

## **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.