

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 23 October 2019**

Subject: Contract Authorisation Report - Measured Term Contract for the Planned and Reactive Maintenance of Fire and Security Systems

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the Measured Term Contract for Planned and Reactive Maintenance of Fire and Security Systems at West Dunbartonshire operational properties.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council, the award of the Measured Term Contract for Planned and Reactive Maintenance of Fire and Security Systems at West Dunbartonshire operational properties to ADT Fire and Security plc; and
- b) Note that the contract shall be for a period of two years with a ceiling value of £408,775 (ex VAT); with an option to extend for two x 12 month periods with a ceiling value over the four year term of £802,385 (ex VAT); subject to fluctuations in the Building Cost Information Services (BCIS) price indices and National Schedule of Rates (NSR) in years three and four.

3. Background

- 3.1** The purpose of the tender was to identify a suitably experienced and qualified provider to undertake the Planned Preventative Maintenance and Reactive Maintenance of Fire Alarms, Intruder Alarms, CCTV, Door Entry Systems, Disabled Toilet Alarms and Panic Alarms. The provider will also prepare and maintain the Asset Register and drawings of plant and equipment over the contract period.
- 3.2** All works and services shall be carried out in accordance with applicable British Standards and statutory regulations at all times.
- 3.3** The procurement process for the Measured Term Contract Planned and Reactive Maintenance of Fire and Security Systems was approved at the Infrastructure, Regeneration and Economic Development Committee on 21 November 2018. That report identified the annual budget as being £201,200,

This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2015* (above the EU threshold) for Services. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement (Corporate Indirect) on 26 February 2019.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 1 July 2019. Twenty-six providers expressed an interest, with seven providers submitting a response by the deadline for the submissions of 12 noon on 5 August 2019.
- 4.2** The seven tender submissions were evaluated by representatives from Building Services, Asset Management, Corporate Procurement Unit and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Seven tender submissions passed the selection criteria.
- 4.3** Seven tender submissions were evaluated against a set of award criteria which was based on a price/quality ratio of 70 % / 30%. The scores relative to the award criteria of each tenderer are as follows:

| | Weighting | ADT Fire and Security plc | Assure Alarms Limited | Chubb Fire & Security Ltd | Emtec Group | FES Support Services Ltd | Fortress Security Ltd | VWS Ltd |
|---|-----------|---------------------------|-----------------------|---------------------------|-------------|--------------------------|-----------------------|----------|
| Quality (30%) | | | | | | | | |
| Service Delivery & Methodology | 40% | 17.5% | 26.0% | 32.5% | 6.0% | 30.0% | 30.0% | 28.5% |
| Staffing Project Team Structure | 25% | 12.5% | 17.8% | 19.7% | 6.3% | 13.4% | 17.8% | 12.5% |
| Business Continuity Phase Out & Exit strategy | 20% | 12.5% | 15.0% | 12.5% | 6.5% | 18.5% | 15.0% | 12.5% |
| Social Benefits | 8% | 8.0% | 8.0% | 4.0% | 8.0% | 8.0% | 8.0% | 8.0% |
| Sustainability | 3% | 3.0% | 2.3% | 1.5% | 0.8% | 2.3% | 2.3% | 2.3% |
| e-Procurement | 3% | 2.6% | 3.0% | 1.5% | 0.4% | 1.9% | 2.3% | 1.9% |
| Commitment to Fair Working Practices | 1% | 0.8% | 1.0% | 1.0% | 0.3% | 1.0% | 1.0% | 1.0% |
| Quality Sub-Total %: | 100% | 56.9% | 73.1% | 72.7% | 28.1% | 75.1% | 76.3% | 66.6% |
| Quality Sub-Total %: | 30% | 17.1% | 21.9% | 21.8% | 8.4% | 22.5% | 22.9% | 20.0% |
| Price 70% | | | | | | | | |
| Price Sub Total £ | - | £408,755 | £549,830 | £550,499.3 | £603,604 | £1,081,882.5 | £580,994 | £756,402 |
| Price Sub Total % | 70% | 70.0% | 52.0% | 52.0% | 47.4% | 26.4% | 49.2% | 37.8% |
| Total Score | 100% | 87.1% | 73.9% | 73.8% | 55.8% | 48.9% | 72.1% | 57.8% |

4.4 It is recommended that the contract is awarded to ADT Fire and Security plc, of Leicester, who has provided the most economically advantageous tender. Although ADT Fire and Security plc have scored less on quality than the majority of other tenderers, the specification was robust and all critical aspects were included as a pre requisite to passing the selection criteria. The quality questions asked reflect service delivery and methodology and although ADT Fire and Security plc scored less in their quality submission, ADT Fire and Security plc still meet the requirements to deliver the contract successfully. The value of the contract is above budget and the extra funding will be provided by the Central Repair Account budget as detailed in paragraph 6.1 below.

4.5 ADT Fire and Security plc has committed to follow Fair Working Practices by paying above the Scottish Living Wage and have committed to delivery of the following social benefits as a result of delivery of this contract and the details will be agreed at a later date:

- Use of West Dunbartonshire based companies for sub-contracting opportunities;
- 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;
- Providing volunteers to support a local community project; and
- Sponsorship of a local sports team.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 The tendered two-year price of £408,775 comprises of £211,940 in year 1 and £196,815 in year 2. Year 1 includes the preparation and maintenance of the drawings and asset register and in Year 2, £196,815 is the ongoing maintenance of drawings and asset register.

6.2 Financial costs in respect of this contract will be met from the approved budgets of Central Repairs budget. Fire and alarm systems has never been tendered as a complete package therefore, the budget was an estimate based on previous spend data. The Year 1 contract value exceeds the value of the budget of £201,200 by £10,740. In Year 2 the contract value is £4,385 lower than the budget. The additional cost in Year 1 will be met from the Central Repair Account budget.

6.3 The tender process allows a contract extension option for a further 2 x 12 month periods, the prices for Years 3 and 4, should the Council decide to extend the contract will be based on the Year 2 price as uplifted for Building

Cost Information Service (BCIS) price indices and National Schedule of Rates (NSR).

- 6.4** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in consultation with Corporate Assets officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

- 7.1** The successful provider 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 may result in legal challenge.

8. Equalities Impact Assessment (EIA)

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

9. Consultation

- 9.1** Corporate Asset Management, Finance and Legal Services have been consulted regarding the contents of this report.

10. Strategic Assessment

- 10.1** The service provided will contribute to delivery of the Council strategic priorities by supporting the provision of efficient and effective front line services that improve the everyday lives of residents.

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Designation: Strategic Director of Transformation and Public Service Reform

Date: 25 September 2019

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Appendix: None

Background Papers: Contract Strategy
EIA Screening

Regeneration, Infrastructure, Regeneration and
Economic Development Committee, 21 November 2018
Agenda Item 11 (Page 57).

Wards Affected: All