

Agenda

Tendering Committee

Date: Wednesday, 10 November 2021

Time: 09:15

Format: Hybrid Meeting

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

Dear Member

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

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and Members will have the option to attend the meeting remotely or in person at the Civic Space, Church Street, Dumbarton.

The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Councillor I. Dickson (Chair)
Councillor G. Casey
Councillor D. Docherty
Councillor J. Finn (Vice Chair)
Provost W. Hendrie
Councillor J. McColl
Councillor L. O'Neill
Councillor B. Walker

All other Councillors for information

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

Date of Issue: 28 October 2021

TENDERING COMMITTEE
WEDNESDAY, 10 NOVEMBER 2021

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 RECORDING OF VOTES

The Committee is asked to agree that all votes taken during the meeting will be done by roll call vote to ensure an accurate record.

4 MINUTES OF PREVIOUS MEETING 5 – 6

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 6 October 2021.

5 OPEN FORUM

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

**6 CONTRACT AUTHORISATION REPORT – INTERNAL 7 – 10
ALTERATIONS TO FORM AN OFFICE AT 119 MAIN STREET,
ALEXANDRIA**

With reference to the Minutes of Meeting of the Tendering Committee held on 6 October 2021, submit updated 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 Internal Alterations to Form an Office at 119 Main Street, Alexandria.

7 CONTRACT AUTHORISATION REPORT – RECEPTION, 11 – 14
PROCESSING AND TREATMENT OF CO-MINGLED
RECYCLATE

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 the Reception, Processing and Treatment of Co-mingled Recyclate.

8 CONTRACT AUTHORISATION REPORT – REPLACEMENT 15 – 17
OF NETWORK ACCESS LAYER SWITCHES

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 the Replacement of Network Access Layer Switches that have reached the end of their operational lives.

TENDERING COMMITTEE

At a Hybrid Meeting of the Tendering Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 6 October 2021 at 9.15 a.m.

Present: Provost William Hendrie and Councillors Ian Dickson, Gail Casey, Jim Finn, Jonathan McColl, Lawrence O'Neill and Brian Walker

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; Angus Cameron and Derek McLean, Business Partners – Strategic Procurement; and Scott Kelly, Committee Officer.

Apology: An apology for absence was intimated on behalf of Councillor Diane Docherty.

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.

RECORDING OF VOTES

The Committee agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 4 August 2021 were submitted and approved as a correct record, subject to the word 'Alexandria' being added to the end of the heading 'Provision of a Replacement Boiler at St Mary's Primary School' and to the end of the first paragraph under that heading.

OPEN FORUM

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

CONTRACT AUTHORISATION REPORT – COLLECTION, PROCESSING AND TREATMENT OF MIXED GLASS

A report was submitted 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 the Collection, Processing and Treatment of Mixed Glass.

Having heard Mr McLean, Business Partner – Strategic Procurement, in further explanation of the report and in answer to a Member's 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 Collection, Processing and Treatment of Mixed Glass to Sibelco Green Solutions Limited; and
- (2) to note: (i) that the contract shall be for a period of three years with the option of a one year extension and at a value of £57,600 ex VAT income to the Council over three years and £76,800 ex VAT should the contract be extended; and (ii) that the estimated commencement date of the contract was 1 November 2021.

CONTRACT AUTHORISATION REPORT – INTERNAL ALTERATIONS TO FORM AN OFFICE AT 119 MAIN STREET, ALEXANDRIA

A report was submitted 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 Internal Alterations to Form an Office at 119 Main Street, Alexandria.

After discussion and having heard Mr Cameron, Business Partner – Strategic Procurement, and the Procurement Manager in further explanation of the report and in answer to a Member's questions, the Committee agreed to continue consideration of this item to the next meeting of the Committee to allow more information to be provided on the intended use of the office.

The meeting closed at 9.27 a.m.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 10 November 2021**

Subject: Contract Authorisation Report – Internal Alterations to Form an Office at 119 Main Street, Alexandria**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory & Regeneration to conclude the award of the contract for Internal Alterations to Form an Office at 119 Main Street, Alexandria

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer – Regulatory & Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of a contract for Internal Alterations to Form an Office at 119 Main Street to Elmwood Projects Ltd.
 - b) Note that the contract shall be for a period of 12 weeks at a value of £118,663 ex VAT. The estimated commencement date of the contract is 15 November 2021.

3. Background

- 3.1** The requirement is to appoint a qualified and experienced contractor to provide alterations to 119 Main Street in order to form an office. This office will encourage companies to be located in West Dunbartonshire and potentially to increase employment and regeneration in the local area.
- 3.2** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations for Works. A Contract Strategy document was also approved on 12 May 2021.
- 3.3** At project inception the full project was being funded by a re occurring budget line which was originally approved at Council which has been refreshed at subsequent budget settings and is currently set until FY2028/29. Since original inception additional external funding has been made available via through the Town Centre Fund.
- 3.4** Previously Castaway, a charitable organisation, occupied the property together with 117 Main Street but the property has been vacant since 2014 and officers have tried to let the property without success despite a number of attempts to do so.

- 3.5** Following a review of vacant properties within Alexandria an action plan to bring all vacant properties up to a tenatable state was embarked on. One of these properties was 119 Main Street. This is a review Asset Management would do on a regular basis where properties were not able to be let due to their current condition.
- 3.6** There is currently no heads of terms agreed with a prospective tenant but Asset Management believe this work will increase the ability to let and we have a number of interested parties pending works being completed.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal on 13 May 2021. Four potential bidders expressed an interest, with four bidders submitting a response by the deadline of noon on the 2 June 2021.
- 4.2** The four tender submissions were evaluated by representatives from Estates Surveying, Corporate Procurement Unit, Health & Safety Services and Finance Services 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. One bidder later withdrew due to current workload.
- 4.3** Three tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 70% / 30%. The scores relative to the award criteria of each bidder are as follows:

	Weighting	Cosmos Projects Ltd	Elmwood Projects Ltd	HB Projects Ltd
Quality (30%)				
Service Delivery & Methodology	20%	15%	20%	10%
Key Risks	5%	3.8%	5%	1.3%
Social Benefits	5%	5%	5%	5%
Quality Sub-Total %:	(30%)	23.8%	30%	16.3%
Price (70%)				
Price	-	£127,198.74	£118,663.49	£138,382.16
Price Sub-Total %:	(70%)	65.3%	70%	60%
Total Score	100%	89.1%	100%	76.3%

- 4.4** It is recommended that the contract is awarded to Elmwood Projects Ltd of Glasgow who has provided the most economically advantageous tender. The contract shall be for a period of 12 weeks at a value of £118,663 ex VAT. The cost of these works is to be funded from within the Building Upgrades budget which is approved each year as part of the General Services capital plan.
- 4.5** Elmwood Projects Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:
- Recruitment of 1 Temporary Labourer from within the West Dunbartonshire;
 - Quarterly Work Experience Placements for local citizens; and
 - £500 donation to a food bank in West Dunbartonshire.

The social benefits will be discussed at the implementation meeting with Elmwood Projects Ltd and actions to take these forward will be agreed.

5. People Implications

- 5.1** There are no people implications.

Financial and Procurement Implications

- 5.2** Financial costs in respect of this Contract will be met from the approved Building Upgrades Budget within the Council's Capital Budget Plan and money from the Scottish Governments Town Centre Fund.
- 5.3** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Estates Surveying officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Procurement Regulations.

6. Risk Analysis

- 6.1** Elmwood Projects Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 6.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have reputational ramifications.

7. Equalities Impact Assessment (EIA)

- 7.1** An equalities screening was undertaken for this reports to determine if there is an equalities impact. The results where there is no equalities impact.

8. Consultation

- 8.1** Consultation has taken place with Estates Surveying officers, Legal Services and Finance Services.

9. Strategic Assessment

9.1 The Internal Alterations to form an Office at 119 Main Street will contribute to the delivery of the Council's strategic priorities by supporting a *Strong local economy and improved employment opportunities*.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 29 September 2021

Person to Contact: Daniel Cullen
Procurement Officer
Daniel.Cullen@west-dunbarton.gov.uk

Background Papers: Contract Strategy

Wards Affected: Leven

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 10 November 2021**

Subject: Contract Authorisation Report – Reception, Processing & Treatment of Co-mingled Recyclate**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 the Reception, Processing & Treatment of Co-mingled Recyclate.

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 Reception, Processing & Treatment of Co-mingled Recyclate to Enva Scotland Limited; and
 - b) Note that the contract shall be for a period of four years at a value of £972,000 ex VAT. The estimated commencement date of the contract is 18 November 2021.

3. Background

- 3.1** There is a statutory obligation on all Councils to make arrangements to collect and recycle or process and dispose of waste and recyclate from households and civic amenity sites. To support and continue the service provision of co-mingled recyclate at kerbside bin collections, the Council require a competent service provider for the reception, processing, treatment, and recycling of co-mingled recyclate. Waste Services collect the co-mingled recyclate from kerbside blue wheeled bin collections throughout West Dunbartonshire and deliver the co-mingled recyclate to the service provider's reception facility or transfer station.
- 3.2** The co-mingled recyclate will support the Council to meet their recycling targets and will support the avoidance of co-mingled recyclate being put to landfill.
- 3.3** The overall budget for Waste Services disposal was approved 24 February 2021 Council Meeting. Approval to procure was given at the Infrastructure Regeneration and Economic Development Committee on the 10 June 2021.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations. A Contract Strategy document was also approved on 13 August 2021.

4. Main Issues

4.1 The Contract Strategy identified that Scotland Excel's Dynamic Purchasing System for the Treatment and Disposal of Recyclable and Residual Waste was the best route to market.

4.2 A mini competition was issued to the 33 providers utilising the Treatment of Co-mingled Mixed Recyclate (Lot 1), with nine providers expressing an interest and with one provider submitting a response by 9 September 2021. The submission was evaluated by representatives from Waste Services and Corporate Procurement Unit against a set of award criteria which was based on Commercial / Quality ratio of 15% / 85%. The scores relative to the award criteria are as follows:

Reception, Processing & Treatment of Co-mingled Recyclate		Enva Scotland Limited
(Quality)	Sub Section Weighting	Weighted Score
Service Delivery & Methodology	42.5%	42.5%
Social Benefits in Procurement (Community Benefits)	17%	17%
Contract Monitoring and Management	8.5%	8.5%
Staffing Project Team Structure	4.2%	4.2%
Business Continuity Planning & Phase Out Plan & Exit Strategy	4.2%	4.2%
Sustainability	4.2%	4.2%
eProcurement	2.1%	1.6%
Commitment to Fair Working Practices	2.1%	2.1%
Quality Sub Total %	85%	84.4%
Commercial Sub Total %	15%	15%
Total Score	100%	99.4%

4.3 It is recommended that the contract is awarded to Enva Scotland Limited, of Linwood, Renfrewshire, who has provided the most economically advantageous mini competition. The contract shall be for a period of four years and at a value of £972,000 ex VAT. The value of the contract is below that approved by the Special Infrastructure Regeneration and Economic Development Committee. The actual expenditure to the Council may vary dependent on the recycling tonnage of co-mingled recyclate made available for processing. The gate fee to the Council is fixed per tonne for the term of the contract.

4.4 Enva Scotland Limited has committed to paying all staff as a minimum the real Living Wage (£9.50 per hour) and promotes Fair Working Practices across their

organisation. Further, Enva Scotland Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruitment of one members of staff from within the West Dunbartonshire geographical area;
- Measurable and committed support for local community benefits;
- Sponsorship of a local sports or community team;
- Supporting two environmental regenerations;
- Supporting environmental educational projects in schools;;
- Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

The social benefits will be discussed at the implementation meeting with Enva Scotland 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 approved General Revenue budget of Waste Services.

6.2 The estimated saving are £1.08M over the four years term.

6.3 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Waste Services officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Procurement Legislation.

7. Risk Analysis

7.1 Enva Scotland Limited 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 reputational ramifications.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken and the results confirmed there are no equalities impact.

9. Consultation

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

10. Strategic Assessment

10.1 The Reception, Processing & Treatment of Co-mingled Recyclate will contribute to the delivery of the Councils strategic priorities and particular towards efficient and effective frontline services that improve the everyday lives of residents by supporting recycling levels to maintain sustainable and attractive local communities.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 13 November 2021

Person to Contact: Alex Grace, Senior Procurement Officer, Corporate Procurement Unit
Telephone 01389 737828
Email: alex.grace@west-dunbarton.gov.uk

Appendices: None

Background Papers: Contract Strategy
EIA Screening
Special Infrastructure Regeneration and Economic Development Committee, 10 June 2021

Wards Affected: All Council Wards.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 10 November 2021**

Subject: Contract Authorisation Report – Replacement of Network Access Layer Switches**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 the Replacement of Network Access Layer Switches that have reached the end of their operational lives.

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 Replacement of Network Access Switches to Capita Business Services Ltd; and
 - b) Note that the contract shall be for a maximum period of 12 months and at a value of £513,257 ex VAT. The estimated commencement date of the contract is 30 November 2021.

3. Background

- 3.1** The Council has a requirement to replace Network Access Layer switches which have reached their end of life and no longer have maintenance support or which are not able to have network security updates. As Network Access Layer switches provide end user connectivity to the Council's Network, it is essential to have maintenance and security updates in order to maintain our ICT security posture and to comply with our Public Sector Network and other data sharing protocol obligations.
- 3.2** The budget for the Replacement of Network Access Layer Switches was included in the Council's Capital Plan agreed on 4 March 2020 and the intended procurement in the ICT report that went to Corporate Services Committee on 17 February 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Legislation. A Contract Strategy document was approved on 23 September 2021.

4. Main Issues

- 4.1** The Corporate Procurement Unit carried out a benchmarking exercise and a comparison was undertaken between the Scottish Government's SWAN Value Added Service (SWAN VAS) framework agreement and the Scottish Government's IT Peripherals framework agreement to ensure best value and fit for purpose services. Both framework agreements were able to fulfil the Council's requirement but SWAN VAS offered the best value to the Council.
- 4.2** It is recommended that the contract is awarded to Capita Business Services Ltd, of Ellismuir Way, Tannochside Park, Uddingston G71 5PW, who are the sole supplier on the SWAN VAS framework agreement. The contract shall be for a maximum period of 12 months at a value of £513,257 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee which represents a saving of £36,743. This offer is only open for acceptance until the 30 November 2021, and should the order be placed after this, will be subject to a 7% cost increase of £35,928. The total cost ex VAT would therefore be £549,185. This would still be below the stated budget, but with a saving of only £815.
- 4.3** Capita Business Services Ltd has committed to paying all staff as a minimum, the real Living Wage (£9.50 per hour). Capita have confirmed that as part of the SWAN VAS Framework they have a range of programmes that they tailor to suit the member as a collaborative approach and welcome the opportunity to discuss delivering Social Benefits as part of this contract. Capita have advised some examples of the benefits, apprenticeships, work experience placements, enhancing/improving local community projects and the specific of the deliverables to WDC will be discussed at the implementation meeting.

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 Capital budgets for ICT security.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with ICT officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Procurement Legislation.

7. Risk Analysis

- 7.1** Capita Business Services Ltd has no known links to serious and organised crime which would have significant political and reputational ramifications for the Council.
- 7.2** The price bid by Capita is valid until the 30 November 2021, therefore any delay to the award beyond this date will be subject to a 7% increase in cost of £35,928. It is therefore required and subject to recommended approval to award, that the order is concluded urgently.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report. There is no equalities impact.

9. Strategic Assessment

9.1 The Replacement of Network Access Layer Switches will contribute to the delivery of the Council's strategic priorities by providing efficient and effective frontline services and that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date:

Person to Contact:	Michelle McKenzie, 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:	All Wards