

# Agenda



## Tendering Committee

**Date:** Wednesday, 19 December 2018

---

**Time:** 09:15

---

**Venue:** Civic Space,  
Council Offices, 16 Church Street, Dumbarton

---

**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220 [scott.kelly@west-dunbarton.gov.uk](mailto: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

**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

Strategic Director - Transformation & Public Service Reform  
Strategic Lead - Regulatory

Date of Issue: 6 December 2018

**TENDERING COMMITTEE**  
**WEDNESDAY, 19 DECEMBER 2018**

**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 – 7**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 14 November 2018.

**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: DESIGN AND BUILD 9 – 13  
OF A NEW RENTON CAMPUS**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the professional services and construction contracts for the New Renton Campus, subject to the construction costs being in line with the agreed budget of £15.1m.

**6 CONTRACT AUTHORISATION REPORT: DEMOLITION OF 15 – 19  
FORMER WEST DUNBARTONSHIRE COUNCIL OFFICES AT  
GARSHAKE ROAD**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory, to conclude the award of the contract for the Demolition of the former Council Offices at Garshake Road, Dumbarton.

**7      CONTRACT AUTHORISATION REPORT: PRIMARY DEBT      21 – 24**  
**MANAGER AND SHERIFF OFFICERS SERVICES**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for a Primary Debt Manager and Sheriff Officer Services.

**8      CONTRACT AUTHORISATION REPORT: SUPPLY OF      25 – 30**  
**PERSONAL PROTECTIVE EQUIPMENT**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the supply of personal protective equipment (PPE).

**9      CONTRACT AUTHORISATION REPORT: BREAD, ROLLS      31 – 34**  
**AND BAKED GOODS**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Supply and Delivery of Bread, Rolls and Baked Goods.

---

**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 14 November 2018 at 9.15 a.m.

**Present:** Provost William Hendrie and Councillors Diane Docherty and Lawrence O'Neill.

**Attending:** Stephen West, Strategic Lead - Resources; Annabel Travers, Procurement Manager; David Aitken, Joyce Campbell and Alison Wood, Business Partners - Strategic Procurement; Fred Dapaah and Christina Fraser, Senior Procurement Officers; Suzanne Callaghan and Aileen Toland, Procurement Officers; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Ian Dickson, Jim Finn, Marie McNair and Brian Walker.

**APPOINTMENT OF CHAIR**

In the absence of the Chair and Vice Chair, the Committee agreed that Councillor Docherty would chair the meeting. Accordingly, Councillor Docherty assumed the Chair.

**Councillor Diane Docherty 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 10 October 2018 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: DIRECT AWARD FOR HOUSING SUPPORT FOR CARE LEAVERS SERVICE**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the direct award of the contract for Housing Support for Care Leavers Service.

Having heard Ms Callaghan, Procurement Officer, in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorised the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the direct award of the contract for Housing Support for Care Leavers Service to CATCH Scotland Ltd;
- (2) to note that the contract shall be for a period of 12 months with an option to extend for up to an additional 12 months and at a total contract value of £440,000 including any extension period; and
- (3) to note the process in place to proceed to full tender.

## **CONTRACT AUTHORISATION REPORT: PROVISION OF HEAVY GOODS VEHICLES (HGVs) AND REFUSE COLLECTION VEHICLES (RCVs) AND ASSOCIATED SERVICES**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contracts for Provision of Heavy Goods Vehicles (HGVs) and Refuse Collection Vehicles (RCVs) and Associated Services.

Following discussion and having heard Mr Dapaah, Senior Procurement Officer, and relevant officers in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract under the Scotland Excel Framework Agreement (FA) 03/17 for Provision of HGVs and RCVs and Associated Services to Imperial Commercials Ltd as Build Coordinator for the vehicle components required under Lot 1 (Chassis), Lot 2 (Palfinger for Hook Lifts for Buckets), Lot 8 (Heil for Bodies for RCVs) and Lot 11(Terberg for Bin Lifts);
- (2) to note that the contract shall be awarded in December 2018 with an estimated delivery date for the vehicles of May 2019 for the Hook Lifts and August 2019 for the RCVs;

- (3) to note that the contract duration will be three years to cover the minimum warranty period with two optional extensions of up to 12 months for extended warranty options; and
- (4) to note that the overall estimated value of these build coordinated contracts was £795,000, excluding VAT.

### **CONTRACT AUTHORISATION REPORT: PROVISION OF LEASING AND MAINTENANCE OF VENDING MACHINES**

A report was submitted by the Strategic Lead - Resources providing an update on the outcome of a recent process to procure a provider for leasing and maintenance of vending machines.

Having heard Ms Fraser, Senior Procurement Officer, in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for the Provision of Leasing and Maintenance of Vending Machines to Selecta UK Ltd; and
- (2) to note that the contract shall be for a period of three years from 26 November 2018 with the option to extend for up to an additional two 12 month periods until 25 November 2023.

### **CONTRACT AUTHORISATION REPORT: PUBLIC REALM IMPROVEMENT WORKS AT BALLOCH VILLAGE SQUARE**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Public Realm Improvement Works at Balloch Village Square.

After discussion and having heard Ms Toland, Procurement Officer, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for Public Realm Improvement Works at Balloch Village Square to P1 Solutions Limited; and
- (2) to note that the contract shall be for a period of 21 weeks and at a value of £412,945.89, excluding VAT.

The meeting closed at 9.27 a.m.





**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 19 December 2018**

---

**Subject: Contract Authorisation Report – Design and Build of a New Renton Campus**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the professional services contract and construction contract for New Renton Campus; subject to the construction costs being in line with the agreed budget of 15.1M.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract under the Scottish Procurement Alliance (SPA) Framework Agreement (FA), Ref: SCB2, for the professional services contract and construction contract for New Renton Campus; subject the final construction costs from Morgan Sindall Construction being within the agreed budget of £15.1M and performance under the professional services contract being deemed satisfactory.
- b) Note that the professional services contract and subsequent construction contract shall be for a period of 156 weeks and at an initial value of £5,401,612.98 ex VAT. Full costs for the overall construction contract will be developed through the professional services contract at which point the costs and program will be measure against the Council's project plan and approved budget to ensure the construction costs will be within the overall guaranteed maximum costs of £9.7M (£15.1M less £5.4M) excluding any additional variations which are not within the original specification identified.

**3. Background**

- 3.1** The purpose of the tender was to appoint an experienced contractor to deliver the professional services contract and construction contract for New Renton Campus.

- 3.2** The budget of £15.1M for the professional services contract and construction contract for New Renton Campus was approved at the Full Council Meeting on the 4 February 2015.
- 3.3** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015 for Works. A Contract Strategy document was also approved by the Procurement Manager, on 1 October 2018.
- 3.4** The Contract Strategy identified that the preferred procurement route was a mini competition call-off from the SPA FA for Schools and Community Buildings using a bespoke version of NEC3 terms and conditions. Five contractors were invited to bid for the Council's requirement through the Public Contracts Scotland Tender portal. Two contractors submitted a response by the deadline for submissions of 2:00pm on 29 October 2018.

#### **4. Main Issues**

- 4.1** All bidders on the framework agreement had already passed the pre-determined selection criteria. SPA also confirmed that both responses received were compliant and in line with their Framework Agreement terms and conditions.
- 4.2** The two tender submissions were evaluated by representatives from Education, Learning and Attainment; Capital Investment; Consultancy Services; Finance Services and the Corporate Procurement Unit against a set of award criteria which was based on a Price / Quality ratio of 30 % / 70 %. The scores relative to the award criteria of each tenderer, are as follows:

	<b>Weight</b>	<b>Kier Construction</b>	<b>Morgan Sindall Construction</b>
<b>Quality (70%)</b>			
Service Delivery & Methodology	<b>24.5%</b>	16.4%	18.9%
Project Plan & Milestones	<b>14.0%</b>	11.7%	10.5%
Employee, Skills and Training	<b>10.5%</b>	8.7%	9.6%
Social Issues	<b>10.5%</b>	8.7%	7.9%
Environment	<b>7.0%</b>	5.3%	5.3%
Health & Wellbeing	<b>4%</b>	1.8%	1.8%
<b>Quality Sub-Total</b>	<b>70%</b>	<b>52.5%</b>	<b>53.8%</b>
<b>Price (30%)</b>			
Total Price	<b>30%</b>	£5,232,796.53	£5,401,612.98
<b>Price Sub Total</b>	<b>30%</b>	<b>30%</b>	<b>29.1%</b>

<b>Total Score</b>	<b>100%</b>	<b>82.5%</b>	<b>82.9%</b>
--------------------	-------------	--------------	--------------

**4.3** It is recommended that the professional services contract and construction contract for New Renton Campus are awarded to Morgan Sindall Construction, who have provided the most economically advantageous tender. The contracts shall be for a period of 156 weeks at an initial value of £5,401,612.98 ex VAT. The value of the contract is currently below the value approved by the Full Council Meeting on 4 February 2015. However, the figures provided are for the professional services element and the initial phase of construction works and does not include pricing for ground works, foundations, hard/soft landscaping and mechanical and electrical etc.

**4.4** The full projects costs will be further developed through the professional services contract and will include elements currently excluded from the mini completion evaluation. The construction contract will only be awarded where the overall project budget of £15.1M can be met.

**4.5** Morgan Sindall Construction have committed to follow Fair Working Practices by paying in excess of the Living Wage.

**4.6** Morgan Sindall Construction have committed to the delivery of the following social benefits as a result of delivery of these contracts and will engage with the Council to identify candidates from the local area for each of the opportunities:

- A minimum of 10 work experience placements that have potential conversion into employment; this will include engaging with Working4U;
- 5 employment opportunities created within WDC area;
- Work placements for local Vale of Leven Academy students;
- Mentoring 2 'at risk' young people within WDC area;
- Repair the war memorial; revitalising its purpose as a place of remembrance for the community
- Construction activity days delivered within WDC area;
- Pupil engagement on interior design within WDC area;
- 30 licences for Built Environment Information Modelling Craft (BeIMcraft) within WDC schools.

## **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 Education.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with officers from Education, Learning and Attainment; Capital Investment and Finance Service in line with the provisions of Contract Standing Orders, the Financial Regulations and all relevant procurement legislation.

## **7. Risk Analysis**

- 7.1** The successful contractor has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 7.2** There is a risk that if the contract is not awarded that the project would be delayed significantly, have a detrimental impact on Council's ability to provide suitable accommodation in support of the Council's Schools Regeneration Proposals, the Scottish Government Early Years Strategy, may have adverse financial implications.

## **8. Equalities Impact Assessment (EIA)**

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

## **9. Consultation**

- 9.1** Education, Learning and Attainment; Legal Services; Finance Services and Regeneration Environment & Growth have been consulted regarding the contents of this report.

## **10. Strategic Assessment**

- 10.1** This report contributes to the Council's Strategic Priorities and in particular towards:
- A Strong local economy and improved employment opportunities.
  - Meaningful community engagement with active empowered and informed citizens who feel safe and engaged.
  - Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 22 November 2018

---

**Person to Contact:** Angus Cameron – Senior Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: 01389 737596. Email [angus.cameron@west-dunbarton.gov.uk](mailto:angus.cameron@west-dunbarton.gov.uk)

Lesley Woolfries Capital Projects Manager, Capital Investment Team, Council Offices, Bridge Street, Dumbarton. Telephone: 01389 776985 Email [lesley.woolfries@west-dunbarton.gov.uk](mailto:lesley.woolfries@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:**

1. The Contract Strategy
2. EIA Screening Report
3. Full Council Meeting Minutes 4 February 2015 – General Services 10 Year Capital Plan Update

**Wards Affected:** Leven



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 19 December 2018**

---

**Subject: Contract Authorisation Report – Demolition of the former West Dunbartonshire Council Offices at Garshake Road**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead – Regulatory, to conclude the award of the contract for the demolition of the former Council Offices at Garshake Road.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:

- a)** Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract under the Scotland Excel Framework Agreement (FA) for Demolition Services for the demolition of the former Council Offices at Garshake Road to David Morton (Larbert) Ltd.
- b)** Note that the contract shall be for a period of thirty six weeks and at a value of £313,560 ex VAT.

**3. Background**

- 3.1** The purpose of the tender was to identify and appoint a suitably qualified and experienced contractor to demolish the former Council offices at Garshake Road.
- 3.2** The Demolition of the former Council offices at Garshake Road was approved in the West Dunbartonshire Council meeting on 24 June 2014. The budget of £400,000 was agreed in June 2014 as part of the Office Rationalisation Project budget.
- 3.3** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015 for Works. A Contract Strategy document was also approved by the Business Partner, Strategic Procurement, Place, on 17 July 2018.
- 3.4** The Contract Strategy identified that the preferred procurement route was a mini competition call-off from the Scotland Excel FA for Demolition Services. All twenty-three contractors on the lot were invited to bid for the Council's

requirement through the Public Contracts Scotland Tender portal on 26 October 2018. Eight contractors submitted a response by the deadline for the submissions of 12:00pm on 9 November 2018.

#### **4. Main Issues**

- 4.1** The evaluation was carried out in accordance with the tender guidance and mini competition call-off guidance. The tenderers' technical evaluations from the original Scotland Excel FA for Demolition (accounting for 30%) were taken forward and applied to the tenderers' price return (Price accounting for 70%), under the mini-competition, to give a total tender score out of 100%:



	Weight	Caskie Limited	Central Demolition Ltd	Daltons Demolitions Ltd	David Morton (Larbert) Ltd	George Beattie & Sons Ltd	JCJ Group	MacWilliam Demolition Ltd	Reigart Contracts Ltd
<b>Quality (30%)</b>									
<b>Quality Sub-Total</b>	<b>100%</b>	<b>77.9%</b>	<b>76.7%</b>	<b>64.3%</b>	<b>58.0%</b>	<b>59.2%</b>	<b>96.7%</b>	<b>56.4%</b>	<b>90.2%</b>
<b>Quality Sub-Total</b>	<b>(30%)</b>	<b>23.4%</b>	<b>23.0%</b>	<b>19.3%</b>	<b>17.4%</b>	<b>17.8%</b>	<b>29.0%</b>	<b>16.9%</b>	<b>27.1%</b>

<b>Price (70%)</b>									
Total Price	<b>(70%)</b>	£460,510	£788,475	£584,104	£313,560	£695,595	£680,892	£622,130	£759,853
<b>Price Sub Total</b>	<b>100%</b>	<b>68.09%</b>	<b>39.77%</b>	<b>53.68%</b>	<b>100.0%</b>	<b>45.08%</b>	<b>46.05%</b>	<b>50.34%</b>	<b>41.27%</b>
<b>Price Sub Total – Weighted</b>	<b>(70%)</b>	<b>47.66%</b>	<b>27.84%</b>	<b>37.58%</b>	<b>70.0%</b>	<b>31.55%</b>	<b>32.24%</b>	<b>35.24%</b>	<b>28.89%</b>
<b>Total Score</b>	<b>100%</b>	<b>71.06%</b>	<b>50.84%</b>	<b>56.88%</b>	<b>87.40%</b>	<b>49.35%</b>	<b>61.24%</b>	<b>52.14%</b>	<b>55.99%</b>

Please note; all values in the above table are rounded to the nearest pound.

Overall quality scores for each contractor are provided, however Scotland Excel did not provide the breakdown of the quality scores to the framework contractors therefore this information is not in the public domain and cannot be shared.

**4.2** It is recommended that the contract is awarded to David Morton (Larbert) Ltd, Falkirk, who has provided the most economically advantageous tender. The contract shall be for a period of thirty six weeks at a value of £313,560 ex VAT. The value of the contract is £86,440 below the value approved by the Council within the Office Rationalisation Project. Please note; all values in the report are rounded to the nearest pound.

**4.3** David Morton (Larbert) Ltd has committed to follow Fair Working Practices by paying the Living Wage.

**4.4** Community benefits will be agreed with David Morton (Larbert) during contract discussions.

## **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 Office Rationalisation Project budget, generating a saving of £86,440 from a budget of £400,000.

**6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Regeneration, Environmental and Growth officers and the provisions of Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

**7.1** 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 fire in a residential area.

**7.2** The successful contractor has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

**7.3** Should the Tendering Committee decide not to proceed as recommended then this will delay the project and may have financial implications.

## **8. Equalities Impact Assessment (EIA)**

**8.1** Following an equalities screening, it was determined that a full Equalities Impact Assessment was not required.

## **9. Consultation**

**9.1** Finance Services, Legal Services and Asset Management have been consulted in relation to the content of this report.

## **10. Strategic Assessment**

**10.1** This report contributes to the Council's Strategic Priorities and particular towards:

- Improve local housing and environmentally sustainable infrastructure
- Improve the well-being of communities and protect the welfare of vulnerable people.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 22 November 2018

---

**Person to Contact:** Angus Cameron, Senior Procurement Officer, Corporate Procurement Unit, Garshake Road, 01389 776952, [angus.cameron@west-dunbarton.gov.uk](mailto:angus.cameron@west-dunbarton.gov.uk)

Michelle Lynn, Asset Co-ordinator, Regeneration, Environment & Growth, 01389 736992, [michelle.lynn@west-dunbarton.gov.uk](mailto:michelle.lynn@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** 1. The Contract Strategy;  
2. West Dunbartonshire Council Meeting Minutes – 24 June 2014; and  
3. EIA Screening

**Wards Affected:** Dumbarton



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 19 December 2018**

---

**Subject: Contract Authorisation Report – Primary Debt Manager and Sheriff Officers Services**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for a Primary Debt Manager and Sheriff Officer Services.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory to conclude the award of the contract for a Primary Debt Manager and Sheriff officers to George Walker & Co (trading as Walker Love); and
- b) Note that the contract shall be for a period of 3 years from 1 April 2019 to 31 March 2022 with the option to extend for up to two additional 12 month periods until 31 March 2024; and
- c) Note that the second lot for second placement debt management will be retendered within the next 6 months and reported to a future Tendering Committee.

**3. Background**

- 3.1** The Council, in its own right, and on behalf of West Dunbartonshire Leisure Trust, is seeking to secure the services of an external provider to carry out effective diligence services and debt recovery in the pursuit of: Council Tax (including water and sewerage charges); Non Domestic Rates (NDR); Sundry Debt Invoices for the Council; Sundry Debt invoices for West Dunbartonshire Leisure Trust; Rent Arrears; and Housing Benefit Overpayments.
- 3.2** It is a requirement of the contract that the successful bidder undertakes the roles of Sheriff Officers and Messengers-at-Arms and requires to hold a commission to operate as such in the Dumbarton Court district of the Sheriffdom of North Strathclyde. This must be maintained for the duration of the contract.
- 3.3** The overall budget for Debt Management Partners was approved at the Corporate Services Committee on 16 May 2018, of £68,500 per annum.

#### 4. Main Issues

- 4.1** 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 approved by the Procurement Manager on 23 August 2018.
- 4.2** A contract notice for two lots was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 31 August 2018. Lot 1 was for a Primary Debt Manager & Sheriff Officer Services and lot 2 was for Placement Debt Manager – 2nd Placement Debt Management. Two suppliers submitted a response for lot 1 by the deadline of 12 noon on 1 October 2018. No bids were received for lot 2, which will be retendered within the next 6 months.
- 4.3** The two tender submissions were evaluated by representatives from ICT, Business Support Services, Finance and Corporate Procurement Unit (CPU) against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity.
- 4.4** The two tender submissions were evaluated against a set of award criteria which were based on a Price/ Quality ratio of 30% / 70%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Walker Love	Stirling Park
<b>Price - 30%</b>			
The total 5 year figure for the Commission charges	-	£0.00	£0.00
<b>Price Sub-Total:</b>	<b>30%</b>	<b>30%</b>	<b>30%</b>
<b>Quality - 70%</b>			
Plan to manage changeover of contract	21%	19.7%	17.1%
Methodology	24.5%	21.4%	19.9%
Information and Computer System	14%	9.6%	8.4%
Future Developments	3.5%	3.5%	2.6%
Community Benefits	3.5%	3.5%	3.5%
Fair Working Practices	1.4%	1.4%	1.4%
Sustainability	1.4%	1%	1.4%
e-Procurement	0.7%	0.7%	0.7%
<b>Quality Sub-Total:</b>	<b>70%</b>	<b>60.9%</b>	<b>55%</b>
<b>Total Score:</b>	<b>100%</b>	<b>90.9%</b>	<b>85%</b>

**4.5** It is recommended that the contract for lot 1 is awarded to George Walker (Walker Love), 16 Royal Exchange Square, Glasgow, G1 3AB who has provided the most economically advantageous tender. The contract shall be for a period of 3 years from 1 April 2019 with the option to extend for up to an additional two 12 month periods until 31 March 2024 with no costs for the duration of the contract. The contract value is on a zero commission basis and the contractor will be paid for the recovery of debt processes, such as:

- Charges for payment in respect of sequestrations raised by Council for Bankruptcies;
- Warrants to cite prior to court hearing;
- Earnings and bank arrestments;
- Attachment of goods for Non Domestic Rates commercial premises;
- Various diligences/charges for payment Council Tax and Non-Domestic Rates;
- Enforce court decrees for sundry debt; and
- Court booking fees for warrant petitions for Council Tax and Non-Domestic Rates.

**4.6** Walker Love has committed to follow Fair Working Practices by paying the Living Wage.

**4.7** Walker Love have committed to delivery of the following social benefits (which equates to £1,000 over the duration of the contract) as a result of delivery of this contract:

- Extended Work Placement - A 5 day work placement programme designed to provide the candidate with a varied exposure to the workplace;
- Career Day Seminars - In support of our recruitment programme, Walker Love will attend local schools or colleges to participate in career-day Seminars; and
- Youth Sport Sponsorship – Walker Love will provide sponsorship to support local youth initiative opportunities i.e. local youth club or Active Sports Programme.

The CPU will meet with Walker Love and agree and record all community benefits to be provided through the contract.

## **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 budget however, it should be noted no commission is payable to Walker Love due to the submitted zero commission bid. This represents a saving of £12,000 per annum compared to budget.

**6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with Business Support Services, ICT and Legal Services and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

**7.1** The successful provider 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 screening was undertaken to determine if there is an equalities impact. The results were that there is no equalities impact.

## **9. Consultation**

**9.1** ICT, Business Support Services, Finance and Legal Services have been consulted regarding the contents of this report.

## **10. Strategic Assessment**

**10.1** The service provided will contribute to delivery of the Council strategic priorities by supporting the provision of efficient and effective front line services that improve the everyday lives of residents.

**Stephen West**  
**Strategic Lead - Resources**  
**30 November 2018**

---

**Person to Contact:** Christina Fraser - Senior Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton.  
Telephone: 01389 737857

Richard Holling - Corporate Debt Officer  
Telephone: 01389 737150

**Appendix:** None

**Background Papers:** 1. The Contract Strategy; and  
2. EIA Screening.

**Wards Affected:** All



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 19 December 2018**

---

**Subject: Contract Authorisation Report – Supply of Personal Protective Equipment****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the supply of personal protective equipment (PPE).

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Strategic Lead Regulatory to conclude the direct award of two contracts under the Scotland Excel Framework Agreement (04-16) for the supply of personal protective equipment being:
    - i) the supply of safety, workwear, weather wear and foot wear (lot 1) to Arco Ltd; and
    - ii) the supply of catering and food industry clothing (lot 2) to Bunzl (trading as Greenham); and
  - b) Note that the contracts shall be for a period of 3 years. The annual estimated values of £179,788.00 for lot 1 and £60,000.00 for lot 2. The overall estimated value of the contract, will be £719,363.00 (excluding VAT).

**3. Background**

- 3.1** The Council has a statutory requirement to provide a range of PPE for its employees including footwear, hazard wear, hi-visibility wear, weather wear, workwear and various other requirements.
- 3.2** Historically, the Council has used Scotland Excel (SXL) Framework Agreements (FA) to source these goods. The current supply of PPE is provided through an interim agreement in which the core pricing has been agreed at a reduced rate however, no formal call off has been undertaken. It should be noted that in some services, there has been significant spend with other suppliers who are not currently on the SXL FA.
- 3.3** The majority of spend in the last two financial years (2016/17 and 2017/18) has been with Arco, Bunzl (trading as Greenham), MWS and MWS UK (trading as Alexandria). Currently each service procures PPE in isolation and, as a result,

there is limited standardisation and variations in quality, price and branding across approximately 18,000 items and 19 product types. A new approach has been agreed with all service areas to standardise goods used, purchase appropriate non-branded goods, and minimise the purchase of non-core items. This will assist in controlling any potential orders for branded goods.

#### **4. Main Issues**

**4.1** 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 Goods. A Contract Strategy document has been approved by the Procurement Manager. It is proposed a direct award is approved due to the time it would take to set up templates, samples and the testing of the samples as this would be an administrative burden on staff within the services and the Corporate Procurement Unit.

**4.2** There are 21 suppliers on the new Scotland Excel FA who can provide the required goods. There are 20 suppliers on Lot 1 and on Lot 2 there are 8 suppliers who can service both of the following lots:

- Lot 1 – Safety, Workwear, Weather wear and Footwear; and
- Lot 2 – Catering and Food Industry Clothing.

**4.3** A desk top analysis was carried out for both core and non-core, branded and non-branded goods and the results of this analysis determined that:

##### Lot 1:

It is recommended a direct award is the best way forward based on the following:

- Arco is the Council's current main provider of safety work wear, weather wear and foot wear and extensive sampling has been undertaken historically in consultation with trades unions to ensure that the quality of products is acceptable and meets the services' needs;
- If the Council was to move to using other suppliers, extensive sampling would be required to confirm quality was acceptable. This process would be a significant administrative burden on staff in Corporate Procurement Unit (CPU) and in a wide number of service areas and would take a considerable length of time and opportunity cost;
- Existing templates are in place for provision of logos (both heat & embroidered). New suppliers setting these up would incur additional costs;
- Arco can provide the full range of items on lot 1 including the items that are currently being sourced from various suppliers; and

##### Lot 2:

It is recommended a direct award is the best way forward based on the following;

- There would be no set up costs and no time delays arising from testing and sampling of the products;
- Bunzl UK Ltd, is one of two current providers, the other supplier is MWUK Ltd t/a Alexandra who was not awarded Lot 2 for catering uniforms such as catering tunics / trousers;
- Suppliers products are considered to be of high quality and have been tested across various services and are proven to be hard wearing and durable;
- Existing templates are in place for provision of logos. New suppliers setting these up would incur additional costs, time and resource;
- Various areas across the council are purchasing catering uniforms from non FA suppliers. Awarding to Bunzl Greenham and moving away from non-contract providers will increase the Council's level of contract compliance; and

**4.4** If non-core items can be controlled and minimised and core items purchased instead, there is estimated to be a saving to be generated of approximately 3.29% which equates to an average of £2,517 per year based on previous non-core spend. Additional savings can be achieved by ensuring non-branded goods are purchased, an example being Dr Marten's boots (unless for good reason these are required and only where prior manager approval has been given). Small changes such as changing the current orange grip gloves to an alternative grip glove which would reflect an annual average saving of £4,300 per year are an example of what is possible and robust Management Information and a savings tracker would be provided by Arco on an on-going basis, this would compare current and previous prices of individual products and would allow CPU to track benefits and more accurately inform future specifications.

**4.5** Price benchmarking has been undertaken against the lot 2 suppliers and only one supplier (Bunzl) can deliver all of the Council's PPE) on the SXL FA on 5 high volume items which are currently being procured by Facilities Management and West Dunbartonshire Health and Social Care Partnership. 4 out of the 5 items were found to be more expensive than Bunzl's FA price. On these items, it is estimated that an annual average saving in the region of £2,595 per year can be achieved.

**4.6** The new SXL FA allows Councils to direct award to suppliers on the basis of best value and therefore further commercial and technical evaluation was not carried out. It should also be noted that SXL have carried out the due diligence as part of the standard process prior to awarding the FA.

**4.7** It is recommended that the contract is awarded to Arco for Lot 1 based in Hull, England and Bunzl UK Ltd (trading as Greenham) for Lot 2 based in London. The estimated overall value of the contract is £719,363 ex VAT. The value of the contract has been approved by all participating Services. The duration of the contract shall be from 20 December 2018 for a 3 year period ending 19 December 2021.

- 4.8** Arco and Bunzl T/A Greenham pay the National Living Wage regardless of age although not the Scottish Living Wage.
- 4.9** Through the SXL FA, Arco and Bunzl (trading as Greenham) have committed to delivery of the following range of social benefits:

Arco – Lot 1:

- Work Experience: for students at local schools to provide them with advice and training on a range of business and life skills;
- Advertising vacant positions in local newspapers and recruiting new staff from local communities during the contract period;
- Raising funds for charities by selling obsolete and customer surplus stock.
- Recycling / Minimising Waste;  
Staff at Arco's National Distribution Centre and Clothing Centre, receive training to reduce packaging waste. Arco currently recycle all cardboard which equates to 50 tons per month, as well as 5 tons of shrink-wrap. Arco's corrugated packaging has been reduced in thickness but not strength, resulting in 40 tons per annum less usage, and Arco are looking to replace cartons with plastic tote to negate their requirement for card altogether. Arco have recycling bins (including battery recycling bins) in all Arco sites and recycle all waste such as plastic cups, wood and white paper. Arco's old catalogues and any older literature are all recycled; and
- Arco hold the following accreditations:
  - BS ENV ISO 14001 - Environment and Management;
  - BS ENV ISO 9001 - Quality Management System; and
  - BS OHSAS 18001 - Health & Safety Management System.

Bunzl (trading as Greenham) - Lot 2:

- Cash donations to appropriate projects within registered charities that are predominantly in the fields of healthcare, disability, environment, education and benevolent societies;
- Local community support such as donation of Hi-Visibility clothing and other items for litter clean ups and donations of phone lines and premises for voluntary organisations;
- Donations of stock; free of charge to assist charitable organisations and to reduce the need to send obsolete stock to landfill;
- All of Bunzl (trading as Greenham) branches hold a certification of registration under the control of pollutions act 1989 (SCO4576) which allows for collection of all waste products supplied by themselves. On completion of collection, all waste is segregated and recycled through the branch network; and
- Bunzl (trading as Greenham) hold the following accreditations:
  - BS ENV ISO 14001 - Environment and Management;
  - BS ENV ISO 9001 - Quality Management System; and
  - BS OHSAS 18001 - Health & Safety Management System.

## **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 across the following services: West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment; and Environment & Neighbourhood & Regeneration. Based on the estimates of savings identified above the new approach to controlled procurement would generate at least £9,412 per year.
- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment; Environment & Neighbourhood & Regeneration and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

- 7.1** The successful suppliers 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 to determine if there is an equalities impact. The results were that there is no equalities impact.

## **9. Consultation**

- 9.1** West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment; Environment & Neighbourhood & Regeneration, Legal and Finance services have been consulted regarding the contents of this report.

## **10. Strategic Assessment**

- 10.1** The supply of Personal Protective Equipment (PPE) across the council will contribute to delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

**Stephen West**  
**Strategic Lead - Resources**  
**30 November 2018**

---

**Person to Contact:** Christina Fraser - Senior Procurement Officer, CPU,  
Council Offices, 16 Church Street, Dumbarton.  
Telephone: 01389 737857

Lynda Dinnie - Facilities Management  
Telephone: 01389 772097

Martin Feeney - Building Services Manager  
Telephone: 01389 738200

Jo Gibson - Head of Community Health and Care  
Services  
Telephone: 01389 812315

Julie Slavin – Chief Financial Officer  
Telephone: 01389 812350

**Appendix:** None

**Background Papers:** 1. Contract Strategy; and  
2. EIA Screening

**Wards Affected:** All

**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 19 December 2018**

---

**Subject: Contract Authorisation Report - Bread, Rolls and Baked Goods****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Supply and Delivery of Bread, Rolls and Baked Goods.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Supply & Delivery of Bread, Rolls and Baked Goods to D McGhee and Sons Ltd; and
- b) Note that the contract shall be for a period of three years from 1 February 2019 with the option to extend for up to a potential twelve month period until 31 January 2023. The overall estimated value of the contract, including the twelve months extension, will be £341,600 ex VAT.

**3. Background**

- 3.1** The Council has a requirement for Education and Health and Social Care establishments and Clydebank Town Hall to procure a range of freshly baked goods including but not limited to, bread, rolls, and cakes.
- 3.2** The budgets for the Supply & Delivery of Bread, Rolls and Baked Goods were approved as part of wider service budgets at the West Dunbartonshire Council meeting on 5 March 2018. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015 for Goods. A Contract Strategy document was also approved by the Procurement Manager on 5 March 2018.
- 3.3** A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 10 September 2018. 2 suppliers expressed an interest, with 1 supplier submitting a response by the deadline for the submissions of 12 noon on 12 October 2018.

#### 4. Main Issues

- 4.1** 1 tender submission was evaluated by representatives from Facilities Management, Health & Social Care Partnership, Corporate Procurement Unit, and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. 1 tender submission passed the selection criteria.
- 4.2** 1 tender submission was evaluated against a set of award criteria which was based on a price / quality ratio of 70% / 30%. The scores relative to the award criteria of each tenderer, are as follows:

	Weighting	D McGhee and Sons Ltd
<b>Quality (30%)</b>		
Service Delivery/Methodology	10.5%	7.9%
Contract Monitoring and Management	6%	4.5%
E Procurement	1.5%	0.8%
Business Continuity/ exit strategy	7.5%	5.6%
Social Issues	4.5%	3%
<b>Quality Sub-Total %:</b>	<b>30%</b>	<b>21.8%</b>
<b>Price (70%)</b>		
Core Item Total Price	49%	49%
Price Stability	14%	0%
Minimum order value	7%	0.7%
<b>Price Sub Total £</b>	<b>-</b>	<b>£85,414.79</b>
<b>Price Sub Total %:</b>	<b>70%</b>	<b>49.7%</b>
<b>Total Score</b>	<b>100%</b>	<b>71.46%</b>



- 4.3** It is recommended that the contract is awarded to D McGhee and Sons Ltd, of Glasgow, who has provided the most economically advantageous tender. The contract's estimated overall value including any extensions will be £341,600 ex VAT. The duration of the contract shall be from 1 February 2019 for 3 years, with the option to extend for up to a potential twelve month period until 31 January 2023.
- 4.4** D McGhee and Sons Ltd have committed to follow Fair Working Practices and have provided examples of initiatives which enhance diversity, improve staff development and communication and avoid exploitative practices. D McGhee and Sons Ltd is not a Living Wage accredited employer and does not pay the Living Wage.
- 4.5** D McGhee and Sons Ltd have committed to delivery of the following social benefits as a result of delivery of this contract:
- Providing a range of support services to local job centres in the West Dunbartonshire area.
  - Presentations to educational establishments in the West Dunbartonshire area, on the subject of understanding employer expectations and working life in the bakery industry in Scotland. Followed up by small group visits to their bakeries, for students further interested in the bakery industry.

## **5. People Implications**

- 5.1** There are no people implications

## **6. Financial and Procurement Implications**

- 6.1** Financial costs in respect of the contract is estimated at £85,400 per annum. This is an increase of £5,600 per annum (approximately 7%) against the baseline of £79,800 per annum identified in the Contract Strategy. The additional costs will be met from the existing approved revenue budgets of Health and Social Care Partnership (HSCP), Facilities Management, Clydebank Town Hall, and Education establishments approved at the Council meeting of 5 March 2018.
- 6.2** The increase in costs can be attributed to current and future uncertainty within the market area. Pricing for the contract will be fixed for the first year. This may result in the value of the contract increasing further after this period, due to future market uncertainty. Throughout the contract, demands for the requirement across establishments will vary and extra costs will be managed within existing approved budgets.
- 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 services of Facilities Management and HSCP and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

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

## **9. Consultation**

- 9.1** Service Leads from Environmental & Neighborhood Services and HSCP have been consulted regarding the Contract Strategy. Finance and Legal Services have been consulted on the contents of the report.

## **10. Strategic Assessment**

- 10.1** The Supply & Delivery of Bread, Rolls and Baked Goods will contribute to delivery of the Council strategic priorities by supporting the provision of a balanced diet for school pupils, HSCP clients and other customers, promoting a positive health and wellbeing. The Supply & Delivery of Bread, Rolls and Baked Goods supports the following Council strategic priority for 2017 - 2022:
- Efficient and effective frontline services that improve the everyday lives of residents.

**Stephen West**  
**Strategic Lead - Resources**  
**30 November 2018**

---

<b>Person to Contact:</b>	Andrew Duncan - Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, G82 1QL. Telephone 01389 737425
<b>Appendices:</b>	None
<b>Background Papers:</b>	1. Contract Strategy; and 2. EIA Screening
<b>Wards Affected:</b>	All