

# Agenda



## Tendering Committee

**Date:** Wednesday, 20 December 2017

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**Time:** 09:15

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**Venue:** Committee Room 3,  
Council Offices, Garshake Road, Dumbarton

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**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: 7 December 2017

**TENDERING COMMITTEE**  
**WEDNESDAY, 20 DECEMBER 2017**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the item of business on this agenda and the reasons for such declarations.

**3 MINUTES OF PREVIOUS MEETING 5 – 8**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 15 November 2017.

**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 – INSTALLATION OF FLOOR FINISHES 9 – 12**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Installation of Floor Finishes.

**6 CONTRACT AUTHORISATION REPORT – RESIDENTIAL HOUSING SUPPORT SERVICES 13 – 17**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the direct award of contracts for Residential Housing Support Services.

**7 CONTRACT AUTHORISATION REPORT – MEASURED TERM CONTRACT FOR LIFT MAINTENANCE 19 – 22**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the Measured Term Contract for Lift Maintenance.



**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 15 November 2017 at 9.15 a.m.

**Present:** Provost William Hendrie and Councillors Gail Casey, Ian Dickson, Diane Docherty, Lawrence O'Neill and Brian Walker.

**Attending:** Angela Wilson, Strategic Director - Transformation & Public Service Reform; David Aitken, Business Partner - Strategic Procurement; Derek McLean, Business Partner - Procurement Developments; Alison Wood, Business Partner - Strategic Procurement; Christina Fraser, Senior Procurement Officer; Jenna McCrum, Senior Procurement Officer; Claire McGlynn, Procurement Officer; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Jim Finn and Marie McNair.

**Councillor Ian Dickson 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 6 September 2017 were submitted and approved as a correct record.

**CONTRACT AUTHORISATION REPORT – FACILITATED PURCHASE CARD  
EPAYMENT SOLUTION**

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 the Facilitated Purchase Card ePayment Solution.

Having heard the Business Partner - Procurement Developments 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 Council), the award of the contract for Facilitated Purchase Card ePayment Solution to Basware Holdings Limited;
- (2) to note that the contract shall be for a period of 24 months and at a value of £48,800, excluding VAT, with the option to extend by a further 24 months for an additional £28,800; and
- (3) to note that the potential four year contract had a total value of £77,600.

### **CONTRACT AUTHORISATION REPORT – ONLINE SCHOOL PAYMENT SERVICES**

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 the Provision of Online School Payment Services.

Having heard the Strategic Director - Transformation & Public Service Reform and Ms Fraser, Senior Procurement Officer, 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 Council), the award of the contract for the Provision of Online School Payment Services to Parentpay Limited;
- (2) to note that the contract shall be for two years and six months (which shall include a six months pilot) with the option to extend for a further 12 month period and subject to a ceiling value of £103,208 over 3.5 years, excluding VAT; and
- (3) to note that any decision to extend will be made by the Budget Holder and the Education Services Manager, in conjunction with the Corporate Procurement Unit (CPU), based on satisfactory contractor performance.

### **CONTRACT AUTHORISATION REPORT – INSTALLATION OF NEW MULTI-USE GAMES AREA (MUGA) AT CLYDEMUIR PRIMARY SCHOOL**

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 the installation of new Multi-Use Games Area (MUGA) at Clydemuir Primary School.

After discussion and having heard the 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 Council), the award of the contract for the Installation of a new MUGA at Clydemuir Primary School, to Ecosse Sports Limited; and

- (2) to note that the contract shall be for a period of 14 weeks and at a value of £221,498, excluding VAT.

### **CONTRACT AUTHORISATION REPORT – CONTRACTS FOR THE UPGRADES OF FIVE PLAY PARKS**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the awards of the contracts for the upgrades of five play parks.

Having heard Ms McCrum, Senior 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 Council), the awards of the contracts for the upgrades to five play parks, as follows:-
- Site 1, Bowling: Hawthorn Heights Limited, £49,997;
  - Site 2, Braeside Drive: Hawthorn Heights Limited, £69,999;
  - Site 3, Mill Dam: Kompan Scotland Limited, £69,999;
  - Site 4, Mollanbowie Estate: Sutcliffe Play (Scotland) Limited, £49,000; and
  - Site 5, Skypoint: Scotplay Limited, £79,852; and
- (2) to note that each contract shall be for a period of 12 weeks.

### **CONTRACT AUTHORISATION REPORT – CLYDEBANK CREMATORIUM BUNGALOW CONVERSION**

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 the Clydebank Crematorium Bungalow Conversion.

After discussion and having heard the Strategic Director - Transformation & Public Service Reform and Ms McCrum, Senior Procurement Officer, 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 Council), the award of the contract for the Clydebank Crematorium Bungalow Conversion to Go-Wright Limited; and
- (2) to note that the contract shall be for a period of 12 weeks and at a value of £130,348 excluding VAT.

## **CONTRACT AUTHORISATION REPORT – ICT DEVICE REPLACEMENT FOR CORPORATE AND EDUCATION**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of contracts for the replacement of ICT Devices.

After discussion and having heard the Strategic Director - Transformation & Public Service Reform and Ms Wood, Business Partner - Strategic Procurement, in further explanation of the report and in answer to a Member's question, the Committee agreed to authorise the Strategic Lead - Regulatory, to award contracts on behalf of West Dunbartonshire Council (the Council) to the following Scottish Government ICT framework agreement (FA) suppliers:-

<b>FA Name</b>	<b>Supplier Name</b>	<b>Estimated Total Cost 2017/18</b>
Web Based and Proprietary Devices (Tablets)	XMA Limited	£170,000
Desktop Client Devices (PCs and Monitors)	HP Inc. UK Ltd	£130,000
Thin Client Devices	Dell Corporation Limited	£20,000

The meeting closed at 9.30 a.m.



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 20<sup>th</sup> December 2017**

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**Subject: Contract Authorisation Report – Installation of Floor Finishes**

**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 Installation of Floor Finishes.

**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 Installation of Floor Finishes to Firstpoint Contract Flooring Ltd.
- b) Note that the contract shall be for a period of 24 months with the option to extend plus 12 months and at a value of £104,075 ex VAT.

**3. Background**

- 3.1** The Council is seeking to appoint a term contractor to undertake supply and fitting of floor finishes to assist in the delivery of their maintenance and repair programme. The successful contractor will provide all floor furnishing required by the Council on a job by job basis.
- 3.2** The procurement for Installation of Floor Finishes was approved at the Housing and Communities Committee on 1 February 2017. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 for Services. A Contract Strategy document was also approved by the Procurement Business Partner (Place) on 12 September 2017.
- 3.3** A contract notice was published on the Public Contracts Scotland advertising portal on 10 October 2017. Fifteen suppliers expressed an interest, with four suppliers submitting a response by the deadline for the submissions of 7pm on 30 October 2017.

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

**4.1** The four tender submissions were evaluated by representatives from Building Services, Corporate Procurement Unit, Health & Safety and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Four tender submissions passed the selection criteria.

**4.2** Four 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:

Tenderer Name	Quality Score (30%)	Price Score (70%)	Total Score (100%)	Total Tender Sum
Firstpoint Contract Flooring Ltd	14.85	70	84.85	£104,075
G K Contracts (Scotland) Limited	11.44	53.66	65.1	£135,775
Lawrie (Furnishing) Limited	11.14	53.43	64.57	£136,350
Crown Flooring Ltd	9.94	53.78	63.72	£135,450

**4.3** It is recommended that the contract is awarded to Firstpoint Contract Flooring Ltd who has provided the most economically advantageous tender. The contract shall be for a period of 24 months with an option to extend plus 12 months and at a value of £104,075, ex VAT. The value of the contract is £45,925 below the value approved by the Housing and Communities Committee. Please note, all values in the report are rounded to the nearest pound (GBP).

**4.4** Firstpoint Contract Flooring Ltd has committed to follow Fair Working Practices as below:

- Pay all employees the Living Wage; and avoiding exploitative employment practices.

**4.5** Firstpoint Contract Flooring Ltd have committed to delivery of the following community benefits as a result of delivery of this contract:

- Engage with SME's from West Dunbartonshire and provide business management and/or tendering development support;
- Provide work placements for S4, S5 & S6 pupils from West Dunbartonshire Schools;
- Provide Industry days for schools with financial backing available for projects;
- Offer new start apprenticeships;
- Offer sponsorship to local sports team within the local community; and

- Provide community based training programmes for people who are unemployed.

## **5. People Implications**

- 5.1** There are no personnel issues.

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

- 6.1** Financial costs in respect of this contract will be met from the approved Revenue budgets of Building Services, generating a saving of £45,925 per year.

- 6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

## **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.

- 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 result was there is no equalities impact.

## **9. Consultation**

- 9.1** Finance, Legal, Health & Safety and Building Services officers 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.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:**

**Person to Contact:** Jenna McCrum, Senior Procurement Officer, Garshake Road, 01389 737856, [Jenna.McCrum@west-dunbarton.gov.uk](mailto:Jenna.McCrum@west-dunbarton.gov.uk)

Ian Cummings, Technical Officer, Cochno Street, Clydebank, 01389 738202, [Ian.Cummings@west-dunbarton.gov.uk](mailto:Ian.Cummings@west-dunbarton.gov.uk)

**Appendices:** Nil.

**Background Papers:** Housing and Communities Committee 1 February 2017; Agenda item 8  
Contract Strategy – Installation of Floor Finishes  
Equalities Impact Assessment screening – Installation of Floor Finishes

**Wards Affected:** All

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 20<sup>th</sup> December 2017**

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**Subject: Contract Authorisation Report – Residential Housing Support Services**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the direct award of contracts for Residential Housing Support Services.

**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 direct award of contract for Residential Housing Support Services to Blue Triangle (Glasgow) Housing Association Limited. Note that the contract shall be for a period of 1 year and at a value of £382,116. The service is considered to be a VAT exempt welfare service.
- b) Authorise the Strategic Lead Regulatory to conclude on behalf of the Council, the direct award of the contract for Residential Housing Support Services for Young Persons to Action for Children Services Limited. Note that the contract shall be for a period of 1 year and at a value of £156,600. The service is considered to be a VAT exempt welfare service.

**3. Background**

- 3.1** The purpose of this procurement exercise was to continue to commission external residential housing support services. The budgeted provision of £586,500 per annum for residential housing support services was approved at the Housing and Communities Committee on 3<sup>rd</sup> August 2016, where this procurement was approved. Current budgetary provision 2017/18 is £538,716.
- 3.2** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 (below the EU threshold) for Services.
- 3.3** The contracts are Direct Awards under the Lighter Touch Regime (LTR) for the Procurement of Care and Support Services. LTR notices were published on

the Public Contracts Scotland advertising portal on 24<sup>th</sup> August 2017 to Blue Triangle (Glasgow) Housing Association Limited and to Action for Children Services Limited who currently provided external residential housing support services. Both providers submitted their response by the deadline for submissions of 12 noon on 14<sup>th</sup> September 2017.

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

- 4.1** The LTR submissions were evaluated 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 provider, are as follows:

Provider Name	Quality Score (70%)	Price Score (30%)	Total Score (100%)	Total Award Sum (£)
Blue Triangle (Glasgow) Housing Association Limited	39.4	30	69.4	£382,116
Action for Children Services Limited	49.9	30	79.9	£156,600

- 4.2** It is recommended that the contracts be awarded to Blue Triangle (Glasgow) Housing Association Limited and Action for Children Services Limited who have provided responses which do not exceed the specified maximum annual contract values of £382,116 and £156,600, respectively.
- 4.3** The contract value with Blue Triangle (Glasgow) Housing Association Limited, over a period of 1 year, is £382,116. The contract value is within the budgetary provision as agreed by Committee.
- 4.4** The contract value with Action for Children Services Limited, over a period of 1 year, is £156,600. The contract value is within the budgetary provision as agreed by Committee.
- 4.5** The Corporate Procurement Unit will begin working on a new a contract strategy to take the contracts above the one year period.
- 4.6** Blue Triangle (Glasgow) Housing Association Limited have committed to follow Fair Working Practices including;
- paying all of its staff the Scottish Living Wage;
  - high quality training programme with a high percentage of project and support staff qualified to SVQ3 level; and
  - a positive performance culture, by reward and recognition of the value of both individual and team contributions.

**4.7** Blue Triangle (Glasgow) Housing Association Limited have committed to the following community benefits as a result of delivery of this contract:

- Educational and recreational partnerships (community policing, Leamy Foundation/local Residents Associations, local retailers/local church/West Dunbartonshire Community Foodshare, local schools and community group); and
- Local employment opportunities (e.g. local media recruitment, sources accessible to unemployed people, student placements, and link with local employers).

**4.8** Action for Children Services Limited have committed to follow Fair Working Practices including:

- equal/fair pay - paying staff above the Living Wage for this contract;
- provide consistent and transparent recruitment selection process with safer recruitment policies/procedures to promote equal opportunities;
- a benefits and rewards package to attract/retain staff; and
- providing 90 Community Jobs Scotland (CJS) opportunities for vulnerable groups of young people (e.g. care experienced) and training/apprenticeships.

**4.9** Action for Children Services Limited have committed to the following community benefits as a result of delivery of this contract:

- Initiatives such as Employability Fund, Scottish Government's Community Jobs Scotland Fund, Scotland's Employer Recruitment Incentive (SERI), Cashback for Communities, Action for Children's Young Ambassador Programme, apprenticeships, student placements with FE colleges, and school S4, S5, S6 work experience opportunities; and
- Source from SMEs/social enterprises and third sector organisations, joint training across the third sector.

## **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 the homeless service. There is currently a 2017/18 budgeted provision within the homeless service of £538,716 (Blue Triangle (Glasgow) Housing Association Limited £382,116, and Action for Children Limited £156,600) for the provision of external residential housing support services.

**6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

## **7. Risk Analysis**

- 7.1** Police Scotland checks confirmed the successful providers 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 identified that existing provision of residential housing support is largely housed in properties which are not accessible, provision is limited to single service users and some provision available only to those aged up to 21 years.
- 8.2** The assessment determined that not all supported accommodation provision is fully physically accessible, particularly for those with mobility issues. However, it is considered that this is proportionate as the majority of homeless applicants do not have mobility issues based on an analysis of homelessness data over the last 3 years.
- 8.3** In terms of other protected characteristics it is noted that some provision is limited to those up to 21years of age. However, the Council can demonstrate that there is a need to meet the needs of this particular age group. Other provision is available to those over 21years which offers similar support services. The Council also has a large pool of temporary accommodation which other homeless applicants have access to.
- 8.4** Finally, the projects do not provide accommodation for couples, however couples can be accommodated within the Council's dispersed temporary accommodation.

## **9. Consultation**

- 9.1** Finance, Legal and Housing Development and Homelessness Team have been consulted in relation to the content of this report.

## **10. Strategic Assessment**

- 10.1** This report contributes to all of the Council's Strategic Priorities and in particular towards improving the well-being of communities and protecting the welfare of vulnerable people.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:**

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<b>Person to Contact:</b>	Andrea Brown, Senior Procurement Officer, Council Office, Garshake Road, Dumbarton G823LG <a href="mailto:andrea.brown@west-dunbarton.gov.uk">andrea.brown@west-dunbarton.gov.uk</a>
<b>Appendices:</b>	None
<b>Background Papers:</b>	Housing and Communities Committee 3 <sup>rd</sup> August 2016; Agenda item 4 (Pages 5-18) Equalities Impact Assessment Screening - Contract Strategy Approval Document: Residential Housing Support Lighter Touch Regime (LTR) Completion Strategy Report – Residential Housing Support
<b>Wards Affected:</b>	All



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 20 December 2017**

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**Subject: Contract Authorisation Report: Measured Term Contract for Lift Maintenance**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the Measured Term Contract for Lift Maintenance.

**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 Measured Term Contract for Lift Maintenance to Lift Maintenance Ltd.
- b) Note that the contract shall be for a period of three years with the option to extend for up to a further two 12 month periods. The three year value of the contract is £326,791 ex VAT. The estimated value of the contract over the five year term is £544,652 ex VAT subject to fluctuations in the Building Controls Industry Association (BCIS) price indices in years four and five.

**3. Background**

- 3.1** The purpose of the tender was to identify a suitably experienced and qualified contractor to undertake the inspection, service & maintenance of lift equipment at domestic and corporate properties throughout the Council.
- 3.2** The decision to tender for Measured Term Contract for Lift Maintenance was approved at the Housing and Communities Committee on 1 February 2017. 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) on 4 September 2017.
- 3.3** A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 8 September 2017. Thirteen suppliers expressed an interest, with five suppliers submitting a response by the deadline for the submissions of 12 noon on 10 October 2017 and one late bid received and rejected.

#### 4. Main Issues

- 4.1** The five tender submissions were evaluated by representatives from Building Services, Asset Management, Corporate Procurement Unit, and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Five tender submissions passed the selection criteria.
- 4.2** Five 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:

Tenderer Name	Quality Score (30%)	Price Score (70%)	Total Score (100%)	Total Tender Sum (3yr)
Lift Maintenance Ltd	29.33	65.75	95.08	£326,791
Jackson Lifts Limited	21.11	70	91.11	£306,953
Orona Limited	21.86	64.70	86.56	£332,106
Consult Lift Services Ltd	11.51	64.29	75.80	£334,208
Stannah	16.05	39.97	56.02	£537,582

- 4.3** It is recommended that the contract is awarded to Lift Maintenance Ltd who has provided the most economically advantageous tender. The contract shall be for a period of three years at a value of £326,791, ex VAT. The value of the contract is within current budget provision of £126,710 pa (this is corrected budget provision from that previously reported to Committee in February 2017).
- 4.4** Lift Maintenance Ltd has committed to follow Fair Working Practices as below:
- Lift Maintenance Ltd pays above the Living Wage to all employees; and
  - Flexible working and support for family friendly working and wider work life balance.
- 4.5** Lift Maintenance Ltd have committed to delivery of the following community benefits as a result of delivery of this contract:

Outcome / Activity	Number of people / activity
Curriculum Support Activities in WD Area: Mock interview for students/unemployed	5 per annum
Curriculum Support Activities in WD Area: Visits to schools/ colleges including promoting jobs for female candidates in engineering	2 per annum
Work Experience Placements for Unemployed WD Residents: 3-5 days	2 per annum
New Start Apprentices for WD Residents:	2

Other WD Community Initiatives (such as sponsorship): Advertise sponsorship available for school environmental projects.	Up to £500 pa
Other WD Community Benefits: Community projects (provide free advice/surveys/service)	1 per annum
Other WD Community Benefits: Training - spaces to local subcontractors/suppliers on any training provided by Lift Maintenance Ltd or training commissioned from other parties e.g. Health & safety Local	2 per annum

- 4.6** Lift Maintenance Ltd are located in Glasgow and have four employees who reside in the Council area.

## **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 Housing Revenue Account and Central Repair Account budget.
- 6.2** The annual contract value exceeds the value of £60,000 which was reported to the Housing and Communities Committee on 1 February 2017. However, as noted above the budget provision previously noted to Committee was incorrect and is actually £126,710 per annum which is met through the Housing Revenue Account and Central Repair Account budgets. The annual saving per year based on the corrected budget figure is £17,780.
- 6.3** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

## **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.
- 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 were there is no equalities impact.

## **9. Consultation**

**9.1** Legal, Finance, Building Services and Asset Management have been consulted regarding the contents 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:** 13 November 2017

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**Person to Contact:** Rebecca Hall – Senior Procurement Officer, Corporate Procurement Unit, Council Offices Garshake, Dumbarton.  
Telephone: 01389 736854, e-mail [Rebecca.hall@west-dunbarton.gov.uk](mailto:Rebecca.hall@west-dunbarton.gov.uk)

Michelle Lynn, Client Business Partner, Asset Management, 01389 606992,  
[Michelle.Lynn@west-dunbarton.gov.uk](mailto:Michelle.Lynn@west-dunbarton.gov.uk)

**Appendices:** None.

**Background Papers:** Housing & Communities Committee 1<sup>st</sup> February 2017;  
Agenda item 4.2 (Page 160).  
Contract Strategy – MTC Lift Maintenance  
Equalities Impact Assessment screening – MTC Lift Maintenance

**Wards Affected:** All.