

Agenda

Tendering Committee

Date: Wednesday, 15 November 2023

Time: 09:15

Venue: 'The Bridge' Meeting Room,
Council Offices, 16 Church Street, Dumbarton

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 Karen Murray Conaghan
Councillor June McKay (Vice Chair)
Councillor Lawrence O'Neill
Councillor Chris Pollock
Councillor Hazel Sorrell
Councillor Clare Steel
Councillor Sophie Traynor

All other Councillors for information

Chief Officer – Regulatory and Regeneration

Date of Issue: 2 November 2023

TENDERING COMMITTEE
WEDNESDAY, 15 NOVEMBER 2023

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

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.

3 MINUTES OF PREVIOUS MEETING 5 – 6

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 11 October 2023.

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 – PROVISION OF FUEL CARDS AND ASSOCIATED SERVICES 7 – 9

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Provision of Fuel Cards and Associated Services.

6 PROVISION OF REMOVALS, EXTERNAL ENVIRONMENTAL WORKS AND NEEDLE SWEEP SERVICES 11 – 14

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Provision of Removals, External Environmental Works and Needle Sweep Services.

7 PROVISION OF MANAGED WIDE AREA NETWORK SERVICES (SWAN 2.0) 15 – 18

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Provision of Managed Wide Area Network Services (SWAN 2.0).

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Clyde Room, Clydebank Town Hall, 5 Hall Street, Clydebank on Wednesday, 11 October 2023 at 9.17 a.m.

Present: Councillor Karen Murray Conaghan, June McKay, Lawrence O'Neill, Chris Pollock and Clare Steel.

Attending: Annabel Travers, Procurement Manager; Laura Adams, Business Partner – Strategic Procurement; Craig Jardine, Corporate Asset Manager; Sarah Walsh, Contract Scoping Officer; Emily Dorrian, Senior Housing Development Officer; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors James McElhill, John Millar and Hazel Sorrell.

Councillor June McKay 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 20 September 2023 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 – SUPPLY AND FIT OF ENVIRONMENTAL SENSORS

A report was submitted by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Supply and Fit of Environmental Sensors.

After discussion and having heard the Business Partner – Strategic Procurement, the Senior Housing Development Officer and the Procurement Manager in further explanation of the report and in answer to Members' 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 the Supply and Fit of Environmental Sensors to GD Chalmers; and
- (2) to note: (i) that the contract shall be for a period of two years with the option of a 12 month extension and at a budget value of £4 million, inclusive of VAT, over two years, and £6 million, inclusive of VAT, should the contract be extended; and (ii) that the estimated commencement date was November 2023.

CONTRACT AUTHORISATION REPORT – FAIFLEY CAMPUS PROJECT

A report was submitted by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the construction contract for the Faifley Campus Project.

After discussion and having heard the Corporate Asset Manager and the Contract Scoping Officer in further explanation of the report and in answer to Members' 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 the construction of the new Faifley Campus Project through Hub West Scotland within the total approved budget of £35.614M; and
- (2) to note: (i) that the construction contract shall be for a period of 121 weeks at a value of £34,041,529; (ii) that the estimated commencement date was November 2023, subject to the issue of the contract award notice; and (iii) that the construction contract does not include the Council's Direct Costs.

The meeting closed at 9.47 a.m.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Regulatory and Regeneration****Tendering Committee: 15 November 2023**

Subject: Contract Authorisation Report – Provision of Fuel Cards and Associated Services**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to conclude the award of the contract for the Provision of Fuel Cards and Associated Services.

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 the Provision Fuel Cards and Associated Services to UK Fuels Limited.
 - b) Note that the contract shall be for a period of two years with the option of a two x 12 month extensions and at a budget value of £615,640.50 inclusive of VAT over two years and £1,231,281 inclusive of VAT should the contract be extended. The estimated commencement date of the contract is 1 January 2024.

3. Background

- 3.1** The Council has a requirement for a provider to provide fuel cards and associated services. The overall budget was approved at the West Dunbartonshire Council Committee on 1 March 2023. This General Revenue budget period was for four years.
- 3.2** 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 document was also approved on 27 July 2023.

4. Main Issues

- 4.1** The Crown Commercial Services Fuel Cards and Associated Services framework agreement was identified as the best route to market. By utilising any framework agreement, the timescales would be reduced compared to taking the requirement out to the open market as due diligence checks have already been conducted before appointing providers onto a framework agreement. During the initial market engagement, providers stated they had the capacity and capability to take part in a mini competition under the Fuel Cards and Associated Services framework agreement.

- 4.2** A mini competition was published on 9 August 2023 closing on 29 August 2023. There were no tender submissions received within these timescales. The bidders were then contacted for feedback however only one bidder (UK Fuels Limited – the incumbent provider) came back to state they were interested in taking part. Further discussion with Roads and Neighbourhood indicated that a direct award utilising the Crown Commercial Services Fuel Cards and Associated Services framework agreement was the next preferred route.
- 4.3** It is recommended that the contract is awarded to UK Fuels Limited, of Crewe. The contract shall be for a period of two years with the option of a two x 12 month extension and at a budget value of £615,640.50 inclusive of VAT over two years and £1,231,281 inclusive of VAT should the contract be extended.
- 4.4** UK Fuels Limited has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. There are no specific social benefits associated with this contract, however further social benefits will be discussed with UK Fuels Limited and any actions to take any social benefits forward will be agreed at implementation.
- 5. People Implications**
- 5.1** There is no people implications.
- 6. Financial and Procurement Implications**
- 6.1** Financial costs in respect of this contract will be met from the approved General Revenue budget of Roads and Neighbourhood.
- 6.2** The figures in the recommendations have been provided as inclusive of VAT in line with Scottish Government guidance. As the Council is able to recover VAT it may be of interest to note that the prices referred to in Paragraph 2.1(b) exclusive of VAT will be £513,033.75 over two years and £1,026,067.50 over four years.
- 6.3** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Roads and Neighbourhood officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.
- 7. Risk Analysis**
- 7.1** UK Fuels Limited 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 screening was undertaken by Roads and Neighbourhood which determined that a full equalities impact assessment was not required.
- 9. Consultation**
- 9.1** Roads and Neighbourhood, Finance Services and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

12.1 The Roads and Neighbourhood will contribute to the delivery of the Council's strategic priorities:

- Our communities are resilient and thriving;
- Our environment promotes a greener future;
- Our economy is strong and flourishing

Name: Alan Douglas

Designation: Chief Officer – Regulatory & Regeneration

Date:

Person to Contact: Ellie Street
Procurement Officer
Ellie.street@west-dunbarton.gov.uk

Background Papers: Contract Strategy
EIA Screening

Wards Affected: All council Wards.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Regulatory and Regeneration****Tendering Committee: 15 November 2023**

Subject: Provision of Removals, External Environmental Works & Needle Sweep Services**1. Purpose**

- 1.1** The purpose of this report is to seek approval of the Tendering Committee to conclude the award of the contract for the Provision of Removals, External Environmental Works & Needle Sweep Services.

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 the Provision of Removals, External Environmental Works & Needle Sweep Services to SPS Doorguard Limited; and
 - b) Note that the contract shall be for a period of four years at a value of £935,923.20 inc VAT over four years. The estimated commencement date of the contract is December 2023.

3. Background

- 3.1** The Council has a requirement to appoint a suitably qualified provider to carry out Removals, External Environmental Works & Needle Sweep Services on behalf of Housing & Employability and Building Services.
- 3.2** The overall budget for Provision of Removals, External Environmental Works & Needle Sweep Services was approved at the West Dunbartonshire Council Committee on 1 March 2023. The budget for this specific contract is a General Revenue budget.
- 3.3** 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 document was also approved on 19 May 2023.

4. Main Issues

- 4.1** The Contract Strategy identified that there were no available framework agreements in place that could deliver the full scope of services required and that the best route to market was an open procedure to increase competition.
- 4.2** A contract notice was published on the Public Contracts Scotland advertising portal on 17 August 2023. Sixteen potential bidders expressed an interest, with three bidders submitting a response by the deadline on 22 September 2023.

4.3 The three tender submissions were evaluated by Housing & Employability, Building Services and Corporate Procurement Unit representatives against pre-determined selection criteria forming part of the published tender documents, which assessed competence, experience, and capacity. Three tender submissions passed the selection criteria.

4.4 All three tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 60% / 40%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Graham Hygiene Services Limited	Perfect Clean Edinburgh LTD	SPS Doorguard Limited
Quality (40%)				
Pricing	4%	3%	3%	3%
Fit for purpose Services	16%	12%	12%	12%
Continuous Improvement / Innovation	2%	1.5%	1.5%	1%
Change Management	2%	1.5%	1%	1.5%
Complaints	4.8%	3.6%	3.6%	3.6%
Communication	7.2%	5.4%	5.4%	5.4%
Social Benefits	4%	4%	4%	4%
Quality Sub-Total %:	40%	31%	30.5%	30.5%
Price (60%)				
Price Sub Total £	-	£979,660	£879,054	£779,936
Price Sub Total %	60%	47.767%	53.23%	60%
Total Score	100%	78.767%	83.73%	90.5%

4.5 It is recommended that the contract is awarded to SPS Doorguard Limited of 225 Bath Street, Glasgow, G2 4GZ who has provided the most economically advantageous tender. The contract shall be for a period of four years at a value of £779,936 ex VAT / £935,923.20 inc VAT.

4.6 SPS Doorguard Limited has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. Further, SPS Doorguard Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruit a member of staff from within the West Dunbartonshire geographical area;
- Deliver quarterly workshops, covering career skills, mock interviews etc, within a school or community learning environment;
- Facilitate quarterly work experience opportunities covering a range of work based skills;
- Attend employment fair to encourage local employment with West Dunbartonshire;
- Donation of goods to local food-share scheme;
- Deliver quarterly mentoring sessions to West Dunbartonshire residents to remove barriers to work of those most likely to reoffend;
- Supporting environmental regeneration, such as re-development of old quarry or brown belt areas;
- Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

The social benefits will be discussed at the implementation meeting with SPS Doorguard Limited 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 Housing Revenue Account.

6.2 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Housing & Employability and Building Services officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Public Procurement Regulations.

6.3 The figures in the recommendations have been provided as inclusive of VAT in line with Scottish Government guidance. As the Council is able to recover VAT it may be of interest to note that the prices referred to in Paragraph 2.1(b) exclusive of VAT will be £779,936 over four years.

7. Risk Analysis

7.1 SPS Doorguard Limited 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 screening was undertaken which determined a full equalities impact assessment was not required.

9. Consultation

- 9.1** Housing & Employability, Building Services, Finance Services and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

- 12.1** Provision of Removals, External Environmental Works & Needle Sweep Services will contribute to the delivery of the Council's strategic priorities:

- Our communities are resilient and thriving;
- Our environment promotes a greener future;
- Our economy is strong and flourishing

Name: Alan Douglas

Designation: Chief Officer – Regulatory and Regeneration

Date:

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

Background Papers: Contract Strategy
EIA Screening

Wards Affected: None.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Regulatory and Regeneration****Tendering Committee: 15 November 2023**

Subject: Provision of Managed Wide Area Network Services – SWAN 2.0**1. Purpose**

- 1.1** The purpose of this report is to seek approval of the Tendering Committee to conclude the award of the contract for the Provision of Managed Wide Area Network Services – SWAN 2.0.

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 the Provision of Managed Wide Area Network Services – SWAN 2.0 to British Telecommunications plc;
 - b) Note that the contract shall be for a period of six years at an initial value of £2,127,654.66 inc VAT over six years. Included within the contract is the option to place orders for any future Value Added Services up to an additional value of £690,000 inc VAT. For any orders that would exceed £690,000 accumulatively, a report will be taken to a future Committee to seek approval; and
 - c) The estimated commencement date of the contract is December 2023

3. Background

- 3.1** The Council have utilised the national Scottish Wide Area Network (SWAN) framework agreement since 2018 for managed Wide Area Network (WAN) services, Local Area Network (LAN) maintenance, telephony services and Wireless Local Area Network (WLAN) licensing and support. This framework agreement expired in March 2023 with a runoff period up to March 2026. The Council now has a requirement to appoint a suitably qualified provider to carry out the following provisions:

- Managed WAN services;
- Secure Access Service Edge (SASE) (Citrix replacement);
- LAN support services (required from 2024);
- WLAN licensing and support (required from 2026);
- Telephone services and support (required from 2026);
- Session Initiation Protocol (SIP) (required from 2026); and
- Any other service within the Value Added Services as required where financially beneficial

3.2 The overall budget for Provision of Managed Wide Area Network Services – SWAN 2.0 was approved at the Corporate Services Committee on 1 February 2023. The budget for this specific contract is both General Revenue and Capital budgets.

3.3 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 document was also approved on 26 October 2023.

4. Main Issues

4.1 The Council carried out a benchmarking exercise and a comparison was undertaken between three procurement routes:

- The Scottish Wide Area Network (SWAN) 2.0 framework agreement for Managed WAN Services;
- Managed WAN Service; and
- Non-managed WAN solution consisting of individually ordered lines and equipment managed wholly by ICT staff.

4.2 The Contract Strategy identified that the best route to market was a direct award utilising the SWAN 2.0 framework agreement.

4.3 Value Added Services pricing was obtained through the SWAN 2.0 framework agreement for Secure Access Service Edge services to replace the Council's current Citrix environment for remote access. This would require a revenue spend of £376,766.55 split into annual instalments of approx. £125,589 for a three year agreement, the current revenue allocation for Citrix is approx. £200,000 per year, realising a possible revenue saving of £223,233 over a three year period.

4.4 SWAN 2.0 framework agreement allows access to Value Added Services which provides for continuity of service in respect to our LAN / WAN and WLAN maintenance and support, ensuring these overlapping technologies remain consistent in terms of interoperability and service levels. The previous SWAN single provider framework agreement has proven to provide significant pricing benefits through the Value Added Services in the past with enhanced discount levels being available, this is expected to remain in place for the SWAN 2.0 framework agreement and regular benchmarking exercises are carried out by the provider under the terms of the framework agreement to ensure best value.

4.5 It is recommended that the contract is awarded to British Telecommunications plc. The contract shall be for a period of six years at a value of £2,127,654.66 inclusive VAT and with any Value Added Services future orders up to an additional value of £690,000 inclusive VAT.

4.6 British Telecommunications plc has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices

across their organisation. Further, the Council will follow the guidance and principles contained within the terms of the framework agreement with access to the following social benefits:

- A Digital Partnership Bursary Fund;
- 350 5G Small Cells - portable miniature base stations that require minimal power to operate which help enhance 5G coverage in the area;
- 22 Street Hubs – 5G Base stations providing 5G cellular connectivity; and
- 300 days/year volunteering to local community projects.

The social benefits will be discussed at the implementation meeting with British Telecommunications plc 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 and Capital of ICT Services.

6.2 The capital and revenue elements for this procurement are variable dependant on options taken:

- Baseline requirements for WAN connectivity will see a minimum spend of £521,103 exclusive VAT capital and £875,176 exclusive VAT revenue and a maximum spend of £722,253 exclusive VAT capital and £1,408,106 exclusive VAT revenue over a six year period;
- Reduction in revenue savings by taking the enhanced options is countered by ensuring WAN connectivity to the Council's sites is future proofed and minimises further costs should additional bandwidth be required;
- The value of the contract represents a revenue saving of up to £1,123,000 exclusive VAT over the six year period based on current costs, dependant on line speed options taken. This overall value is split between managed WAN service valued at £1,396,279 exclusive VAT over six years and SASE services valued at £376,767 exclusive VAT over three years.

6.3 The figures in the recommendations have been provided as inclusive of VAT in line with Scottish Government guidance. As the Council is able to recover VAT it may be of interest to note that the prices referred to in Paragraph 2.1(b) exclusive of VAT will be £1,773,045.55 and with any VAS future orders up to an additional value of £575,000 exclusive VAT over six years.

6.4 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with ICT Services officers and the provisions of Contract Standing

Orders, the Financial Regulations and relevant Public Procurement Regulations.

7. Risk Analysis

- 7.1** British Telecommunications plc 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 screening was undertaken which determined a full equalities impact assessment was not required.

9. Consultation

- 9.1** ICT Services, Finance Services and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

- 10.1** Provision of Managed Wide Area Network Services – SWAN 2.0 will contribute to the delivery of the Council's strategic priorities:

- Our communities are resilient and thriving;
- Our environment promotes a greener future;
- Our economy is strong and flourishing

Name: Alan Douglas

Designation: Chief Officer – Regulatory and Regeneration

Date:

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

Background Papers: Contract Strategy
EIA Screening

Wards Affected: None