

TENDERING COMMITTEE

At a Hybrid Meeting of the Tendering Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 8 June 2022 at 9.20 a.m.

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

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Laurence Slavin, Chief Officer – Resources; Annabel Travers, Procurement Manager; Laura Adams and Angus Cameron, Business Partners – Strategic Procurement; Martin Feeney, Building Services Manager; Alistair Norris, Capital Projects Manager; James Gallacher, ICT Section Head; Brian Miller, Section Head, ICT Infrastructure; Andrew Brown, Senior Education Officer – Policy, Performance & Resources; Susan Mullin, Transport Co-ordinator; and Scott Kelly, Committee Officer.

Councillor John Millar 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.

RECORDING OF VOTES

The Committee agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

OPEN FORUM

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

CONTRACT AUTHORISATION REPORT – SPECIALIST ROOFING (FLAT ROOFING AND METAL ROOFING)

With reference to the Minutes of Meeting of the Tendering Committee held on 20 April 2022, submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing).

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

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing) to Hugh L S McConnell Limited; and
- (2) to note: (i) that the contract shall be for a period of two years at a budget of £2,000,000 with two 12 month options to extend at a budget of £4,000,000 ex VAT; and (ii) that the estimated commencement date of the contract was 30 June 2022.

CONTRACT AUTHORISATION REPORT – MICROSOFT LICENSES FOR EDUCATION ICT ESTATE

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

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Microsoft Licenses for Education ICT Estate to Insight Direct (UK) Ltd; and
- (2) to note: (i) that the contract shall be for a maximum period of 12 months and at a value of £62,814 ex VAT; and (ii) that the estimated commencement date of the contract was 1 July 2022.

CONTRACT AUTHORISATION REPORT – CITRIX NETSCALER LICENSES

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

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Citrix Netscaler Licenses to Boxxe Limited; and
- (2) to note: (i) that the contract shall be for a maximum period of 12 months and at a value of £199,025 ex VAT; and (ii) that the estimated commencement date of the contract was 1 July 2022.

CONTRACT AUTHORISATION REPORT – ICT DEVICE REPLACEMENT FOR CORPORATE AND EDUCATION

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of contracts for replacement of ICT Devices.

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contracts to the following Scottish Government ICT framework agreement (FA) suppliers:

| FA Name | Supplier Name | Estimated Total Cost 2022/23 |
|---|----------------|------------------------------|
| Web Based and Proprietary Devices (Tablets) | XMA Limited | £395,479.41 |
| Desktop Client Devices (PCs and Monitors) | HP Inc. UK Ltd | £496,531.97 |

and;

- (2) to retrospectively approve the device replacement purchases for Corporate and Education establishments for late summer delivery, it being noted that approval had been sought due to current global supply chain shortages which create an extended lead-time for delivery.

CONTRACT AUTHORISATION REPORT – STORAGE ARRAY NETWORK REPLACEMENT

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Storage Array Network (SAN) Replacement.

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for SAN Replacement to Insight Direct (UK) Ltd; and
- (2) to note: (i) that the contract shall be for a period of five years and at a value of £128,892.72 ex VAT; and (ii) that estimated commencement date of the contract was 1 July 2022.

Note: Councillor Edward left the meeting at this point.

CONTRACT AUTHORISATION REPORT – PROVISION OF ONLINE PAYMENT SYSTEMS AND CASHLESS CATERING SYSTEMS

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

Having heard Ms Adams, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Online Payment Systems and Cashless Catering Systems to ParentPay Ltd, Number 3, Siskin Drive, Coventry; and
- (2) to note: (i) that the contract shall be for a period of two years with the option of two 12 month extensions at a value of £32,500 ex VAT over two years and £65,000 ex VAT should the contract be extended; and (ii) that the estimated commencement date of the contract was 1 July 2022.

Note: Councillor McElhill left the meeting at this point.

CONTRACT AUTHORISATION REPORT – SCHOOL TRANSPORT SESSION 2022/23

A report was submitted by the Chief Education Officer seeking approval to authorise the Chief Education Officer, in liaison with Strathclyde Partnership for Transport (SPT), to conclude and award contracts for mainstream school transport from August 2022 up to the end of school session 2024/25.

After discussion and having heard the Transport Co-ordinator in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Chief Education Officer, in liaison with SPT, to conclude, on behalf of the Council, the award of the provision of mainstream school transport contracts from August 2022 as detailed in Appendix 1 to the report;

- (2) to note that the contracts shall be for a maximum period of three years and at the cumulative value of £451,568 per annum ex VAT;
- (3) to note the Chief Education Officer, in liaison with SPT, will award any further contracts during school term 2022/23 for contracts not exceeding £50,000; and
- (4) to request that the Chief Education Officer provides a briefing to Elected Members, as part of the normal cycle of briefings, giving detail on the continued need for so many bus contracts in light of the implementation of free bus travel for children and young people.

CONTRACT AUTHORISATION REPORT – SUBCONTRACTORS AND SPECIALIST CONTRACTORS FOR BUILDING SERVICES

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of:-

- (a) contracts utilising identified collaborative Scotland Excel (SXL) and Scottish Procurement Alliance (SPA) framework agreements (FA);
- (b) the FA for Subcontractors and Specialist Contractors; and
- (c) contracts exceeding £50,000 in value, utilising the FA for Subcontractors and Specialist Contractors.

After discussion and having heard the Ms Adams, Business Partner – Strategic Procurement, and the Building Services Manager in further explanation of the report, the Committee agreed:-

- (1) the contract for Asbestos Surveys utilising the SXL FA for Asbestos Related Works and Services to Environtec Ltd, Hamilton, it being noted: (i) that the contract shall be for a period of two years at a budget value of £192,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget value being £384,000 ex VAT; and (ii) that the estimated commencement date of the contract was 9 August 2022;
- (2) the contract for Modern Facilities Installations and Improvements utilising the SPA FA for Whole House Refurbishment and Associated Works to Everwarm Ltd, Bathgate, it being noted: (i) that the contract shall be for a period of two years at a budget of £1,525,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £3,050,000 ex VAT; and (ii) that the estimated commencement date of the contract was 9 August 2022;

- (3) the contract for Internal Window Finishes utilising the SXL FA for Domestic Furniture and Furnishings to GavHas Services, East Kilbride, Glasgow, it being noted: (i) that the contract shall be for a period of two years at a budget of £77,500 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £155,000 ex VAT; and that the estimated commencement date of the contract was 9 August 2022;
- (4) the contract for UPVC Windows & Doors and Improvements utilising the SPA FA for Whole House Refurbishment and Associated Works to Sidey Ltd, Perth, it being noted: (i) that the contract shall be for a period of two years at a budget of £1,400,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £2,800,000 ex VAT; and (ii) that the estimated commencement date of the contract was 9 August 2022;
- (5) (i) to note that the FA for Subcontractors and Specialist Contractors shall be for a period of two years at a budget of £10,146,500 ex VAT with the option to extend the period by another two one-year periods with the four year budget value being £20,293,000 ex VAT; and that the FA shall be awarded to the following Contractors with the estimated commencement date of 9 August 2022;

| Lot | Lot Description | Two Year Budget | Four Year Budget | Contractors |
|-----|--|-----------------|------------------|---|
| 1 | Landscaping Including the Provision of Resin Paths | £1,550,000 | £3,100,000 | <ul style="list-style-type: none"> • Complete Paving Requirement (Scotland), Milburn Roads Depot, Main Street, Renton, G82 4PZ • DAS Contracts, 14-16 Levenbank Road, G83 8BZ |
| 2 | Flooring | £165,000 | £330,000 | <ul style="list-style-type: none"> • Kirkton Flooring Limited, Unit 11, Grange Rd, Livingston EH54 5DE • FirstPoint Contract Flooring Ltd, Broomfield Avex, Glasgow, G77 5JP |
| 3 | Metal Fabrications | £97,500 | £195,000 | <ul style="list-style-type: none"> • City Gate Construction (Scotland) Ltd, Unit 3, Imperial Park, West Avenue, Linwood, Paisley, PA1 2FB |
| 4 | Scaffolding | £1,150,000 | £2,300,000 | <ul style="list-style-type: none"> • Clyde Scaffolding Ltd, 20/A Garrell Road, Kilsyth, Glasgow, G65 9JX |

| | | | | |
|----|--|------------|-------------|---|
| 8 | Plumbing | £150,000 | £300,000 | <ul style="list-style-type: none"> • John Doherty Plumbing and Heating, Unit 4, Station Rd, Old Kilpatrick, G60 5LP |
| 9 | Small Jobs | £650,000 | £1,300,000 | Multi Trades <ul style="list-style-type: none"> • MP Group UK Ltd, Glasgow • CRD Property Renovations and Reinstatements Ltd, Glasgow • City Gate Construction (Scotland) Ltd, Paisley • John Doherty & Co Ltd, Old Kilpatrick |
| 10 | Asbestos Removals | £384,000 | £768,000 | <ul style="list-style-type: none"> • Enviraz (Scotland) Ltd 25 Kelvin Ave, Hillington, G52 4LT • Erith Contactors Ltd, Queen Street Kent, DA8 1RP |
| 11 | External Building Fabric Upgrade Works | £6,000,000 | £12,000,000 | <ul style="list-style-type: none"> • Ailsa Building Contractors Ltd, Dundyan Road, Coatbridge, ML5 4AU • Hugh LS McConnell Ltd, Inkerman PL, Kilmarnock, KA1 2RL • MP Group UK Ltd, Drumoyne Road, Glasgow G51 4DX • Procast Building Contractors Ltd, Alness Street, Hamilton, ML3 6RU |

- (6) the FA for Subcontractors and Specialist Contractors having being approved, to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contracts exceeding £50,000 in value, as per below:-

Lot 1:

The contract for Landscaping Including the Provision of Resin Paths to Complete Paving Requirement (Scotland), Renton, it being noted: (i) that the contract shall be for a period of two years at a budget of £1,550,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £3,100,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

Lot 2:

The contract for Flooring to Kirkton Flooring Ltd, Livingston, it being noted: (i) that the contract shall be for a period of two years at a budget of £165,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £330,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

Lot 3:

The contract for Metal Fabrications to City Gate Construction (Scotland) Ltd, Paisley, it being noted (i) that 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 one-year periods with the four year budget being £195,000 ex VAT, and (ii) that the estimated commencement date of the contract was 10 August 2022.

Lot 4:

The contract for Scaffolding to Clyde Scaffolding Ltd, Kilsyth, Glasgow it being noted: (i) that the contract shall be for a period of two years at a budget of £1,150,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £2,300,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

Lot 8:

The contract for Plumbing to John Doherty, Old Kilpatrick, it being noted: (i) that the contract shall be for a period of two years at a budget of £150,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £300,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

Lot 9:

That the work orders for the Small Jobs will be awarded to the relevant contractor who has the capacity to carry out the scope of works the service area requires (detailed in Appendix 5f to the report), it being noted: (i) that the work orders for the Small Jobs shall be for a period of two years at a budget of £650,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £1,300,000 ex VAT; and (ii) that the estimated commencement date of the Small Jobs contract was 10 August 2022.

Lot 10:

The contract for Asbestos Removal to Enviraz (Scotland) Ltd, Hillington, it being noted: (i) that the contract shall be for a period of two years at a budget of £384,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £768,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

Lot 11:

The contract for External Building Fabric Upgrade Works to Ailsa Building Contractors Ltd, Coatbridge, it being noted: (i) that the contract shall be for a period of two years at a budget of £6,000,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £12,000,000 ex VAT; and (ii) that the estimated commencement date of the contract is 10 August 2022; and

- (7) to note that any intended further call off contracts exceeding £50,000 in value utilising the FA for Subcontractors and Specialist Contractors would be submitted to a future meeting of the Tendering Committee to seek approval to award.

DELEGATED AUTHORITY TO APPROVE CONTRACT AWARDS DURING SUMMER RECESS – PROVISION OF INSURANCE SERVICES (INCLUDING CLAIMS HANDLING) FOR WEST DUNBARTONSHIRE COUNCIL AND WEST DUNBARTONSHIRE LEISURE TRUST

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of proposals to approve the award of the contracts for the Provision of Insurance Services (including Claims Handling) for West Dunbartonshire Council and West Dunbartonshire Leisure Trust as detailed during the summer recess.

After discussion and having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to grant delegated authority to the Chief Officer – Resources, in consultation with the Convener of the Tendering Committee, to approve the award of the contracts detailed in Appendix 1 to these Minutes during the summer recess;
- (2) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council and the Leisure Trust, the award of the contracts detailed in the Appendix 1 to these Minutes; and
- (3) to note that a report detailing the outcome of the contract awards would be submitted, for noting, to the next appropriate meeting of the Tendering Committee, in accordance with Standing Order 35(b) iv.

The meeting closed at 10.10 a.m.

Appendix 1: Delegated Authority to Approve Insurance Contract Awards during Summer Recess

| Service | Contract Title / Lot | Estimated Contract Value (Pre Extension) | Estimated Contract Value (Including Extension) | Contract Period (Pre Extension) | Contract Period (Including Extension) |
|--------------------------------|---|--|--|---------------------------------|---------------------------------------|
| Resources – Insurance Services | Lot 1: Property Damage & Business Interruption, including Money and Special All Risks Property Insured | £2,047,369.86 | £3,412,283.10 | 3 | 5 |
| Resources – Insurance Services | Lot 2: Casualty, including Employer's Liability, Public & Products Liability, Officials' Indemnity, Libel & Slander | £928,314.24 | £1,547,190.40 | 3 | 5 |
| Resources – Insurance Services | Lot 3: Motor Fleet | £795,896.64 | £1,326,494.40 | 3 | 5 |
| Resources – Insurance Services | Lot 4: Contractor's All Risks/Own Plant/Hired-in-Plant | £115,559.52 | £192,599.20 | 3 | 5 |
| Resources – Insurance Services | Lot 5: Computer | £36,811.05 | £61,351.75 | 3 | 5 |
| Resources – Insurance Services | Lot 6: Fidelity Guarantee | £57,301.44 | £95,502.40 | 3 | 5 |
| Resources – Insurance Services | Lot 7: Group Personal Accident/Travel – Corporate and Off Site Visits | £45,350.37 | £75,583.95 | 3 | 5 |
| Resources – Insurance Services | Lot 8: Engineering Inspection and Insurance | £129,449.37 | £215,748.95 | 3 | 5 |

| | | | | | |
|-----------------------------------|--|---------------|---------------|---|---|
| Resources – Insurance Services | Lot 9: Fine Art including Exhibitions | £7,326.30 | £12,210.50 | 3 | 5 |
| Resources – Insurance Services | Lot 10: Medical Malpractice | £32,696.16 | £54,493.60 | 3 | 5 |
| West Dunbartonshire Leisure Trust | Lot 11: Combined Insurance, including Property Damage & Business Interruption, Computer, Money, Employer's Liability, Public & Products Liability, Libel & Slander, Management Liability, Motor, Fidelity Guarantee, Group Personal Accident/Travel | £261,837.54 | £436,395.90 | 3 | 5 |
| Resources – Insurance Services | Lot 12: Package Lot: Property Damage & Business Interruption, including Money and Special 'All Risks' Property Insured (Lot 1), Casualty, including Employer's Liability, Public & Products Liability, Officials' Indemnity, Libel & Slander (Lot 2) and Motor Fleet (Lot 3) (Lots 1, 2 and 3) | £3,771,580.74 | £6,285,967.90 | 3 | 5 |
| Resources – Insurance Services | Lot 13: Package Lot: Casualty, including Employer's Liability, Public & Products Liability, Officials' Indemnity, Libel & Slander (Lot 2) and Motor Fleet (Lot 3) (Lots 2 and 3) | £1,724,210.88 | £2,873,684.80 | 3 | 5 |
| | Total estimate for lots 1 to 11 (excluding package lots) | £4,457,912.49 | £7,429,854.15 | | |