

# Agenda



## Tendering Committee

**Date:** Wednesday, 11 March 2020

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**Time:** 09:30

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**Venue:** Clyde Room, Clydebank Town Hall,  
Dumbarton Road, Clydebank

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**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220 [scott.kelly@west-dunbarton.gov.uk](mailto: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

**JOYCE WHITE**

Chief Executive

**Distribution:**

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

All other Councillors for information

Strategic Director - Transformation & Public Service Reform  
Strategic Lead - Regulatory

Date of Issue: 27 February 2020

**TENDERING COMMITTEE**  
**WEDNESDAY, 11 MARCH 2020**

**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 – 11**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 19 February 2020.

**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 – ASBESTOS SURVEYS FOR EXTERNAL WALL INSULATION AND RENEWAL OF ROOFS PROGRAMME 13 – 16**

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Asbestos Surveys for the External Wall Insulation (EWI) and Renewal of Roofs to Council Housing Stock programme.

**6 CONTRACT AUTHORISATION REPORT – TREATMENT AND DISPOSAL OF RECYCLABLE AND RESIDUAL WASTE FOR INERT SOIL AND RUBBLE 17 – 20**

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Treatment, Recycling and Disposal of Inert Waste (Soil and Rubble).

**7      CONTRACT AUTHORISATION REPORT – TREATMENT AND      21 – 24**  
**DISPOSAL OF RECYCLABLE AND RESIDUAL WASTE FOR**  
**STREET SWEEPINGS AND GULLY WASTE**

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Treatment and Disposal of Recyclable and Residual Waste for Street Sweeping and Gully Waste.

**8      CONTRACT AUTHORISATION REPORT – INDEPENDENT      25 – 27**  
**ADVOCACY SERVICES FOR ADULTS**

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the block contract for Independent Advocacy Services for Adults.

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**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the 'The Brock' Meeting Room, Council Offices, 16 Church Street, Dumbarton on Wednesday, 19 February 2020 at 9.15 a.m.

**Present:** Provost William Hendrie and Councillors Gail Casey, Ian Dickson, Diane Docherty, Jim Finn and Lawrence O'Neill.

**Attending:** Angela Wilson, Strategic Director – Transformation and Public Service Reform; Annabel Travers, Procurement Manager; David Aitken and Derek McLean, Business Partners – Strategic Procurement; Angus Cameron, Senior Procurement Officer; and Scott Kelly, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Brian Walker.

**Councillor Jim Finn in the Chair**

**DECLARATION 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 22 January 2020 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.

**VARIATION IN ORDER OF BUSINESS**

Having heard Councillor Finn, Chair, the Committee agreed to vary the order of business as hereinafter minuted.

**CONTRACT AUTHORISATION REPORT – ACCOMMODATION BASED SERVICES FOR PEOPLE WITH LEARNING DISABILITIES IN THE COMMUNITY AND DAY SUPPORT, MENTAL HEALTH AND DAY SUPPORT, PHYSICAL DISABILITIES AND DAY SUPPORT**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude direct award contracts for Accommodation Based Services for People with Learning Disabilities in the Community and Day Support, Mental Health and Day Support, Physical Disabilities and Day Support.

Having heard the Senior Procurement Officer in further explanation of the report, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude the 111 direct award contracts on behalf of West Dunbartonshire Health and Social Care Partnership, to the service providers detailed within the Appendix to these Minutes, for Accommodation Based Services for People with Learning Disabilities in the Community and Day Support, Mental Health and Day Support, Physical Disabilities and Day Support; and
- (2) to note: (i) that the estimated value would be £1,151,669, excluding VAT, for a period of 12 months; (ii) that the values may be subject to change as care needs change over the contract period; and (iii) that the commencement dates of the Individual Placement Agreement contracts would be no later than 19 March 2020.

**CONTRACT AUTHORISATION REPORT – FRAMEWORK AGREEMENT FOR THE DELIVERY OF EMPLOYABILITY SKILLS SUPPORT**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the Framework Agreement for the delivery of Employability Skills Support.

Having heard the Senior Procurement Officer in further explanation of the report, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of the Flexible Framework Agreement (FA) for the delivery of Employability Skills Support; and
- (2) to note that the Flexible FA would be divided into three unranked Lots with the Flexible FA period being two years with an optional extension of two 12 month periods and at an indicative cost of £1,200,000, excluding VAT, over two years and £2,400,000, excluding VAT, over four years, as follows:-

- Lot 1 - Engagement and Barrier Removal.  
The recommended providers within Lot 1 listed in Table 1 of the report.  
The estimated value over two years - £430,000.
- Lot 2 - Vocational Training and Work Related Skills.  
The recommended providers within Lot 2 listed in Table 2 of the report.  
The estimated value over two years - £260,000.
- Lot 3 - Job Brokerage, Work-based Qualifications.  
The recommended providers within Lot 3 listed in Table 3 of the report.  
The estimated value over two years - £510,000.

### **CONTRACT AUTHORISATION REPORT – PUBLIC REALM WORKS AT SYLVANIA WAY, CLYDEBANK**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Public Realm Works at Sylvania Way, Clydebank, Phase 1.

Following discussion and having heard Mr Aitken, Business Partner – Strategic Procurement, and the Strategic Director in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of the contract for Public Realm Works at Sylvania Way, Clydebank, Phase 1 to RJ McLeod (Contractors) Limited; and
- (2) to note: (i) that the contract shall be for a period of seven months and at a value of £375,686, excluding VAT; and (ii) that the start date would be 1 March 2020.

### **CONTRACT AUTHORISATION REPORT FOR THE PROVISION OF LIGHT COMMERCIAL VEHICLES AND ASSOCIATED SERVICES**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contracts for the Provision of Light Commercial Vehicles and Associated Services.

Following discussion and having heard Mr McLean, Business Partner – Strategic Procurement, and the Strategic Director in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of 12 individual contracts for Light Commercial Vehicles and Associated Services as detailed at paragraph 4.4 of the report;

- (2) to note: (i) that the contracts had a total value of £2,326,813; (ii) that the costs for the Road Fund Licence (RFL) and First Registration Fee (FRF) were £35,190; (iii) that the overall cost 'on the road' was £2,362,002; and (iv) that the contract start date would be 1 March 2020; and
- (3) to note that the warranty shall be for a period of five years.

### **CONTRACT AUTHORISATION REPORT – PUBLIC REALM WORKS AT WATERFRONT GATEWAY, DUMBARTON**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Public Realm Works at Waterfront Gateway, Dumbarton.

Following discussion and having heard Mr Aitken, Business Partner – Strategic Procurement, and the Strategic Director in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of the contract for Public Realm Works at Waterfront Gateway, Dumbarton to P1 Solutions Limited, 7 Links Garden Lane, Edinburgh EH6 7JQ; and
- (2) to note: (i) that the contract shall be for a period of seven months and at a value of £394,470, excluding VAT; and (ii) that the start date would be 1 March 2020.

### **CONTRACT AUTHORISATION REPORT – PROVISION OF A REPLACEMENT BOILER AT CARLEITH PRIMARY SCHOOL**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Provision of a Replacement Boiler at Carleith Primary School.

Following discussion and having heard Mr Aitken, Business Partner – Strategic Procurement, and the Strategic Director in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of the contract for the Provision of a Replacement Boiler at Carleith Primary School to Truedeal Building Services Limited;
- (2) to note: (i) that the contract shall be for a period of one month and at a value of £111,705, excluding VAT; and (ii) that the estimated commencement date would be 1 April 2020; and



- (3) to specify that the minimum £300 donation of goods to a local food-share scheme should be donated to Faifley Food Share, subject to the Strategic Director receiving confirmation that this would be appropriate.

### **CONTRACT AUTHORISATION REPORT – PROVISION OF OUTDOOR EVENT BAR AND CATERING SERVICES**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Provision of Outdoor Event Bar and Catering Services.

Following discussion and having heard Mr McLean, Business Partner – Strategic Procurement, and the Strategic Director in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of the contract for the Provision of Outdoor Event Bar and Catering Services to Supreme Fast Foods Limited; and
- (2) to note: (i) the contract shall be for a period of three years, with the option to extend for an additional two 12 month periods with an estimated income of £68,000 over five years; and (ii) that the estimated commencement date would be 1 June 2020.

### **CONTRACT AUTHORISATION REPORT – ANTONINE WALL REPLICA ROMAN DISTANCE SLABS PROJECT**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Antonine Wall Replica Roman Distance Slabs.

After discussion having heard the Senior Procurement Officer in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the award of the contract for the Antonine Wall Replica Roman Distance Slabs Project to Covanburn Contracts Limited; and
- (2) to note: (i) that the contract shall be for a maximum period of 10 months and at a value of £200,975, excluding VAT; and (ii) that the start date would be 24 February 2020.

## **CONTRACT AUTHORISATION REPORT – SUPPLY AND DELIVERY OF LAMINATED WALL PANELS AND KITCHEN WORKTOPS**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the contract for the Supply and Delivery of Laminated Wall Panels and Kitchen Worktops.

Having heard Mr Aitken, Business Partner – Strategic Procurement, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of the Council, the contract for Supply and Delivery of Laminated Wall Panels and Kitchen Worktops to City Building (Glasgow) LLP - Royal Strathclyde Blindcraft Industries (RSBI); and
- (2) to note: (i) that the contract shall be for a period of two years with the option to extend for two 12 month periods; (ii) that its overall value over two years was £355,266, excluding VAT, and over four years £710,533, excluding VAT; and (iii) that its start date would be 24 February 2020.

The meeting closed at 9.55 a.m.

**Appendix**

<b>Individual Placement Agreements (IPA's)</b>			
<b>Provider</b>	<b>Type of Service</b>	<b>Annual Costs (£)</b>	<b>No. of Service Users</b>
<b>Richmond Fellowship</b>	People with Learning Disabilities in the Community and Day Support	£68,000	9
	People with Physical Disabilities and Day Support	£92,000	10
	People with Mental Health and Day Support	£790,000	72
<b>National Autistic Society</b>	People with Learning Disabilities in the Community and Day Support	£201,669	20
<b>Total IPA's and Service Users</b>		<b>£1,151,669</b>	<b>111</b>

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**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 11 March 2020**

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**Subject: Contract Authorisation Report - Asbestos Surveys for External Wall Insulation and Renewal of Roofs Programme**

**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 contract for Asbestos Surveys for the External Wall Insulation (EWI) and renewal of roofs to Council Housing Stock programme.

**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 Council), the award of the contract for Asbestos Surveys for EWI and Renewal of Roofs Programme to Franks Portlock Consulting Ltd.
- b) Note that the contract shall be for a period of two years with the option to extend for two x 12 month periods. The overall value of the contract over two years is £81,500 ex VAT; and over four years is £163,000 ex VAT. The estimated contract start date will be 1 April 2020.

**3. Background**

- 3.1** The asbestos surveys for the EWI and roofing works support Housing Capital Investment to ensure compliance with the Scottish Housing Quality Standard (SHQS); the Energy Efficiency Standard for Social Housing (EESH) and for the Council to meet its landlord obligations and health and safety requirements, these works will help with increased EESH compliance.
- 3.2** The asbestos surveys are a health & safety requirement to enable the EWI and renewal of roofs programme to be delivered. The EWI and renewal of roofs programme itself is to ensure the Council homes comply with the Scottish Government targets for energy efficiency for social housing.
- 3.3** The asbestos surveys scope will be expanded from previous exterior surveys that included attic and flue locations to cover the whole property surveys to expand the information held in the Asbestos Register. This will reduce the need

for repetitive asbestos surveys at the same address and reduce long term costs for asbestos surveys over time.

- 3.4** The budget for the EWI and renewal of roofs to Council Housing Stock programme was part of the refreshed HRA Capital Programme for period 2019/23; approved at Council on 14 February 2019; and included in the HRA estimates.
- 3.5** 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 Procurement Business Partner – Strategic Procurement (Place) on 17 January 2020.

#### **4. Main Issues**

- 4.1** The Council has used the Scotland Excel framework agreement (FA) for Asbestos Related Works and Services in the past and the Contract Strategy identified that this is the best route to market for Asbestos Surveys for EWI and Renewal of Roofs Programme. A mini-competition notice was published to each of the providers allocated to the FA for Region 1 which covers West Dunbartonshire, within Lot 1 for asbestos surveys.
- 4.2** Eight of the Twenty FA providers invited to the mini competition submitted a response by the deadline for submission on 14th February 2020.
- 4.3** Eight tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 70% / 30%. However no technical evaluations were required as the Quality scores (30%) from the Scotland Excel FA were added to the Price scores (70%). All Price submissions were evaluated by representatives from Consultancy Services, Corporate Procurement Unit and Capital Investment Services.
- 4.4** The scores relative to the award criteria of each tenderer are as follows:

<b>Rank</b>	<b>Provider</b>	<b>Technical Score Weighted (30%)</b>	<b>Price Score Weighted (70%)</b>	<b>Combined Score (100%)</b>	<b>Bid Submitted</b>
1	Franks Portlock Consulting	27.4%	70%	97.4%	£81,500
2	Environtec Ltd	26.4%	67.1%	93.5%	£85,000
3	Asbestos Building Surveys Ltd (ABS Ltd)	27.4%	60.4%	87.8%	£94,500
4	Vega Environmental Consultants Ltd.	27.9%	57.1%	85.0%	£99,980
5	Enviraz Surveys Limited	23.8%	47.5%	71.3%	£120,000
6	A&C Asbestos Consultants inc Ltd	24.1%	45.6%	69.7%	£125,000
7	Life Environmental Services	29.6%	39.3%	68.9%	£145,000
8	E.D.P Health, Safety and	25.9%	38%	63.9%	£150,000

- 4.5** It is recommended that the contract is awarded to Franks Portlock Consulting Ltd, Hylton Park, Sunderland, who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option to extend for two x 12 month periods. The overall value of the contract over two years is £81,500 ex VAT; and over four years is £163,000 ex VAT. The estimated contract start date will be 1 April 2020.
- 4.6** Franks Portlock Consulting Ltd has committed to the following fair working practices by paying all staff as a minimum, the UK Living Wage across all staff involved in the delivery of this contract.
- 4.7** Franks Portlock Consulting Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:
- £300 of sponsoring a charity that promotes physical or mental health or wellbeing;
  - Donation of £300 of materials to support a local community project;
  - Donation of 16 hours of labour to support a local community project; and
  - Supporting environmental educational projects in schools such as tree or woodland planting or educational packs.

The social benefits will be discussed at the implementation meeting with Franks Portlock Consulting Ltd 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 capital budgets of the Housing Revenue Account capital programme for EWI and renewal of roofs works
- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Capital Investment, Energy & Compliance, and Consultancy Services 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 reports to determine if there is an equalities impact. The results where there is no equalities impact.

## **9. Consultation**

**9.1** Capital Investment Team, Energy & Compliance, Consultancy Services, Finance Services and Legal Services have been consulted regarding the contents of this report.

## **Strategic Assessment**

**10.1** The Asbestos Surveys for EWI and renewal of roofs programme will contribute to the delivery of the Council's strategic priorities by supporting

- Efficient and effective frontline services that improve the everyday lives of residents

**Name:** Angela Wilson

**Designation:** Strategic Director - Transformation & Public Service Reform

**Date:**

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**Person to Contact:** Alex Grace - Senior Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: 01389 737828.  
Email: [Alex.Grace@west-dunbarton.gov.uk](mailto:Alex.Grace@west-dunbarton.gov.uk)

Alistair Norris – Capital Projects Manager  
Capital Investment Team, Council Offices, Bridge Street, Dumbarton. Telephone: 07557603507  
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**Appendices:** None.

**Background Papers:** The Contract Strategy ref: 1920-71

**Wards Affected:** All



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 11 March 2020**

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**Subject: Contract Authorisation Report – Treatment and Disposal of Recyclable and Residual Waste for Inert - Soil and Rubble.****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 contract for the Treatment, Recycling and Disposal of Inert Waste - Soil and Rubble.

**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 Council), the award of the contract for the Treatment, Recycling and Disposal of Inert Waste - Soil and Rubble to William Thompson & Son (Dumbarton) Limited.
- b) Note that the contract shall be for a period of Three years with the option to extend for 12 months. The value of the contract over Three years is estimated at £204,000 (£68,000 per annum) ex VAT. The contract start date will be 1 April 2020.

**3. Background**

**3.1** The Council has a legal duty to protect the environment and to ensure that residents of West Dunbartonshire have their waste and recycling collected and treated in accordance with the relevant legislation taking account of the waste hierarchy i.e., prevention, reuse, recycle, recover value, disposal.

**3.2** The Budget for the Treatment, Recycling and Disposal of Inert Waste - Soil and Rubble is £68,000 per annum and forms part of the wider Waste Services budget of £4,598,548 which was approved on 27 March 2019

**3.3** This Procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement (Place) on 10 December 2019.

#### 4. Main Issues

- 4.1 Tender documents were published on the Public Contracts Scotland-Tender (PCS Tender) portal on 18 November 2019. All 29 suppliers awarded to this framework were invited to participate but only 13 suppliers expressed an interest, with four contractors' submitting a response by the deadline for the submissions on 22 January 2020.
- 4.2 Four tender submissions were evaluated against pre-determined award criteria forming part of the published tender documents which assessed competence, experience and capacity.
- 4.3 Four tender submissions were evaluated against a set of award criteria which was based on a Price / Quality ratio of 60 % / 40%. The scores relative to the award criteria of each tender, are as follows;

	Weighting	Barr	Doherty & Lafferty	Enva Scotland	Wm Thompson
<b>Treatment, Recycling and Disposal of Inert Waste - Soil and Rubble</b>					
<b>Technology 13.20%</b>		<b>11.56%</b>	<b>10.74%</b>	<b>11.56%</b>	<b>11.56%</b>
Technology	3.30%	2.48%	2.48%	2.48%	2.48%
Treatments	3.30%	3.30%	3.30%	3.30%	3.30%
Outputs	3.30%	2.48%	2.48%	2.48%	2.48%
Contract Management	3.30%	3.30%	2.48%	3.30%	3.30%
<b>Waste Reception 12.00%</b>		<b>9.00%</b>	<b>6.00%</b>	<b>9.00%</b>	<b>6.00%</b>
Waste Reception	4.00%	3.00%	2.00%	3.00%	2.00%
Bulk Collection	4.00%	4.00%	2.00%	4.00%	2.00%
Site Management	4.00%	2.00%	2.00%	2.00%	2.00%
<b>Contingencies/Reporting 13.20%</b>		<b>7.70%</b>	<b>6.60%</b>	<b>9.90%</b>	<b>7.70%</b>
Contingencies	4.40%	3.30%	2.20%	4.40%	3.30%
Non-compliance	4.40%	1.10%	1.10%	2.20%	1.10%
Reporting	4.40%	3.30%	3.30%	3.30%	3.30%
<b>Social Benefits 1.60%</b>		<b>1.60%</b>	<b>1.60%</b>	<b>1.60%</b>	<b>1.60%</b>
Social Benefits	1.60%	1.60%	1.60%	1.60%	1.60%
<b>Weighted Quality Total</b>	<b>40%</b>	<b>29.85%</b>	<b>24.93%</b>	<b>32.05%</b>	<b>26.85%</b>
<b>Unit Price Total</b>		<b>£22.40</b>	<b>£19.85</b>	<b>£22.33</b>	<b>£11.94</b>
<b>Price Sub Total %</b>	<b>60%</b>	<b>31.98%</b>	<b>36.09%</b>	<b>32.08%</b>	<b>60%</b>
<b>Total Score</b>		<b>61.83%</b>	<b>61.02%</b>	<b>64.13%</b>	<b>86.85%</b>

**4.4** It is recommended that the contract is awarded to William Thompson & Son (Dumbarton) Limited, Birch Road, Dumbarton, G82 2RN, who has provided the most economically advantageous tender. The contract shall be for a period of three years with an option to extend for 12 months at an overall value of approximately £272,000 ex VAT.

**4.5** William Thompson & Son (Dumbarton) Limited pay the minimum wage to all employees.–Wm Thompson & Son have committed to delivery of the following social benefit as a result of this contract:

- Recruitment of a member of staff from within the West Dunbartonshire geographical area.

The social benefits will be discussed at the implementation meeting with William Thompson & Son (Dumbarton) 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 included from the Councils wider Waste Service budget of £4,598,548 for Waste Removal 2019/20.

**6.2** This procurement exercise was conducted in accordance with the agreed contract strategy and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

**7.1** 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 reports to determine if there is an equalities impact. The results are that there is no equalities impact.

## **9. Strategic Assessment**

**9.1** The works undertaken will contribute to delivery of the Council strategic priorities by supporting the strong local economy and improved employment opportunities.

**Name:** Angela Wilson

**Designation:** Strategic Director - Transformation & Public Service Reform

**Date:** 11 March 2020

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**Person to Contact:** Christina Fraser - Senior Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: 01389 737857.  
Email: [Christina.fraser@west-dunbarton.gov.uk](mailto:Christina.fraser@west-dunbarton.gov.uk)

**Appendices:** Not Applicable

**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** All

**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 11 March 2020**

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**Subject: Contract Authorisation Report – Treatment and Disposal of Recyclable and Residual Waste for Street Sweepings and Gully waste.**

**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 contract for the Treatment and Disposal of Recyclable and Residual Waste for Street Sweeping and Gully waste.

**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 Council), the award of the contract for the provision of Street Sweeping and Gully waste to Barr Environmental Limited; and.
- b) Note that the contract shall be for a period of 3 years with the option to extend for 12 months. The overall value of the contract over 3 years was estimated at £55,000 (£18,500 per annum & £36.65 per tonne) ex VAT but may vary based on previous spend. The contract start date will be 1 April 2020.

**3. Background**

**3.1** The Council has a legal duty to protect the environment and to ensure that residents of West Dunbartonshire have their waste and recycling collected and treated in accordance with the relevant legislation taking account of the waste hierarchy i.e. prevention, reuse, recycle, recover value, disposal. The Council also has a duty to ensure that its facilities and assets are properly managed and maintained. Furthermore, the Council has a duty to ensure that the non-housing, operational buildings under its control comply with the appropriate statutory regulatory and corporate standards. Roads currently have 20 yard skip(s) situated on site within Richmond Street depot and Elm Road depot for collection of street sweepings and Gully waste. When the skip reaches full capacity our contractor is notified and they then uplift the skip(s) and transfer to Auchencarroch Landfill with a gate fee of £36.65 per tonne.

**3.2** Barr Environmental Ltd were the previous contractor and Historical spend for previous years 2017/18 and 2018/19 has been captured as £33,145.41 and

£18,413.00. The budget for the Treatment and Disposal of Recyclable and Residual Waste for Street Sweeping and Gully waste is part of the wider waste services budget of £4,598,548 which was approved on 27 March 2019.

- 3.3** The route to market for this requirement is a mini-competition via the Treatment and Disposal of Recyclable and Residual Waste 27/17 (DPS framework) to ensure that best value is obtained and the service is fit for purpose.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 (below the EU threshold) for Works. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement (Place) on 10 December 2019.

#### **4. Main Issues**

- 4.1** Tender documents were published on the Public Contracts Scotland-Tender advertising portal on 18 November 2019. All 21 suppliers awarded to this framework were invited to participate but only 10 contractors' expressed an interest, with four contractors' submitting a response by the deadline for the submissions on 22 January 2020.
- 4.2** Four tender submissions were evaluated against pre-determined Award criteria forming part of the published tender documents which assessed competence, experience and capacity.
- 4.3** Four tender submissions were evaluated against a set of award criteria which was based on a Price / Quality ratio of 60 % / 40%. The scores relative to the award criteria of each tender, are as follows:

	<b>Weighting</b>	<b>Barr</b>	<b>J&amp;M Murdoch</b>	<b>Levenseat</b>	<b>Wm Thompson</b>
<b>Street Sweeping</b>					
<b>Technology 13.20%</b>		<b>11.56%</b>	<b>9.91%</b>	<b>11.56%</b>	<b>11.56%</b>
Technology	<b>3.30%</b>	2.48%	2.48%	2.48%	2.48%
Treatments	<b>3.30%</b>	3.30%	3.30%	3.30%	3.30%
Outputs	<b>3.30%</b>	2.48%	1.65%	2.48%	2.48%
Contract Management	<b>3.30%</b>	3.30%	2.48%	3.30%	3.30%
<b>Waste Reception 12.00%</b>		<b>9.00%</b>	<b>6.00%</b>	<b>7.00%</b>	<b>6.00%</b>
Waste Reception	<b>4.00%</b>	3.00%	4.00%	3.00%	2.00%
Bulk Collection	<b>4.00%</b>	4.00%	2.00%	2.00%	2.00%
Site Management	<b>4.00%</b>	2.00%	0.00%	2.00%	2.00%
<b>Contingencies/Reporting 13.20%</b>		<b>7.70%</b>	<b>7.70%</b>	<b>9.90%</b>	<b>7.70%</b>
Contingencies	<b>4.40%</b>	3.30%	3.30%	3.30%	3.30%

Non-compliance	4.40%	1.10%	1.10%	3.30%	1.10%
Reporting	4.40%	3.30%	3.30%	3.30%	3.30%
<b>Social Benefits 1.60%</b>		<b>1.60%</b>	<b>1.60%</b>	<b>1.60%</b>	<b>1.60%</b>
Social Benefits	1.60%	1.60%	1.60%	1.60%	1.60%
<b>Weighted Quality Total</b>	<b>40%</b>	<b>29.85%</b>	<b>25.20%</b>	<b>30.05%</b>	<b>26.85%</b>
<b>Unit Price Sub Total</b>		<b>£36.65</b>	<b>£68.00</b>	<b>£46.26</b>	<b>£41.70</b>
<b>Price Sub Total %</b>	<b>60%</b>	<b>60.00%</b>	<b>32.34%</b>	<b>47.54%</b>	<b>52.73%</b>
<b>Total Score</b>		<b>89.85%</b>	<b>57.54%</b>	<b>77.59%</b>	<b>79.58%</b>

**4.4** It is recommended that the contract is awarded to Barr Environmental Limited, Killoch Department, Ochiltree, East Ayrhire KA182RN who has provided the most economically advantageous tender. The contract shall be for a period of three years with an option to extend for 12 months at an overall estimated value of £74,000 ex VAT.

**4.5** Barr Environmental Limited pay the minimum wage and will obtain Fair Living Wage accreditation during the course of this contract.

**4.6** Barr Environmental Limited have committed to delivery of the following social benefits as a result of delivery of this contract:

- Commitment to recruit one member of staff from WDC geographical area
- Sponsor a charity that promotes physical or mental health or wellbeing
- Sponsor a local sports team for a minimum of 1 year
- Committed support for fair and ethically traded goods
- Support the equality agenda
- Any measurable and committed support to the fair work practices for workers

## **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 included from the Council's Waste Service budget of £4,598,548 for Waste Removal 2019/20.

**6.2** This procurement exercise was conducted in accordance with the agreed contract strategy and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

7.1 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 not required as the procurement was a call-off via the Scotland Excel FA / DPS (Treatment and Disposal of Recyclable and Residual Waste 27-17). The Council will follow the guidance and principles contained within the terms of the FA / DPS.

## 9. Strategic Assessment

9.1 The works undertaken will contribute to delivery of the Council strategic priorities by supporting the strong local economy and improved employment opportunities.

**Name:** Angela Wilson

**Designation:** Strategic Director - Transformation & Public Service Reform

**Date:** 11 March 2020

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**Appendices:** Not Applicable

**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** All



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Transformation & Public Sector Reform****Tendering Committee: 11 March 2020**

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**Subject: Contract Authorisation Report: Independent Advocacy Services for Adults**

**1. Purpose**

**1.1** The purpose of this report is to seek approval from the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the block contract for Independent Advocacy Services for Adults.

**2. Recommendations**

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

- a) Authorise the Strategic Lead Regulatory, to conclude the block contract on behalf of West Dunbartonshire Health and Social Care Partnership (WD HSCP), to Lomond & Argyll Advocacy Services, for Independent Advocacy Services for Adults; and
- b) The estimated value will be £405,000 (excluding VAT), for a period of three years with the option of 2 x 12 month contract extension periods to be implemented at the discretion of the Council; and estimated value will be £675,000 (excluding VAT) for a period of five years.
- c) The commencement date of the contract will be no later than 10 April 2020.

**3. Background**

**3.1** The Council has a legislative requirement to provide and deliver advocacy services for people living in West Dunbartonshire who require it, many of whom have complex needs. This can relate to people with significant or enduring health needs and disabilities. The service will:

- Enable their advocacy partner to understand their rights, and ensure that they are recognised by others;
- Support their advocacy partner to gain information, understand options and explore possible outcomes;
- Safeguard individuals who are vulnerable and discriminated against or whom services find difficult to serve;
- Empower individuals who need a stronger voice by enabling them to express their own needs and make their own decisions;
- Supporting and speaking on behalf of individuals who are unable to do so for themselves; and

- Make every effort to understand, monitor and overcome barriers faced by diverse, minority or marginalised groups to accessing, using or taking part in independent advocacy.

**3.1** On the 8th May 2019, the WD HSCP Board approved the procurements for the provision of Independent Advocacy Services for Adults. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2016* (below the EU threshold) for Services. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement (People) on 25 February 2020.

#### **4. Main Issues**

**4.1** The Contract Strategy identified that the care provided to service users would be best met by the incumbent providers because any change in service provision or provider would impact the continuity of care for service users who are placed in care and their carers and families.

**4.2** The *Procurement Reform Act 2014* permits a public body to award a contract for health or social care services without seeking offers in relation to the proposed contract) up to a maximum of £663,540 per contract. The strategic objective of adopting the 'Light Touch Regime' approach is to ensure robust contractual arrangements are in place, that appropriate procurement due diligence procedures have been followed and promote the analysis of credible market intelligence allowing greater insight into future service developments., This includes the development of a national framework agreement for the purchase of care at home and supported living services, collectively defined as care and support services.

**4.3** The direct award is offered subject to the final compliance documents being reviewed and signed off in accordance with the terms of the contract.

**4.4** It is anticipated that the Scotland Excel Care and Support framework agreement will be open to all Scottish Local Authorities' and Health and Social Care Partnerships (HSCP) from April 2020. The Corporate Procurement Unit (CPU) and the WD HSCP will undertake an appraisal of the framework agreement to determine best value including; reviewing incumbent providers against the awarded framework providers, their availability and the control of costs through stabilised fees and charges and the development of a local implementation plan.

#### **5. People Implications**

**5.1** There are no people implications.

#### **6. Financial and Procurement Implications**

**6.1** Financial costs in respect of these contracts will be met from the WD HSCP budget for Independent Advocacy Services for Adults. The estimated value of

this contract is £405,000 (excluding VAT) for a period of three years or £675,000 (excluding VAT) for a period of five years.

**6.2** This procurement exercise will be conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit (CPU) in consultation with WD HSCP officers and the provisions of the Council's Standing Orders, Financial Regulations and the *Public Contracts (Scotland) Regulations 2016*.

## **7. Risk Analysis**

**7.1** The CPU will ensure that the providers have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council and WD HSCP.

## **8. Equalities Impact Assessment (EIA)**

**8.1** The equality screening process carried out for the purpose of this procurement is reflected in the WD HSCP Board report approved on 8 May 2019.

## **9. Strategic Assessment**

**9.1** The approval of the direct award contracts would support the following Council strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Strategic Director - Transformation & Public Sector Reform

**Date:** 11 March 2020

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**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** All