75	£97,930.00	£119,810.00	£143,515.20	£114,575.00
Price Sub Total %	(70%)	70%	62.3 %	68.6%	56%	46.8%	58.7%
Total Score	100%	91.5%	87.3%	95.2%	83.1%	75.2%	84%

- 4.3** It is recommended that the contract is awarded to Central Demolition Ltd of Bonnybridge, who has provided the most economically advantageous mini competition. The contract shall be for a period of three months. The value of the contract is below the value approved by the Housing and Communities Committee.

- 4.4** Central Demolition Ltd has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. Central Demolition Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

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

5. Financial and Procurement Implications

- 5.1** Financial costs in respect of this Contract will be met from the approved Capital budget of Housing and Environment.

- 5.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Housing and Environment officers and the provisions of

Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

6. Risk Analysis

- 6.1** Appointment of an experienced contractor with a good reputation in demolition will limit the risk of hazardous substances contaminating a residential area and will eliminate the ongoing risk of vandalism or fire.
- 6.2** Central Demolition Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 6.3** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and reputational ramifications.

7. Equalities Impact Assessment (EIA)

- 7.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. The results were that there is no equalities impact.

8. Consultation

- 8.1** Housing and Environment, Finance Services and Legal Services have been consulted on the contents of this report.

9. Strategic Assessment

- 9.1** The Demolition of the Former Care Home at 2 Ashtree Court, Old Kilpatrick will contribute to the delivery of the Council's strategic priorities:
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 6 September 2022

Person to Contact:	Daniel Cullen Procurement Officer Daniel.Cullen@west-dunbarton.gov.uk
Appendices:	None
Background Papers:	Contract Strategy

Wards Affected:	EIA Screening Clydebank Waterfront
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WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 21 September 2022**

Subject: Contract Authorisation Report – Cycle to Work Scheme**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Manager – Legal Services to conclude the award of the contract for the Provision of a Cycle to Work Scheme.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Manager – Legal Services to conclude on behalf of West Dunbartonshire Council (the Council), to award the contract for the Provision of a Cycle to Work Scheme to Halfords Ltd.;
 - b) Note that the contract shall be for a period of two years with the option of two 12 month extensions and at a value of £92,000 ex VAT over two years and £92,000 ex VAT should the contract be extended for two years. However the actual value of the contract is dependent on participation in the scheme. The estimated commencement date of the contract is 5 October 2022;

3. Background

- 3.1** The Income Tax (Earnings and Pensions) Act 2003, chapter 3, section 244 allows an annual tax exemption, which allows employers to loan cycles to employees as a tax-free benefit. Under the proposed scheme, every eligible employee qualifies for a maximum of £1,000 to spend against a bike of their choice. The Council purchases the bikes on the employees' behalf and leases it to the employee to cycle to work on. The Council recoups the bike cost through a salary sacrifice process. Employees make salary sacrifices for a set period of time to cover the cost of the bike, after which time ownership of the bike is transferred from the Council to the employee.
- 3.2** A benefit of the Cycle to Work Scheme is that it can provide an income to the Council.
- 3.3** The overall budget for Cycle to Work Scheme was approved at the Corporate Services Committee on 22 August 2018.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 5 September 2022.

4. Main Issues

- 4.1** The Eastern Shires Purchasing Organisation (ESPO) framework agreement (FA) was identified as providing best value.
- 4.2** Analysis of the suppliers' offerings on the FA lot for Cycle to Work Scheme resulted in the offerings being comparably similar to each other in respect of offering the same National Insurance Contributions (NIC)/Tax savings to employer / employees. The offerings differed in relation to areas such as range of bikes / safety equipment offered and added value services such as safety checks.
- 4.3** Further analysis of the suppliers' offerings on the FA identified two suppliers capable of providing this. Below is a table of the suppliers and rebate amount offered:

Supplier	Rebate %	Comments
Halfords Ltd	12.5%	On bikes purchased at Halfords Ltd's stores (approximately 90% of bikes purchased on the scheme)
Wider Plan Ltd	5%	Wider Plan Ltd are the supplier though the delivery is through Halfords Ltd

- 4.4** Halfords Ltd has a presence in the Council area with a store in Dumbarton. As with the previous contract, the employees would also be able to purchase bikes under the scheme from two local independent stores, Cycleform in Hardgate, Clydebank, and Magic Cycles in Bowling. Purchasing from these three stores will help to support local people in employment at the stores and local businesses.
- 4.5** In addition to the standard NIC savings for employers and tax savings for employees, Halfords Ltd offer the following benefits as part of the Cycle To Work Scheme:
- 12.5% Council cashback or £27,500 over four years;
 - Guaranteed access to sales & promotional prices at Halfords Ltd and official subsidiaries;
 - Lifetime safety check on all cycles obtained through the scheme;
 - Lifetime guarantee on all Halfords brand cycles;
 - 10% discount on all things cycling with Halfords and official subsidiaries for 12 months; and
 - Employees will benefit from 12.5% of their purchase value in free accessories when they redeem their bike at Halfords and official subsidiaries.
- 4.6** It is recommended that a contract is awarded to Halfords Ltd, of Redditch, Worcestershire as the supplier who provides best value for the Council's requirements. The overall estimated value of the contract including the extension periods is estimated to be £184,000 ex VAT, however the actual value of the contract is dependent on participation in the scheme.

- 4.7** There are no specific social benefits associated with this contract, however further social benefits will be discussed with Halfords 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** The Cycle to Work scheme is an employee benefit, with personal savings realised through tax and National Insurance benefits. The scheme is part of the Council's Employee Wellbeing Strategy and the promotion of active travel and healthy lifestyles.
- 5.2** Employees will benefit from the salary sacrifice arrangement allowing them to spread payments over 18 months.

6. Financial and Procurement Implications

- 6.1** There will be no financial costs in respect of this Framework Agreement.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with People and Technology officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

7. Risk Analysis

- 7.1** Halfords Ltd have 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 screening was undertaken for this report to determine if there is an equalities impact and the results where there is no equalities impact.

9. Consultation

- 9.1** People and Technology, Finance Services and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

- 10.1** The Cycle to Work Scheme will contribute to the delivery of the Council's strategic priorities:
- A Strong local economy and improved employment opportunities;

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 7 September 2022

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Appendices: N/A

Background Papers: Contract Strategy
EIA Screening

Wards Affected: All Council Wards