

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Regulatory and Regeneration

Tendering Committee: 20 September 2023

Subject: Contract Authorisation Report – Provision of Welfare Hire

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 Welfare Hire.

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 Welfare Hire to Sunbelt Rentals 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 of £112,000 inclusive of VAT over two years and £224,000 inclusive of VAT should the contract be extended for two years. The estimated commencement date of the contract is October 2023.

3. Background

- 3.1** The aim of this project is to establish a suitable provider to meet the ongoing Building Service business needs for the provision of Welfare Hire at various work locations throughout West Dunbartonshire. Welfare units are portable cabins that should provide a small office space, seating for four to eight operatives, kitchenette facilities, a toilet and an integrated or separate but associated generator.
- 3.2** The budget for welfare hire, is contained within the Housing Revenue Account and was approved at the Council meeting on 1 March 2023. The period of budget was for four years.
- 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 7 March 2023.
- 4. Main Issues**
- 4.1** The procurement route to market compared two framework agreements. When carrying out the market analysis, the Scottish Procurement Alliance framework agreement and Scotland Excel framework agreement both did not cover off all the requirements for the provision of Welfare Hire. Additional market analysis was conducted by reviewing the Grow Local tool to see if any local suppliers

could deliver this requirement. It was agreed with the service area that an open tender would be conducted as there were multiple local providers who could potentially fulfil this contract.

4.2 A contract notice was published on the Public Contracts Scotland advertising portal on 16 May 2023. 13 potential bidders expressed an interest, with six bidders submitting a response by the deadline on 15 June 2023.

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

4.4 Five tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 80% / 20%. The scores relative to the award criteria of each tenderer are as follows:

| | Weighting | Jarvie Plant Group Ltd | John Nixon Ltd | Palmaris Services | Sibcas Ltd | Sunbelt Rentals Limited |
|-----------------------------|------------------|-------------------------------|-----------------------|--------------------------|-------------------|--------------------------------|
| Quality (20%) | | | | | | |
| Cost | (4%) | 2% | 3% | 3% | 1% | 3% |
| Quality | (6%) | 2.25% | 4.5% | 3% | 3% | 3.75% |
| Service | (4%) | 2% | 3% | 2% | 2% | 3% |
| Social Benefits | (6%) | 5% | 4% | 4% | 5% | 3.5% |
| Quality Sub-Total %: | (20%) | 11.25% | 14.5% | 12% | 11% | 13.25% |
| Price (80%) | | | | | | |
| Price Sub Total £ | - | £40,123.60 | £47,467 | £43,982.85 | £41,408.57 | £38,485.25 |
| Price Sub Total % | (80%) | 76.73% | 64.86% | 70% | 74.35% | 80% |
| Total Score | 100% | 87.98% | 79.36% | 82% | 85.35% | 93.25% |

4.5 It is recommended that the contract is awarded to Sunbelt Rentals Limited, of Glasgow, Hillington, who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option of a two x 12 month extensions and at a budget of £112,000 inclusive of VAT over two x

12 month and £224,000 inclusive of VAT should the contract be extended for two years.

4.6 Sunbelt Rentals 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, Sunbelt Rentals Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation of goods to local food-share scheme
- Donation of materials to support a local community project
- Providing volunteers to support a local community project

The social benefits will be discussed at the implementation meeting with Sunbelt Rentals 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 budget of Housing Maintenance Building Services.

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

7. Risk Analysis

7.1 Sunbelt Rentals 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 There was no equalities screening taking place.

9. Consultation

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

10. Strategic Assessment

10.1 The provision of Welfare Hire will contribute to the delivery of the Council's strategic priorities:

- Our environment promotes a greener future;
- Our economy is strong and flourishing

Name: Alan Douglas

Designation: Chief Officer – Regulatory & Regeneration

Date: August 2023

Person to Contact: Ellie Street
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Background Papers: Contract Strategy

Wards Affected: All Council Wards.