

## **TENDERING COMMITTEE**

At a Hybrid Meeting of the Tendering Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 23 February 2022 at 4.00 p.m.

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

**Attending:** Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Annabel Travers, Procurement Manager; Angus Cameron and Derek McLean, Business Partners – Strategic Procurement; Brian Miller, Section Head, ICT Infrastructure; Michelle Lynn, Assets Co-ordinator; Ruth Pryce, Unpaid Work Team Manager, West Dunbartonshire Health & Social Care Partnership; and Scott Kelly, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Provost William Hendrie.

**Councillor Ian Dickson in the Chair**

### **DECLARATIONS OF INTEREST**

Councillor Docherty declared an interest in the item under the heading 'Contract Authorisation Report – Insurance Services for Right to Buy Block Buildings Administered by West Dunbartonshire Council', being a user of the services, and intimated that she would leave the meeting during consideration of that item.

### **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 12 January 2022 were submitted and approved as a correct record, subject to the spelling of Councillor O'Neill's name being corrected in the list of those in attendance at the meeting.

## **OPEN FORUM**

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

## **DECLARATION OF INTEREST**

Councillor Docherty, having earlier declared an interest in the following item of business, left the meeting at this point.

### **CONTRACT AUTHORISATION REPORT – INSURANCE SERVICES FOR RIGHT TO BUY BLOCK BUILDINGS ADMINISTERED BY WEST DUNBARTONSHIRE COUNCIL**

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 Insurance Services for Right to Buy Block Buildings Administered by West Dunbartonshire Council.

After discussion and 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 Insurance Services for Right to Buy Block Buildings Administered by the Council to Protector Insurance; and
- (2) to note that the contract shall be for a period of three years with the option of two one-year extensions and at a value of £2,805,378 ex VAT over three years at the current annual premium offered, and £4,675,630 ex VAT should the contract be extended, this calculated at the current annual premium offered; and
- (3) to note that the estimated commencement date of the contract was 1 April 2022.

Note: Councillor Docherty re-entered the meeting at this point.

### **CONTRACT AUTHORISATION REPORT – OFFICE AND STORAGE FIT OUT – 11 LEVENSIDE BUSINESS COURT, 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 Office and Storage Fit Out – 11 Levenside Business Court, Alexandria.

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 question, 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 Office and Storage Fit Out – 11 Levenside Court, Alexandria to W H Kirkwood Ltd; and
- (2) to note that the contract shall be for a period of three weeks at a value of £67,984 ex VAT and that the estimated commencement date was 17 March 2022.

### **CONTRACT AUTHORISATION REPORT – SESSION INITIATION PROTOCOL (SIP) TRUNKING**

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 SIP Trunking.

Having heard Mr McLean, Business Partner – Strategic Procurement, and the Section Head, ICT Infrastructure 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 SIP Trunking to Capita Business Services Ltd;
- (2) to note that the contract shall be for a period of 36 months with an option to extend for an additional two twelve-month periods (a maximum period of 60 months); and
- (3) to note that the value of the contract over 36 months was £195,051 and over sixty months £278,573 ex VAT, and that the estimated commencement date was 15 March 2022.

### **CONTRACT AUTHORISATION REPORT – MANAGED WORK FOR HOUSING BENEFIT AND COUNCIL TAX REDUCTION CLAIMS**

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 Managed Work for Housing Benefit and Council Tax Reduction Claims.

Following discussion and having heard Mr McLean, Business Partner – Strategic Procurement, 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 Managed Work for Housing Benefit and Council Tax Reduction Claims to NEC Software Solutions UK Limited;
- (2) to note that the contract shall be for a period of two years with the option to extend for an additional two years (maximum 48 months) and at a value of £115,383.24 ex VAT over two years and £230,766.48 ex VAT should the contract be extended; and
- (3) to note that the estimated commencement date of the contract was 15 March 2022.

### **CONTRACT AUTHORISATION REPORT – GLENCAIRN HOUSE REFURBISHMENT ARCHITECTURAL SERVICES**

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 Glencairn House Refurbishment Architectural Services.

Following discussion and having heard Mr McLean, Business Partner – Strategic Procurement, and the Assets Co-ordinator 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 Glencairn House Refurbishment Architectural Services to Turner and Townsend Project Management Ltd;
- (2) to note that the contract shall be to the conclusion of RIBA Stage 4 (estimated duration of four months for Stage 4 completion), and that the value of the contract over four months was £150,000 ex VAT;
- (3) to note that, depending on performance, the Council may retain Turner and Townsend Project Management Ltd, along with Page/Park Architects to cover future design changes which may be necessitated by the nature of the historic building, and to see the project through to completion, and that should this be the case then a further report would be submitted to a future meeting of the Tendering Committee; and
- (4) to note the estimated commencement date of the contract was 28 February 2022.

The meeting closed at 4.40 p.m.