

Agenda



Tendering Committee

Date: Wednesday, 23 October 2019

Time: 09:30

Venue: Clyde Room, Clydebank Town Hall,
Dumbarton Road, Clydebank

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 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: 10 October 2019

TENDERING COMMITTEE
WEDNESDAY, 23 OCTOBER 2019

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 – 9

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 18 September 2019.

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: MEASURED TERM 11 – 16
CONTRACT FOR THE PLANNED AND REACTIVE
MAINTENANCE OF FIRE AND SECURITY SYSTEMS

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the Measured Term Contract for the Planned and Reactive Maintenance of Fire and Security Systems at West Dunbartonshire operational properties.

6 CONTRACT AUTHORISATION REPORT: SUPPLY OF 17 – 20
JANITORIAL PRODUCTS

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Supply of Janitorial Products.

7 USE OF FRAMEWORK AGREEMENT AUTHORISATION 21 – 24
REPORT: SUPPLY OF ALCOHOLIC BEVERAGES

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Supply of Alcoholic Beverages.

8 CONTRACT AUTHORISATION REPORT: CONNECTING To Follow
CLYDEBANK – IMPROVEMENTS TO SECTION OF A814
CONSTRUCTION

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Connecting Clydebank: Improvements to Section of A814 Construction.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Brock Meeting Room, Council Offices, 16 Church Street, Dumbarton on Wednesday, 18 September 2019 at 9.30 a.m.

Present: Councillors Gail Casey, Ian Dickson, Diane Docherty, Jim Finn and Marie McNair.

Attending: Angela Wilson, Strategic Director – Transformation and Public Service Reform; Annabel Travers, Procurement Manager; David Aitken, Joyce Campbell and Derek McLean, Business Partners – Strategic Procurement; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf Provost William Hendrie and Councillors Lawrence O'Neill and Brian Walker.

Councillor Jim Finn 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 28 August 2019 were submitted and approved as a correct record.

Having heard Ms Campbell, Business Partner – Strategic Procurement, in relation to the item under the heading 'Contract Authorisation Report: Residential Placements and Respite for Adults with Learning Disabilities, Mental Health and Physical Disabilities (Under 65)', the Committee noted the clarification that the total number of direct award contracts which had been listed in the Appendix to the Minutes was 56.

OPEN FORUM

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

CONTRACT AUTHORISATION REPORT: PROVISION OF ENERGY MANAGEMENT BUREAU SERVICES

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Provision of Energy Management Bureau Services.

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

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for the Provision of Energy Management Bureau Services to Systemslink 2000 Limited; and
- (2) to note that the contract shall be for a period of three years from 1 October 2019 with an option to extend for a further two 12 month periods until 30 September 2024 and that the financial saving in respect of the contract was £14,575 per annum, excluding VAT.

CONTRACT AUTHORISATION REPORT: ROT ERADICATION AND ASSOCIATED REINSTATEMENT WORKS AT WEST DUNBARTONSHIRE COUNCIL DOMESTIC AND NON-DOMESTIC PROPERTIES

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Rot Eradication and Associated Reinstatement Works at West Dunbartonshire Council Domestic and Non-Domestic Properties.

After discussion and having heard Mr Aitken, Business Partner – Strategic Procurement, and relevant officers in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for Rot Eradication and Associated Reinstatement Works at West Dunbartonshire Council Domestic and Non-Domestic Properties to City Gate Construction (Scotland) Limited;
- (2) to note that the contract shall be for a period of three years with the option to extend for a further two periods, each of which could be up to 12 months; and
- (3) to note that the three-year value of the contract was up to £596,251, excluding VAT, with the five-year value being up to £993,751, excluding VAT, dependent on works requested.

CONTRACT AUTHORISATION REPORT: PROVISION OF RESIDENTIAL CARE, RESPITE AND DAY EDUCATION FOR CHILDREN AND YOUNG PEOPLE

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude direct award contracts for Provision of Residential Care, Respite and Day Education for Children and Young People.

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

- (1) to authorise the Strategic Lead – Regulatory to conclude the five direct award contracts, on behalf of West Dunbartonshire Health and Social Care Partnership and Educational Services, to the providers detailed in the Appendix to these Minutes, for the Provision of Residential Care, Respite and Day Education for Children and Young People; and
- (2) to note that the estimated value would be £482,094, excluding VAT, over 24 months, that the values may be subject to change as care needs change over the contract periods, and that the commencement date would be no later than 31 October 2019.

CONTRACT AUTHORISATION REPORT: PROVISION OF BUSES AND ASSOCIATED SERVICES

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contracts for the Provision of Buses and Associated Services.

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

- (1) to authorise the Strategic Lead – Regulatory, to conclude, on behalf of West Dunbartonshire Council, the award of four individual contracts for Buses and Associated Services as follows:-
 - (a) Lot 1 (one 12 seater mini-bus) – Crown Commercial Services (CCS) via Scotland Excel (SXL) framework agreement (FA) for 03-17 Heavy and Municipal Vehicles to Peugeot Motor Company PLC, Ford Garage, Kerse Road, Stirling, FK7 7RW, for the value of £23,128.04 (excluding VAT), for a contract for the vehicle purchase and warranty period of 3 years;

- (b) Lot 3 (14 x 17 seater including tail lift) – CCS Dynamic Purchasing System (DPS) for RM 3814 Vehicle Conversions to TBC Conversions, 50 Far Circular Road, Dungannon, County Tyrone, Northern Ireland BT71 6LW, for the value of £738,111 (excluding VAT), for a contract for the vehicle purchase and warranty period of 5 years;
 - (c) Lot 4 (11 x 28 seater mini-bus including tail lift) – CCS DPS for RM 3814 Vehicle Conversions to Woodland T/A Mellor Coachcraft, Miall Street, Rochdale OL11 1HY for the value of £973,027 (excluding VAT), for a contract for the vehicle purchase and warranty period of 3 years; and
 - (d) Lot 5 (three x 37 seater mini-bus including tail lift) – CCS FA for RM6060 Vehicle Purchase to Nu- Track Limited, Galgorm Industrial Estate, Fenaghy Road, Galgorm, Ballymena, BT42 1PY, for the value of £371,400 (excluding VAT), for a contract for the vehicle purchase and warranty period of 3 years;
- (2) to note that the contracts were of a total value of £2,197,643; and
 - (3) to note that the warranty contract shall be for a period of five years for Lot 3 only and three years for Lots 1, 4 and 5 with the option to extend for a further two up to 12 month periods at a cost to be determined.

The meeting closed at 9.50 a.m.

Appendix

Direct Award Providers	Address	Total Expenditure (per annum)	Placements
Curo Salus Limited	Laurel House, North Road, Johnstone PA5 8NE	£86,062.50	1
Curo Salus Limited (Northview House and Tandle Brae Cottage Service)	Tandle Brae Wardhouse Farm, Forehouse Road, Kilbarchan PA10 2PU Northview House, 11 North Road, Johnstone PA5 8NE	£86,062.50	1
Snowdon School Limited	31 Spittal Street, Stirling FK81DU	£68,922	3
		£241,047	5

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 23 October 2019**

**Subject: Contract Authorisation Report - Measured Term Contract for the
Planned and Reactive Maintenance of Fire and Security Systems**

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 Measured Term Contract for Planned and Reactive Maintenance of Fire and Security Systems at West Dunbartonshire operational properties.

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 award of the Measured Term Contract for Planned and Reactive Maintenance of Fire and Security Systems at West Dunbartonshire operational properties to ADT Fire and Security plc; and
- b) Note that the contract shall be for a period of two years with a ceiling value of £408,775 (ex VAT); with an option to extend for two x 12 month periods with a ceiling value over the four year term of £802,385 (ex VAT); subject to fluctuations in the Building Cost Information Services (BCIS) price indices and National Schedule of Rates (NSR) in years three and four.

3. Background

- 3.1** The purpose of the tender was to identify a suitably experienced and qualified provider to undertake the Planned Preventative Maintenance and Reactive Maintenance of Fire Alarms, Intruder Alarms, CCTV, Door Entry Systems, Disabled Toilet Alarms and Panic Alarms. The provider will also prepare and maintain the Asset Register and drawings of plant and equipment over the contract period.
- 3.2** All works and services shall be carried out in accordance with applicable British Standards and statutory regulations at all times.
- 3.3** The procurement process for the Measured Term Contract Planned and Reactive Maintenance of Fire and Security Systems was approved at the Infrastructure, Regeneration and Economic Development Committee on 21 November 2018. That report identified the annual budget as being £201,200,

This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2015* (above the EU threshold) for Services. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement (Corporate Indirect) on 26 February 2019.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 1 July 2019. Twenty-six providers expressed an interest, with seven providers submitting a response by the deadline for the submissions of 12 noon on 5 August 2019.
- 4.2** The seven tender submissions were evaluated by representatives from Building Services, Asset Management, Corporate Procurement Unit and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Seven tender submissions passed the selection criteria.
- 4.3** Seven tender submissions were 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	ADT Fire and Security plc	Assure Alarms Limited	Chubb Fire & Security Ltd	Emtec Group	FES Support Services Ltd	Fortress Security Ltd	VWS Ltd
Quality (30%)								
Service Delivery & Methodology	40%	17.5%	26.0%	32.5%	6.0%	30.0%	30.0%	28.5%
Staffing Project Team Structure	25%	12.5%	17.8%	19.7%	6.3%	13.4%	17.8%	12.5%
Business Continuity Phase Out & Exit strategy	20%	12.5%	15.0%	12.5%	6.5%	18.5%	15.0%	12.5%
Social Benefits	8%	8.0%	8.0%	4.0%	8.0%	8.0%	8.0%	8.0%
Sustainability	3%	3.0%	2.3%	1.5%	0.8%	2.3%	2.3%	2.3%
e-Procurement	3%	2.6%	3.0%	1.5%	0.4%	1.9%	2.3%	1.9%
Commitment to Fair Working Practices	1%	0.8%	1.0%	1.0%	0.3%	1.0%	1.0%	1.0%
Quality Sub-Total %:	100%	56.9%	73.1%	72.7%	28.1%	75.1%	76.3%	66.6%
Quality Sub-Total %:	30%	17.1%	21.9%	21.8%	8.4%	22.5%	22.9%	20.0%
Price 70%								
Price Sub Total £	-	£408,755	£549,830	£550,499.3	£603,604	£1,081,882.5	£580,994	£756,402
Price Sub Total %	70%	70.0%	52.0%	52.0%	47.4%	26.4%	49.2%	37.8%
Total Score	100%	87.1%	73.9%	73.8%	55.8%	48.9%	72.1%	57.8%

4.4 It is recommended that the contract is awarded to ADT Fire and Security plc, of Leicester, who has provided the most economically advantageous tender. Although ADT Fire and Security plc have scored less on quality than the majority of other tenderers, the specification was robust and all critical aspects were included as a pre requisite to passing the selection criteria. The quality questions asked reflect service delivery and methodology and although ADT Fire and Security plc scored less in their quality submission, ADT Fire and Security plc still meet the requirements to deliver the contract successfully. The value of the contract is above budget and the extra funding will be provided by the Central Repair Account budget as detailed in paragraph 6.1 below.

4.5 ADT Fire and Security plc has committed to follow Fair Working Practices by paying above the Scottish Living Wage and have committed to delivery of the following social benefits as a result of delivery of this contract and the details will be agreed at a later date:

- Use of West Dunbartonshire based companies for sub-contracting opportunities;
- Deliver quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment;
- Facilitate quarterly work experience opportunities covering a range of work based skills;
- Providing volunteers to support a local community project; and
- Sponsorship of a local sports team.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 The tendered two-year price of £408,775 comprises of £211,940 in year 1 and £196,815 in year 2. Year 1 includes the preparation and maintenance of the drawings and asset register and in Year 2, £196,815 is the ongoing maintenance of drawings and asset register.

6.2 Financial costs in respect of this contract will be met from the approved budgets of Central Repairs budget. Fire and alarm systems has never been tendered as a complete package therefore, the budget was an estimate based on previous spend data. The Year 1 contract value exceeds the value of the budget of £201,200 by £10,740. In Year 2 the contract value is £4,385 lower than the budget. The additional cost in Year 1 will be met from the Central Repair Account budget.

6.3 The tender process allows a contract extension option for a further 2 x 12 month periods, the prices for Years 3 and 4, should the Council decide to extend the contract will be based on the Year 2 price as uplifted for Building

Cost Information Service (BCIS) price indices and National Schedule of Rates (NSR).

- 6.4** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in consultation with Corporate Assets officers 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.
- 7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

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** Corporate Asset Management, 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.

Name: Angela Wilson

Designation: Strategic Director of Transformation and Public Service Reform

Date: 25 September 2019

Person to Contact: Rebecca Hall, Senior Procurement Officer, Corporate Procurement, Church Street, 01389-776854, Rebecca.Hall@west-dunbarton.gov.uk

Appendix: None

Background Papers: Contract Strategy
EIA Screening

Regeneration, Infrastructure, Regeneration and
Economic Development Committee, 21 November 2018
Agenda Item 11 (Page 57).

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Director – Transformation & Public Service Reform

Tendering Committee: 23 October 2019

Subject: Contract Authorisation Report - Supply of Janitorial Products

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 Janitorial Products.

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 a contract for the Supply of Janitorial Products to Unico Limited; and
 - b) Note that the contract shall be for a period of two years from 01 November 2019 with an option to extend for a further two x 12 months until 31 October 2023. The overall estimated value of the contract over four years is £1,268,000 ex VAT.

3. Background

- 3.1** The Council has a requirement to procure janitorial supplies for the continued operation of its establishments such as schools, nurseries, care homes, leisure facilities, community centres and offices. The type of supplies required include but are not limited to paper-towels, cleaning chemicals, hand-soap, refuse sacks and cleaning equipment such as mops & buckets.
- 3.2** The budgets for the Supply of Janitorial Products were approved as part of wider service budgets at the West Dunbartonshire Council meeting on 27 March 2019. 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 25 September 2019.

4. Main Issues

- 4.1** Historically, the Council has used Scotland Excel framework agreements (FA) to source these janitorial supplies and the Contract Strategy identified that this is the best route to market for this requirement.
- 4.2** The Scotland Excel FA consists of 4 Lots. Lot 4 consists of Paper Products, Janitorial Products and Chemical Products therefore this Lot meets the Council's requirements.
- 4.3** The Scotland Excel FA allows Councils to direct award to suppliers on the basis of best value. Scotland Excel has carried out the due diligence as part of the standard process prior to awarding the FA and therefore a further technical evaluation was not carried out by the Council. As part of this contract, the Council will undertake work regarding switching to alternative products that are core to the SXL FA and rationalisation of products.
- 4.4** The undertaking of a mini competition would not currently provide best value due to the resource required to specify and standardise products not core to the SXL FA, but may in future do a mini competition if the core spend increases. There was no facility to undertake a reverse e-Auction as part of the SXL FA.
- 4.5** A Council desktop exercise was carried out to compare the cost between the suppliers on the FA. This exercise resulted in Unico Limited being the Most Economically Advantageous supplier. Unico Limited has the capacity and the capability to meet the Council's requirements.
- 4.6** It is recommended that the contract is awarded to Unico Limited based in London, with premises also in Falkirk. The contract shall be for a period of four years at an estimated value of £1,268,000 ex VAT. The value of the contract is below the value of the revenue budgets approved by West Dunbartonshire Council on 27 March 2019.
- 4.7** Unico Limited is neither an accredited Living Wage Employer nor paying the Scottish Living Wage, however they have committed to paying the Scottish Living Wage to all employees (except volunteers, apprentices and interns) within the first two year period of the Scotland Excel FA – by 28 February 2021.
- 4.8** As part of the Scotland Excel FA, the Council will earn Social Benefits points, based on the level of spend per FA year. The Council will agree with Unico Limited the most appropriate way to spend the points, based on a standard range of benefits within the FA. The range of benefits include:
- Fundraising events;
 - Work Experience;
 - Training Sessions;
 - Employability Workshops;
 - Donation of Materials and/or labour;
 - Sponsorship; and
 - Recruitment.

5. People Implications

- 5.1** There are no people implications

6. Financial and Procurement Implications

- 6.1** The financial saving in respect of this contract is estimated to be at least £16,000 per annum. Savings above this would be dependent on taking opportunities to rationalise.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Facilities Management 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 Communications, Culture and Communities, West Dunbartonshire Health & Social Care Partnership (WD HSCP) and WDLT 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 of janitorial products will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

Angela Wilson
Strategic Director - Transformation & Public Service Reform
08 October 2019

Person to Contact: Andrew Duncan - Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, G82 1QL. Telephone 01389 737425

Appendices: None

Background Papers:

1. Contract Strategy; and
2. EIA Screening.

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 23 October 2019**

Subject: Use of Framework Agreement Authorisation Report – Supply of Alcoholic Beverages

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 Alcoholic Beverages.

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 a contract under the Scotland Excel Framework Agreement (FA) 0119 for the Supply of Alcoholic Beverages to Tennents Caledonian Breweries Wholesale Limited; and
- b) Note that the contract shall be for a period of three years from 01 November 2019 until 31 October 2022 with the option to extend the contract for up to 12 months. The overall estimated value of the contract over three years is £60,000 and over four years is £80,000 ex VAT; subject to demand.

3. Background

- 3.1** The Council has a requirement to procure alcoholic beverages for resale within Clydebank Town Hall for the hosting of events. The Clydebank Town Hall is available for hire for conferences and events such as weddings, awards and other ceremonial occasions. As part of these events, the Council offer bar facilities selling a range of alcoholic and non alcoholic beverages. An increase in anticipated spend due to increased use of the venue has resulted in the spend being over the £50,000 supplies tendering threshold.
- 3.2** The budget for the supplies and services relating to food and provisions at Clydebank Town Hall is £30,219 and this was approved as part of wider service

budgets at the West Dunbartonshire Council meeting on 27 March 2019. The financial costs for the supply of alcoholic beverages are dependent on the demand for the number of events and therefore; any additional costs will be met from income generated by Clydebank Town Hall.

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 Goods. A Contract Strategy document was also approved by the Business Partner for Strategic Procurement (Corporate Indirects) on 24th September 2019.

3.4 The Contract Strategy identified the Scotland Excel FA (0119) as the recommended procurement route. Since the aggregated spend level was identified as being regulated procurement – which is defined as: any procurement above £0.050m for supplies, the service area has commenced purchasing from the FA on a Direct Award basis. It is the intention to continue to call off in this manner through the life of the FA.

4. Main Issues

4.1 The Scotland Excel FA consists of a single supplier (Tennents Caledonian Breweries Wholesale Limited) and single Lot for a range of alcoholic beverages. The Scotland Excel FA requires the Councils to direct award to the supplier on the FA – there was no facility to undertake a mini-competition as part of the Scotland Excel FA.

4.2 It is recommended that the contract is awarded to Tennents Caledonian Breweries Wholesale Limited based in Irvine. The contract shall be for a period of three years with the option to extend for up to 12 months and at an estimated value of £80,000 ex VAT over four years; subject to demand.

4.3 All employees of Tennents Caledonian Breweries Wholesale Limited in Scotland are paid the Scottish Living Wage, a minimum of £9 per hour, and Tennents Caledonian Breweries Wholesale Limited are committed to increasing this as it rises each year.

4.4 The Council does not anticipate reaching the spend threshold identified in the Scotland Excel FA to be allocated Social Benefits points. However, the Corporate Procurement Unit will ask Tennents Caledonian Breweries Wholesale Limited on what Social Benefits they will provide.

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 Council.
- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with the Town Hall Manager 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 reports to determine if there is an equalities impact. The results were there is no equalities impact.

9. Consultation

- 9.1** Communications, Culture and Communities 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 of alcoholic beverages within the Clydebank Town Hall will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

Angela Wilson

Strategic Director - Transformation & Public Service Reform

25 September 2019

Person to Contact: Derek McLean – Business Partner - Strategic
Procurement, Corporate Procurement Unit, 16 Church

Street, Dumbarton, G82 1QL. Telephone: 07816 539 906

Appendices: None

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

Wards Affected: All