

Agenda

Tendering Committee

Date: Wednesday, 12 October 2022

Time: 09:15

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

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

Dear Member

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

The business is shown on the attached agenda.

Yours faithfully

PETER HESSETT

Chief Executive

Distribution:

Councillor John Millar (Chair)
Councillor Diane Docherty
Councillor Craig Edward
Councillor James McElhill
Councillor June McKay (Vice Chair)
Councillor Lawrence O'Neill*
Councillor Chris Pollock
Councillor Hazel Sorrell

*Member of the Committee with effect from 12 October 2022

All other Councillors for information

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

Date of Issue: 29 September 2022

WEDNESDAY, 12 OCTOBER 2022

1 APOLOGIES

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.

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 21 September 2022.

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

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Microsoft 365 Backup Solution.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Clyde Room, Clydebank Town Hall, Clydebank on Wednesday, 21 September 2022 at 9.15 a.m.

Present: Councillors David McBride, James McElhill, June McKay, John Millar and Hazel Sorrell.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Angus Cameron and Laura Adams, Business Partners – Strategic Procurement; Alistair Norris, Capital Projects Manager; Annabel Travers, Procurement Manager; Michelle Lynn, Assets Coordinator; Dawn Connor, Strategic Housing Manager; and Lynn Straker, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Diane Docherty, Craig Edward and Jonathan McColl.

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.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 3 August 2022 were submitted and approved as a correct record.

OPEN FORUM

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

CONTRACT AUTHORISATION REPORT – LAUNDRY EQUIPMENT AND MAINTENANCE WORKS, AND PROVISION OF ELECTRICAL SPECIALIST INCLUDING ENTRY SYSTEMS AND ALARMS

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

After discussion and having heard Ms Adams, Business Partner – Strategic Procurement, in further explanation of the report and in answer to Members' questions, the Committee agreed to authorise the Manager of Legal Services to conclude, on behalf of the Council, the award of:-

- (1) the contract for Laundry Equipment Maintenance Works to Washco Ltd. and to note: (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 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 30 September 2022; and
- (2) the contract for Electrical Specialist to Alger Electrics and Alarms Limited, Dumbarton and to note: (i) that the contract shall be for a period of two years at a budget of £900,000 ex VAT with the option to extend by another two one-year periods, with the four year budget being £1,800,000 ex VAT; and (ii) that the estimated commencement date of the contract was 30 September 2022.

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

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

- (1) to note the appointment of insurance providers for the Provision of Insurance Services (including Claims Handling) for the Council and West Dunbartonshire Leisure Trust (WDLT), as listed in Appendix 1 to the report; and

- (2) to note: (i) that the award of these contracts shall be for a period of three years and at a value of £3,549,281 ex VAT with the option of two 12 month extensions at a value £5,915,468.74 ex VAT over five years based on year one premiums inclusive of insurance premium tax; and (ii) that the commencement date of the contracts was 1 August 2022.

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

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

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

- (1) to authorise the Manager of Legal Services to conclude, on behalf of the Council, the award of the contract for the Supply and Fit of AV Equipment at Denny Civic Theatre, Dumbarton to SSUK Limited; and
- (2) to note: (i) that the contract shall be for a maximum period of three months and at a value of £261,426 ex VAT and £313,711 including VAT; and (ii) that the estimated commencement date of the contract was 3 October 2022.

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

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

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

- (1) to authorise the Manager of Legal Services to conclude, on behalf of the Council, the award of the Contract for the Demolition of the Former Care Home at 2 Ashtree Court, Old Kilpatrick to Central Demolition Ltd; and
- (2) to note that the contract shall be for a period of three months and that the estimated commencement date was 1 October 2022.

CONTRACT AUTHORISATION REPORT – CYCLE TO WORK SCHEME

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

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

- (1) to authorise the Manager – Legal Services to conclude, on behalf of the Council, the award the contract for the Provision of a Cycle to Work Scheme to Halfords Ltd; and
- (2) to note: (i) that the contract shall be for a period of two years with the option of two 12 month extensions and at a value of £92,000 ex VAT over two years and £92,000 ex VAT should the contract be extended for two years; (ii) that the actual value of the contract was dependent on participation in the scheme; and (iii) that the estimated commencement date of the contract was 5 October 2022.

The meeting closed at 9.30 a.m.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 12 October 2022**

Subject: Contract Authorisation Report – Microsoft 365 Backup Solution**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Microsoft 365 Backup Solution.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Microsoft 365 Backup Solution to PMD Magnetics; and
 - a) Note that the contract shall be for a period of two years with the option to extend for a maximum of two years and at a value of £155,261.21 incl VAT over two years and £309,112.42 incl VAT should the contract be extended. The estimated commencement date of the contract is 31 October 2022.

3. Background

- 3.1** The Council are at the early stages of Microsoft 365 project. Whilst a number of low-risk mailboxes have been migrated for testing purposes, the Council has a requirement for a scalable solution to facilitate migrations for all Council services and staff. Furthermore, the Council has a requirement to manage risk around potential data loss without backups in place. The Council has 5000 mailboxes across three tenancies and a requirement to back up some or all of these mailboxes. The Council's existing exchange on premise (based at Aurora House in Clydebank) holds a range of mailbox sizes throughout the Council, although the majority fall between 0-5 gigabytes. In order to mitigate the risk of data loss, non-compliance with statutory/legal obligations and mailbox compromise a cloud based solution is recommended to provide backup and restoration services for migrated mailboxes.
- 3.2** The overall budget for Microsoft 365 project was approved at the Corporate Services Committee on 23 February 2022. No current revenue budget exists for this element of the project however the costs are recognised as an in-year burden on the budget and full year costs will be added as an ongoing burden for financial year 2023-24 and beyond. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy was also approved on 9 September 2022.

4. Main Issues

- 4.1** The Corporate Procurement Unit undertook an assessment of the G-Cloud Framework Agreement to identify any providers of Microsoft 365 Backup Solution which met the Council's requirements. ICT Services carried out an assessment of their specific requirements against what the providers were offering as part of the G-Cloud Framework Agreement. Following the Framework Agreement assessment, it was identified that Barracuda was the only solution that met the Council's cloud-to-cloud backup requirements. Whilst two suppliers (Stream Networks Ltd and PMD Magnetix) provided the same Barracuda solution, it was determined that PMD Magnetix had a cost advantage and offered the 'Barracuda Quick Start Installation Service' as part of their quote to enable quick on-boarding of this solution.
- 4.2** It is recommended that the contract is awarded to PMD Magnetix, Magnetix House, Avenue Farm Industrial Estate, Stratford-upon-Avon, CV37 0HR. The contract shall be for a period of two years with the option to extend for a further two x 12 months extension and at a value of £155,261.21 incl VAT over two years and £309,112.42 incl VAT should the contract be extended.
- 4.3** PMD Magnetix has committed to paying all staff as a minimum the real Living Wage and promotes Fair Working Practices across their organisation. Further, PMD Magnetix has committed to delivery of the following social benefits as a direct result of delivery of this contract:
- Donation of money to a community group or charity that supports health and wellbeing within the community;
 - Donation of money to support a local community project; and
 - Supporting environmental educational projects in schools such as tree or woodland planting or educational packs.

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

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services.
- 6.2** No current Revenue budget exists to fund this service when purchased. The costs are recognised as an in-year burden on the budget and full year costs will be added as an ongoing burden for financial year 2023-24 and beyond.

7. Risk Analysis

- 7.1** Failure to implement Microsoft 365 Backup Solutions will impact on the Council's overall Microsoft 365 project.

7.2 PMD Magnetix has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

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

9. Consultation

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

10. Strategic Assessment

10.1 The Microsoft 365 Backup Solution will contribute to the delivery of the Council's strategic priorities:

- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date:

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

Appendices: None

Background Papers: The Contract Strategy
EIA Screening

Wards Affected: None