

**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Brock Meeting Room, Council Offices, 16 Church Street, Dumbarton on Wednesday, 26 June 2019 at 9.30 a.m.

**Present:** Councillors Ian Dickson, Diane Docherty, Lawrence O'Neill and Brian Walker.

**Attending:** Stephen West, Strategic Lead – Resources; Joyce Campbell and Alison Wood, Business Partners – Strategic Procurement; Christina Fraser, Senior Procurement Officer; Suzanne Callaghan and Aileen Toland, Procurement Officers; Susan Mullin, Transport Coordinator, Education, Learning and Attainment; and Gabriella Gonda and Scott Kelly, Committee Officers.

**Apologies:** Apologies for absence were intimated on behalf of Provost William Hendrie and Councillors Gail Casey, 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 24 April 2019 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: SCHOOL TRANSPORT SESSION 2019/2020**

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 2019 and up to end of school session 2023/24.

Having heard the Transport Coordinator in further explanation and in answer to a Member's questions, the Committee agreed:-

- (1) to authorise the Chief Education Officer in liaison with SPT to conclude, on behalf of West Dunbartonshire Council, the award of contracts for the provision of mainstream school transport from August 2019 as detailed in Appendix 1 to the report;
- (2) to note that the contracts shall be for a maximum period of five years and at the cumulative value of £295,811, excluding VAT; and
- (3) to authorise the Chief Education Officer in liaison with SPT to approve any further contracts during school term 2019/20 for contracts not exceeding £50,000.

## **CONTRACT AUTHORISATION REPORT: WEST BRIDGEND WARDEN CALL SYSTEM**

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 West Bridgend Warden Call System.

Having heard Ms Toland, Procurement Officer, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for West Bridgend Warden Call System to Tunstall Healthcare (UK) Limited; and
- (2) to note that the contract shall be for a period of 12 weeks and at a value of £96,946, excluding VAT.

## **CONTRACT AUTHORISATION REPORT: PROVISION AND DELIVERY OF WASHROOM SOLUTIONS AND SANITARY PRODUCTS**

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 and Delivery of Washroom Solutions (Lot 1) and Sanitary Products (Lot 2).

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

- (1) to authorise the Strategic Lead – Regulatory to conclude the direct award under the Scotland Excel Framework Agreement for the Provision and Delivery of Washroom Solutions and Sanitary Products, namely:-
  - (a) Lot 1 – Washroom Solutions to Rentokil-Initial for the following:
    - sanitary waste disposal
    - nappy waste disposal
    - sanitisers, air fresheners
    - sharp disposal and medical waste disposal; and
  - (b) Lot 2 – Sanitary Products:
    - the supply of sanitary products to Hey Girls (Community Interest Company); and
- (2) to note that the contracts shall be for a period of three years with an option to extend for a further 12 months and at the estimated values were:-
  - Lot 1 – £144,237, excluding VAT, for three years and £192,316, excluding VAT, for four years; and
  - Lot 2 – £293,859, excluding VAT, for three years and £391,812, excluding VAT, for four years.

#### **CONTRACT AUTHORISATION REPORT: OCCUPATIONAL HEALTH PROVISION, EMPLOYEE COUNSELLING AND PHYSIOTHERAPY SERVICES**

A report was submitted by the Strategic Lead – Resources seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contracts for Occupational Health, Employee Counselling and Physiotherapy Services.

After discussion and having heard Ms Callaghan, Procurement Officer, and the Strategic Lead – Resources in further explanation of the report and in answer to Members' questions, the Committee agreed to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of contracts for:-

- (1) Occupational Health Services (Lot 1) to People Asset Management Limited, it being noted that the contract shall be for a period of two years with an option to extend on two further occasions of up to 12 months on each occasion and at a total value, including any potential extension period, of £440,000, excluding VAT;
- (2) Employee Counselling Service (Lot 2) to People Asset Management Limited, it being noted that the contract shall be for a period of two years with an option to extend on two further occasions of up to 12 months on each occasion and at a total value, including any potential extension period, of £74,000, excluding VAT; and

- (3) Physiotherapy Service (Lot 3) to People Asset Management Limited, it being noted that the contract shall be for a period of two years with an option to extend on two further occasions of up to 12 months on each occasion and at a total value, including any potential extension period, of £150,000, excluding VAT.

### **DELEGATE AUTHORITY TO AWARD A CONTRACT DURING THE SUMMER RECESS – FOUNDATION APPRENTICESHIPS**

A report was submitted by the Strategic Lead – Resources requesting that authority be delegated to the Strategic Lead – Housing and Employability, in consultation with the Vice Convener of the Tendering Committee, to award the contract for Foundation Apprenticeships over the summer recess period.

After discussion and having heard Ms Wood, Business Partner – Strategic Procurement, in further explanation and in answer to a Member's question, the Committee agreed to grant delegated authority to the Strategic Lead – Housing and Employability, in consultation with the Vice Convener of the Tendering Committee, the Leader of the Council and the Leader of the Opposition, to award the contract for Foundation Apprenticeships over the summer recess period, it being noted that the anticipated value of the contract was £204,000, excluding VAT, over two years, beginning in July 2019.

The meeting closed at 9.45 a.m.