

# Agenda



## Tendering Committee

**Date:** Wednesday, 26 June 2019

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**Time:** 09:30

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**Venue:** 'The Brock' Meeting Room,  
Council Offices, 16 Church Street, Dumbarton

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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: 13 June 2019

**TENDERING COMMITTEE**  
**WEDNESDAY, 26 JUNE 2019**

**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 – 6**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 24 April 2019.

**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: SCHOOL TRANSPORT SESSION 2019/2020 7 – 12**

Submit report by the Chief Education Officer seek approval to authorise the Chief Education Officer in liaison with Strathclyde Partnership for Transport (SPT) to conclude and award contracts for mainstream school transport from August 2019 and up to end of school session 2023/24.

**6 CONTRACT AUTHORISATION REPORT: WEST BRIDGEND WARDEN CALL SYSTEM 13 – 16**

Submit report by the Strategic Lead – Resources seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for West Bridgend Warden Call System.

**7      CONTRACT AUTHORISATION REPORT: PROVISION AND DELIVERY OF WASHROOM SOLUTIONS AND SANITARY PRODUCTS      17 – 21**

Submit report by the Strategic Lead – Resources seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Provision and Delivery of Washroom Solutions (Lot 1) and Sanitary Products (Lot 2).

**8      CONTRACT AUTHORISATION REPORT: OCCUPATIONAL HEALTH PROVISION, EMPLOYEE COUNSELLING AND PHYSIOTHERAPY SERVICES      23 – 27**

Submit report by the Strategic Lead – Resources seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contracts for Occupational Health, Employee Counselling and Physiotherapy Services.

**9      DELEGATE AUTHORITY TO AWARD A CONTRACT DURING THE SUMMER RECESS – FOUNDATION APPRENTICESHIPS      29 – 32**

Submit report by the Strategic Lead – Resources requesting that authority be delegated to the Strategic Lead – Housing and Employability, in consultation with the Vice Convener of the Tendering Committee, to award the contract for Foundation Apprenticeships over the summer recess period.

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**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Clyde Room, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 24 April 2019 at 9.33 a.m.

**Present:** Councillors Ian Dickson, Diane Docherty, Marie McNair\* and Lawrence O'Neill.

\*Arrived later in the meeting.

**Attending:** Stephen West, Strategic Lead - Resources; Annabel Travers, Procurement Manager; David Aitken and Joyce Campbell, Business Partners - Strategic Procurement; Andrea Brown, Senior Procurement Officer; Victoria Wilson, Assistant Procurement Officer; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Provost William Hendrie and Councillor Jim Finn.

**Councillor Ian Dickson in the Chair**

**DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in the item of business on the agenda at this point in the meeting..

**MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Tendering Committee held on 20 March 2019 were submitted and approved as a correct record.

**OPEN FORUM**

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

**CONTRACT AUTHORISATION REPORT: PILOT COMMUNITY LINK WORKER**

A report was submitted report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the direct award of the contract for a Pilot Community Link Worker Service.

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

- (1) to authorise the Strategic Lead - Regulatory to conclude the direct award of the contract for a Pilot Community Link Worker Service to West Dunbartonshire Council for Voluntary Services; and
- (2) to note that the contract shall be for a period of 12 months and at a value of £100,980, excluding VAT.

Note: Councillor McNair entered the meeting during consideration of this item and declared an interest, being the Vice Chair of the Health & Social Care Partnership Board.

### **CONTRACT AUTHORISATION REPORT: ANTONINE WALL PLAY PARK**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Construction of Antonine Wall Play Park.

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

- (1) to note the clarification given in respect of paragraph 3.1 of the report and that Goldenhill Park was located within the Kilpatrick ward but not in Old Kilpatrick;
- (2) to authorise the Strategic Lead - Regulatory to conclude the award of the contract, under the Scotland Excel Framework Agreement (FA) (02-15) for Outdoor Play Equipment and Artificial Surfaces, for the Antonine Wall Play Park to Sutcliffe Play (Scotland) Ltd; and
- (3) to note that the contract shall be for a period of 16 weeks and at a value of £114,000, excluding VAT.

The meeting closed at 9.45 a.m.

**WEST DUNBARTONSHIRE COUNCIL**

**Report by the Chief Education Officer**

**Tendering Committee: 26 June 2019**

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**Subject: Contract Authorisation Report - School Transport Session 2019/2020**

**1. Purpose**

- 1.1** The purpose of this report is to seek approval of the Tendering Committee to authorise the Chief Education Officer in liaison with Strathclyde Partnership for Transport (SPT) to conclude and award contracts for mainstream school transport from August 2019 and up to end of school session 2023/24.

**2. Recommendations**

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

- a) Authorise the Chief Education Officer in liaison with SPT to conclude on behalf of West Dunbartonshire Council, the award of the provision of mainstream school transport contracts from August 2019 as detailed in appendix 1;
- b) Note that the contracts shall be for a maximum period of 5 years and at the cumulative value of £295,811 (ex VAT);
- c) Authorise the Chief Education Officer in liaison with SPT to approve any further contracts during school term 2019/2020 for contracts not exceeding £50,000.

**3. Background**

- 3.1** The Education Services Committee at its meeting on 6 March 2019, approved arrangement to secure mainstream school transport contracts in liaison with SPT for session 2019/2020 and up to school session 2023/2024 where contracts are for a 5 year duration.
- 3.2** The procurement exercise was conducted on the Council's behalf by SPT under their Dynamic Purchasing System which offers open access to suppliers and enables the Council to take advantage of supplier competition and capacity. The procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 (above the EU threshold).
- 3.3** Members will be aware that:
- a) Contracts for sums not exceeding £50,000 may be awarded by the appropriate Strategic Lead following appropriate procurement processes; and

b) Contracts for sums exceeding £50,000 require to be notified to Members for approval.

**3.4** As contracts are aggregated for European Procurement purposes, they have been reported here regardless of their individual values.

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

**4.1** Tender submissions were evaluated by representatives from SPT (as laid down in West Dunbartonshire Council's mainstream school transport agency agreement) against pre-determined selection criteria forming part of the published tender documents which assessed contingency planning, presentation and livery and community benefit. Eight tender submissions passed the selection criteria.

**4.2** Tender submissions were evaluated against a set of award criteria which was based on a Total Cost of Ownership (TCO) / Quality ratio of 90% / 10 %. The quality element reflects 80% contingency planning, 10% relating to presentation and livery and 10% relating to community benefit.

**4.3** Lists of contracts are appended showing:

a) those for sums exceeding £50,000 for Members approval (Appendix 1); and

b) comparison report (Appendix 2).

**4.4** The contracts recommended for award are for a range of 36 and 60 month period and include dedicated vehicle provision and service bus passes. Where dedicated contracts are approved, all vehicles must be fitted with seatbelts. The annual value of the contracts recommended as listed at appendix 1 is £68,191 (exc VAT) which represents a saving of £8836 compared to current contract cost.

The award of contracts will be subject to meeting the terms and conditions as stated in the Conditions of Contract.

10% of the available quality marks (20% weighting overall) were attributed to community benefits and this will be explored further with the appointed contractors under the terms of the contract and in consultation with SPT.

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

**5.1** There are no people implications related to this report.

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

##### **6.1 Financial:**

Financial costs in respect of these particular contracts will be met from the approved revenue budgets of Education, Learning and Attainment. As noted in



4.4 above, there will be an overall decrease in annual cost of £8836 for the recommended contracts as referenced in appendix one.

**6.2 Procurement:**

This procurement exercise was conducted in accordance with the relevant procurement legislation.

**7. Risk Analysis**

**7.1** There is a risk that the Authority will not deliver its statutory duties under the Education Scotland Act (1980) should the committee decide not to proceed as recommended.

**7.2** The successful contractors have 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** An equalities impact assessment screening has been carried out which confirmed there is no negative impact on any protected characteristic.

**9. Consultation**

**9.1** Legal, Finance and Corporate Procurement have been consulted in relation to the content of this report.

**10. Strategic Assessment**

**10.1** Proper procurement is a cornerstone of good governance and supports Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council.

**Laura Mason**  
**Chief Education Officer**

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**Person to Contact:** Susan Mullin, Transport Coordinator  
Education, Learning and Attainment,  
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Andrew Brown, Senior Education Officer  
Education, Learning and Attainment  
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**Appendices:** As attached

**Background Papers:** Report on school transport to Education Services Committee  
on 6 March 2019;  
EIA screening

**Wards Affected:** All

**Appendix 1: Contracts recommended for award:**

<b>Contract No</b>	<b>Contract details</b>	<b>Contractor</b>	<b>Duration of contract</b>	<b>Value of Contract (per annum)</b>
0579K1	Glasgow Gaelic Primary (Dumbarton/Clydebank)	Clydebank Taxis	36 Months	£18,810
2147M1	St Peter the Apostle High/St Mary's Primary, Duntocher (Old Kilpatrick areas)	Clydebank Taxis	60 Months	£20,482
2695M5	Clydebank High (Cochno Road areas)	Clydebank Taxis	36 Months	£3,762
2785F1	Clydebank High (Whitcroft/Linnvale areas)	First Glasgow (No 1) Ltd	60 Months	£17,955
8008Q1	Dumbarton Academy (Milton)	First Glasgow (No 2) Ltd	60 Months	£5,586
8154D1	Our Lady and St Patrick's High (Milton/Dumbarton East)	First Glasgow (No 2) Ltd	60 Months	£1,596
			Total	£68,191

## Appendix 2: Comparison report:

<b>Contract</b>	<b>Contractor</b>	<b>Duration of contract</b>	<b>Range of Contract Values per annum</b>
0579K1 - Glasgow Gaelic Primary (Dumbarton/Clydebank)	Clydebank Taxis	<b>12 – 36 months</b>	£18,810 - £56,701
2147M1 -St Peter the Apostle High/St Mary's Primary, Duntocher (Old Kilpatrick areas)	Clydebank Taxis	<b>36 – 60 months</b>	£20,482 – £22,800
2695M5 – Clydebank High (Cochno Road areas)	Clydebank Taxis	<b>36 months</b>	£3,762
2785F1 -Clydebank High – (Whitcrook/Linnvale areas)	First Glasgow (No 1) Ltd	<b>36 – 60 months</b>	£17,955 - £40,850
8008Q1 - Dumbarton Academy (Milton)	First Glasgow (No 2) Ltd	<b>36 – 60 months</b>	£5,586 – £26,600
8154D1 – Our Lady and St Patrick's High (Milton/Dumbarton East areas)	First Glasgow (No 2) Ltd	<b>36 – 60 months</b>	£1,596 - £22,800

**WEST, DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 26 June 2019**

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**Subject: Contract Authorisation Report – West Bridgend Warden Call System**

**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 West Bridgend Warden Call System.

**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 contract for West Bridgend Warden Call System to Tunstall Healthcare (UK) Limited; and
- b) Note that the contract shall be for a period of 12 weeks and at a value of £96,946 excluding VAT.

**3. Background**

- 3.1** West Dunbartonshire Council (the Council) requires a new warden call system to support the provision of the sheltered housing service to eighty properties within the three high rise buildings at West Bridgend, Dumbarton. Although the current system is still operational, it can't be supported on an ongoing basis as spares parts and replacement units are not available.
- 3.2** The budget for the replacement of West Bridgend Warden Call System was approved at Council on 5 March 2018. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and *The Public Contracts (Scotland) Regulations 2016* for Works. A Contract Strategy document was also approved by the Business Partner, Strategic Procurement (Corporate Indirects) on 5 February 2019.

**4. Main Issues**

- 4.1** As part of the Contract Strategy development two technical options were considered: mobile technology solution (Global System for Mobile (GSM)); and a hard-wired solution. The options appraisal which was done on these technical options identified the Tunstall Hard Wired System as the preferred option at this site. The main reasons for this can be summarised as follows:

- On-site trials of the GSM communication system, found that the signal was intermittent and unreliable when tested from various parts of the site. This was attributed to the metal cage structure of the building which is not compatible with this type of technology. This would present a significant risk to residents who require the security of having a reliable signal at all times in the event of an incident.
- Other suppliers can provide hard-wired technology but peripherals would require testing to ensure they would operate within the constraints of the metal cage within the buildings. There would be costs associated with re-training of staff and the need for staff to carry peripherals for two systems at all times as wardens cover sites across the Council and all other sites currently have the Tunstall technology.
- Any new installation must be compatible with the equipment at East Dunbartonshire Council's (EDC) ARC; which uses Tunstall Healthcare (UK) Limited equipment. EDC have no plans to change from Tunstall Healthcare (UK) Limited and Tunstall Healthcare (UK) Limited are in the process of upgrading the ARC installation. The ARC automatically detects the peripherals, making the connection quick and reliable and removing the need for manual input of data. By having Tunstall Healthcare (UK) Limited as the end to end provider it ensures that the Council has a seamless system that increases efficiency and reduces any conflict when faults occur.

**4.2** Tunstall Healthcare (UK) Limited was invited to submit a full tender which has been evaluated by representatives from West Dunbartonshire Health and Social Care Partnership (WD HSCP), Housing Asset & Investment Team, Consultancy Services, Corporate Procurement Unit (CPU) and Finance Services against pre-determined selection criteria forming part of the published direct award documents which assessed competence, experience, and capacity. The procurement documentation also included questions on the delivery of the contract. Tunstall Healthcare (UK) Limited's submission passed the selection criteria.

**4.3** It is recommended that the contract is awarded to Tunstall Healthcare (UK) Limited of Whitley, Yorkshire. The contract shall be for a period of 12 weeks at a value of £96,946, ex VAT. The value of the contract will be met by funding available in the Special Needs Adaptations Budget.

**4.4** Tunstall Healthcare (UK) Limited has committed to follow Fair Working practices and pay all of their employees the UK Living Wage or above.

**4.5** Tunstall Healthcare (UK) limited has committed to delivery of the following social benefits as a result of delivery of this contract:

- Uplift the same amount of plastic from the Council as delivered and recycle the plastic in a sustainable way.

## **5. Options Appraisal**

**5.1** As advised in section 4.1 above,

## **6. People Implications**

**6.1** There are no people implications.

## **7. Financial and Procurement Implications**

**7.1** Financial costs in respect of this contract will be met from the Housing Revenue Account Special Needs Adaptations Capital Budget. It is expected that the new solution would generate cost reductions of around £3,000 per year compared to current provision.

**7.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with WD HSCP officers and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.

## **8. Risk Analysis**

**8.1** The recommended supplier has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

**8.2** 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.

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

**9.1** An equalities screening was undertaken for this reports to determine if there is an equalities impact. The results were that there is no equalities impact.

## **10. Strategic Assessment**

**10.1** The provision of the West Bridgend Warden Call System will contribute to delivery of the following Council strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents - best use of technology, resources, assets and our estate to support service delivery; and
- Supported individuals, families and carers living independently and with dignity:
  - increased investment in our housing stock to create sustainable and flexibility for residents and tenants;
  - our communities have improved health outcomes

- unpaid carers' needs are supported.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 5 June 2019

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**Person to Contact:** Aileen Toland – Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: 01389 737596.  
Email: aileen.toland@west-dunbarton.gov.uk

Alex Wrens, Care at Home Coordinator, WD HSCP,  
85 - 87 Kilbowie Road, Clydebank, G81 1BL.  
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**Background Papers:** The Contract Strategy  
EIA Screening  
Options Appraisal

**Wards Affected:** Dumbarton



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 26 June 2019**

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**Subject: Contract Authorisation Report – Provision and Delivery of Washroom Solutions and Sanitary Products****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 Provision and Delivery of Washroom Solutions (Lot 1) and Sanitary Products (Lot 2).

**2. Recommendations**

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

- a) Authorise the Strategic Lead Regulatory to conclude the direct award under the Scotland Excel Framework Agreement for the provision and delivery of Washroom Solutions and Sanitary Products namely:

Lot 1 – Washroom Solutions to Rentokil-Initial for the following:

- sanitary waste disposal
- nappy waste disposal
- sanitisers, air fresheners
- sharp disposal and medical waste disposal; and

Lot 2 – Sanitary Products

- the supply of sanitary products to Hey Girls (Community Interest Company).

- b) Note that the contracts shall be for a period of 3 years with an option to extend for a further 12 months. The estimated values are:  
Lot 1 - £144,237 ex VAT for 3 years and £192,316 ex VAT for 4 years; and  
Lot 2 - £293,859 ex VAT for 3 years and £391,812 ex VAT for 4 years.

**3. Background**

- 3.1** Historically, the Council has used Scotland Excel (SXL) Framework Agreements (FA) to source washroom solutions services. These include the uplift of sanitary waste and offensive waste at multiple sites across the Council as well as air fresheners and barrier mats in a few areas. At present, these are provided through an interim contract with Rentokil Initial from 31 December 2018 for up to a value of £49,999 as the previous supplier (Healthcare

Environmental Services – HES) ceased trading on the 27 December 2018 and arrangements had to be put in place urgently to ensure continuity of service.

- 3.2** This contract enables the Council to comply with the requirements of *The Workplace (Health, Safety and Welfare) Regulations 1992*, *The Water Industries Act 1991* and *The Environmental Protection Act 1990*.
- 3.3** The Scottish Government has committed to providing access to free sanitary products to students in schools, colleges and universities to support equality, dignity and human rights for those who menstruate and to ensure that lack of access to products does not impact on an individual's ability to fully participate in education at all levels. In addition, the Scottish Government made a new commitment in 2018 to increase the number and range of places where sanitary products are available for those who need them and announced the provision of funding to local authorities. Funding for the provision of these products within community buildings has been advised, however the exact value of funding for the provision in schools has not yet been advised (a report on proposed distribution methodology was considered at COSLA Leaders meeting on 31 May 2019). Sanitary products will be provided in all primary and secondary schools and in 17 public sites for community access.

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

- 4.1** 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 Goods. A Contract Strategy document has been approved by the Procurement Manager.
- 4.2** The SXL FA allows Councils to direct award to suppliers on the basis of best value. SXL has carried out the due diligence as part of the standard process prior to awarding the FA and therefore further commercial and technical evaluation was not carried out by the Council. There are 4 suppliers on each Lot - Washroom Solutions and Sanitary Products:

Lot 1: A Direct Award to Rentokil Initial is recommended based on the following:

- Rentokil Initial offers the most competitive rates on this Lot. For the most commonly used items i.e. Sanitary Bins and Offensive Waste bins, their rates are 44% and 39% less than the next most competitive provider. As Rentokil Initial rates are 6% and 58% more than HES's previous rates, future spend is likely to exceed the budgeted amount therefore using the most competitive provider will minimise the financial impact to the Council. It is estimated that this will be £7,000 per annum or 9% overall.

Lot 2: A Direct Award to Hey Girls (a Community Interest Company) is recommended for future sourcing of sanitary products:

- Hey Girls have the capacity and capability to meet the Council's demands and are the only provider on Lot 2 who can deliver the Council's requirements exactly in terms of products and pack sizes.

- There are no other collaborative FA's in place that Councils can call off from as the Scotland Excel FA was developed specifically in response to the period poverty initiative.
  - Hey Girls will deliver products direct to site with no additional costs for delivery.
- 4.3** It is recommended that the contract for Washroom Solutions Lot 1; is awarded to Rentokil-Initial based in Blackwater, Camberley, England, with premises also based in Monklands Industrial Estate, Kirkshaws Road, Coatbridge ML5 4RP. The duration of the contract shall be from 1 July 2019 for a 3 year period ending 30 June 2022 with an option to extend for a further 12 months. The estimated value of the contract is £144,237 ex VAT for 3 years and £192,316 for 4 years.
- 4.4** It is recommended that the contract for Sanitary Products Lot 2; is awarded to Hey Girls based in The Glebe Barn, Stenton, Dunbar, EH42 ITE. The duration of the contract shall be from 1st July 2019 for a 3 year period ending 30 June 2022 with an option to extend for a further 12 months. The estimated overall value of the contract is £293,859 ex VAT for 3 years and £391,812 ex VAT for 4 years.
- 4.5** Rentokil-Initial is not an accredited Living Wage Employer however pay the UK Living Wage to all employees. Hey Girls is an accredited Living Wage Employer.
- 4.6** Rentokil-Initial has committed to delivery of the following social benefits:
- Sponsorship of a wide range of events/teams within the West Dunbartonshire area, with the Rentokil Initial logo; and
  - Training workshops on clinical hygiene for Care Homes, Day Centres and Education establishments (free merchandise such as pencils, pens, rulers etc.).
- 4.7** Hey Girls have committed to delivery of the following range of social benefits. The definitive benefits will be agreed at contract award / implementation stage:
- Fundraising events for charities within West Dunbartonshire area;
  - Training sessions to the wider community within West Dunbartonshire area (non-employees / school children);
  - Donation of materials and/or labour to support community projects within the local area to the value of £250; and
  - Sponsorship of a sports team or community event within the local area.

## **5. People Implications**

- 5.1** There are no people implications.

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

- 6.1** The costs in respect of the contract for Washroom Solutions Lot 1 will be met from the approved revenue budgets across the Council. It is estimated that the cost of the provision from the new provider will be around £7,000 per year higher than current budgets. Service areas will require to manage overall expenditure to minimise this additional cost where possible, though this may result in an overspend in 2019/20. Should this be the case, then future year budgets may require to be increased to cover these costs.
- 6.2** Financial costs in respect of the contract for Sanitary Products Lot 2 will be met from Scottish Government funding for both the provision within Education, Learning & Attainment and within community buildings. It is anticipated that the Scottish Government funding for these products in schools and in the community will be around £38,000 and £59,953 per year respectively (the exact funding for schools funding has not yet been allocated for 2019/20 by the Scottish Government).
- 6.3** Future years funding from the Scottish Government may change as these funding streams are reviewed by the government, however the values provided provide an indication of the likely spend over the period of the proposed use of this FA. Actual spend will be monitored against the funding provided and any issues will be reported through normal budgetary control reports to Committee and Council.
- 6.4** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment; Environment & Neighbourhood & Regeneration and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

- 7.1** The successful suppliers have 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** An equalities screening was undertaken to determine if there is an equalities impact. The results were that there is no equalities impact.

## **9. Consultation**

- 9.1** West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment; Environment & Neighbourhood & Regeneration, Legal and Finance services have been consulted regarding the contents of this report.

## **10. Strategic Assessment**

**10.1** The Provision and Delivery of Washroom Solutions Lots 1 and 2 will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

**Stephen West**  
**Strategic Lead - Resources**  
**12 June 2019**

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**Person to Contact:** Christina Fraser - Senior Procurement Officer, CPU,  
Council Offices, 16 Church Street, Dumbarton.  
Telephone: 01389 737857

**Appendix:** None

**Background Papers:** 1. Contract Strategy; and  
2. EIA Screening

**Wards Affected:** All



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 26<sup>th</sup> June 2019**

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**Subject: Contract Authorisation Report – Occupational Health, Employee Counselling and Physiotherapy Services**

**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 contracts for Occupational Health, Employee Counselling and Physiotherapy Services.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contracts for:
- a) Occupational Health Services (Lot 1) to People Asset Management Ltd. Note that the contract shall be for a period of 2 years with an option to extend on two further occasions of up to 12 months on each occasion and at a total value, including any potential extension period, of £440,000 ex VAT;
  - b) Employee Counselling Service (Lot 2) to People Asset Management Ltd. Note that the contract shall be for a period of 2 years with an option to extend on two further occasions of up to 12 months on each occasion and at a total value, including any potential extension period, of £74,000 ex VAT; and
  - c) Physiotherapy Service (Lot 3) to People Asset Management Ltd. Note that the contract shall be for a period of 2 years with an option to extend on two further occasions of up to 12 months on each occasion and at a total value, including any potential extension period, of £150,000 ex VAT.

**3. Background**

- 3.1** The Council, in its own right and on behalf of West Dunbartonshire Leisure Trust and Valuation Joint Board, is seeking to secure the services of an external provider(s) to deliver Occupational Health, Employee Counselling and Physiotherapy Services. The provision of Occupational Health and Physiotherapy Services is essential in ensuring that the Council meets its

health surveillance obligations under Health & Safety Regulations. The Employee Counselling Service provides employees with an Employee Assistance Programme offering confidential support. These services are integral to supporting employees' wellbeing, reducing absence levels and providing support to managers and employees in order to sustain and support attendance at work.

- 3.2** The contract documentation included specific deliverables in relation to reduction of absence levels and specifically the provision of effective management information to evidence improved outcomes.
- 3.3** The Corporate Services Committee on 21 November 2018 agreed a procurement process to obtain provision of an Occupational Health, Counselling and Physiotherapy Service for West Dunbartonshire Council, as a single provision or as individual services, and that the contract/s should be for an initial 2 year period with a further two potential consecutive 12 month periods. The Committee noted that the outcome of the process would be reported to a future Tendering Committee. 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 Strategic Procurement Business Partner (People) on 15 March 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 22 March 2019. 10 providers expressed an interest in Lot 1, 14 providers expressed an interest in Lot 2 and 11 providers expressed an interest in Lot 3. By the deadline for the submissions of 12 noon on 24 April 2019, 3 providers had submitted a response for Lot 1, 2 providers had submitted a response for Lot 2 and 2 providers had submitted a response for Lot 3.
- 4.2** The tender submissions were evaluated by representatives from Human Resources (HR), Corporate Procurement Unit, Health & Safety and Finance Services; against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. 1 tender submission, in each of the 3 lots, passed the award criteria and these tender submissions were all from the same potential supplier – People Asset Management Ltd.
- 4.3** The single tender submission for each of the 3 lots 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 the remaining compliant tenderer, are as follows:



	<b>Weighting</b>	<b>Lot 1 – People Asset Management Ltd</b>	<b>Lot 2 – People Asset Management Ltd</b>	<b>Lot 3 – People Asset Management Ltd</b>
<b>Quality (40%)</b>				
Service Delivery	<b>(18%)</b>	16.2%	14.9%	16.2%
Business Continuity Planning & Phase Out Plan and Exit Strategy	<b>(12%)</b>	12%	12%	12%
Sustainability	<b>(2%)</b>	2%	2%	2%
Community Benefits	<b>(4%)</b>	4%	4%	2%
e-Procurement	<b>(2%)</b>	1.8%	1.8%	1.8%
Commitment for Fair Working Practices	<b>(2%)</b>	2%	2%	2%
<b>Quality Sub-Total %:</b>	<b>(40%)</b>	<b>38%</b>	<b>37%</b>	<b>36%</b>
<b>Price Sub Total %</b>	<b>(60%)</b>	<b>60%</b>	<b>60%</b>	<b>60%</b>
<b>Total Score</b>	<b>100%</b>	<b>98%</b>	<b>97%</b>	<b>96%</b>

- 4.4** It is recommended that the contracts are awarded to People Asset Management Ltd, of Warrington, Cheshire, who has provided the most economically advantageous tenders. The anticipated award date of these contracts is 5 July 2019 with a commencement date of 1 September 2019. People Asset Management Ltd is the Council's incumbent provider.
- 4.5** The contracts shall be for a period of 2 years with the option to extend on a further two occasions for up to 12 months on each occasion and at a total value, including any potential extension period, across all three lots of £664,000, ex VAT. The value of the contracts is at the same value as the budget held for these services..
- 4.6** People Asset Management Ltd has committed to follow Fair Working Practices as below:
- Living wage accredited employer;
  - No zero-hour contracts;
  - Flexible working;
  - Structured vocational training; and
  - Zero tolerance approach to Modern Slavery.
- 4.7** People Asset Management Ltd have committed to delivery of the following social benefits as a result of delivery of these contracts:

- Recruit one member of staff from within the West Dunbartonshire geographical area;
- 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;
- Sponsoring a charity that promotes physical or mental health wellbeing; and
- Sponsorship of a local sports team.

## **5. Options Appraisal**

- 5.1** An options appraisal was undertaken by HR and concluded that internal provision (i.e. directly engaging individuals as Council employees to deliver an Occupational Health Service and Employee Assistance Programme) was not recommended.
- 5.2** The options appraisal recommended that the existing two separate contracts for Occupational Health (including Physiotherapy) and Employee Counselling Services be consolidated into one contract, with three lots, allowing interested suppliers the option to submit bids for one or more lots. It was hoped that by adopting this approach, it would be more accessible to small and medium sized enterprises.

## **6. People Implications**

- 6.1** There are no people implications.

## **7. Financial and Procurement Implications**

- 7.1** Financial costs in respect of these contracts will be met from the approved revenue budgets of HR and it is anticipated that the value of service procured matches the budget provision.
- 7.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with HR officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **8. Risk Analysis**

- 8.1** The successful provider has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 8.2** 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.

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

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

## **10. Consultation**

**10.1** Finance, Legal and HR have been consulted during every stage of this process.

## **11. Strategic Assessment**

**11.1** This service specifically supports Council Strategic Priorities for 2017- 2022 as follows:

- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:**

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**Appendices:** None

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

**Wards Affected:** Not applicable



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Strategic Resources****Tendering Committee: 26 June 2019**

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**Subject: Delegate Authority to Award a Contract During the Summer Recess - Foundation Apprenticeships**

**1. Purpose**

- 1.1.** The purpose of this report is to ask the Tendering Committee to delegate authority to the Strategic Lead – Housing and Employability, in consultation with the Vice Convener of the Tendering Committee, to award the contract for Foundation Apprenticeships over the summer recess period.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee grants delegated authority to the Strategic Lead – Housing and Employability, in consultation with the Vice Convener of the Tendering Committee, to award the contract for Foundation Apprenticeships over the summer recess period. The anticipated value of the contract for Foundation Apprenticeships is £204,000 ex vat over two years, beginning in July 2019.

**3. Background**

- 3.1** West Dunbartonshire Council (the Council) has created a £1m fund to support apprenticeships over the next four years. The fund will see £250,000 spent in each of the coming four years to recruit apprentices across a range of Council services and positions within the private sector, with a focus on opportunities within the construction sector and on school leavers. The investment is part of the Council's commitment to build towards a strong local economy and improved job opportunities. Working4U, the fund facilitators, main goal is improving the quality of life and resilience of West Dunbartonshire residents through services for the provision of:

- credible benefit/debt and income maximisation information, careers guidance, education and support to help residents to make informed choices and enjoy improved life chances;
- good quality advice and learning assisting all to make positive and sustained contributions to their family and community; and
- support to improve residents' employability and resilience, making a positive contribution towards increasing employment rates within our community and closing the gap with Scotland.

- 3.2** The new Apprenticeship Investment Fund (2018- 2022) will run parallel to and enhance the Council's successful Modern Apprenticeship (MA) programme which presently provides young people with opportunities in a range of fields, including childcare, procurement, digital marketing, ICT, administration, care, and construction crafts based on the anticipated need for labour in areas of sectoral growth, identified by the Regional Skills Assessments (RSA). The RSA provides a coherent evidence base on which to base future investment in skills, built up from existing datasets. They highlight economic and labour market data, offering trends and forecasts at both regional and local authority level.
- 3.3** The Councils' Working4U team have been awarded a Skills Development Scotland (SDS) grant to deliver Foundation Apprenticeships (FA). FA are work-based learning programmes available to senior phase pupils across all schools in Scotland. They are designed to sit alongside National 5, Higher and other qualifications within a pupil's curriculum. They combine sector-specific skills and knowledge, allowing pupils to begin to develop job competence. FAs provide an opportunity for all of Scotland's young people to develop skills and knowledge in a workplace setting whilst also studying subject-based qualifications at school.
- 3.4** The programmes to be delivered as part of this procurement exercise are:
- National Progression Award (NPA) in Social Services and Healthcare at SCQF Level 6 (SQA Ref. No. GL3W 46)
  - National Progression Award (NPA) in Social Services (Children and Young People) at SCQF level 6 (SQA Ref. No. GL79 46)
  - National Certificate in Civil Engineering at SCQF level 6 (SQA Ref. No. GJ4G 46)

Pupils who complete and pass the course will receive an SQA award at NPA / General Certificate level.

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

- 4.1** Working4U have pupils registered to complete the above qualifications with some commencing their work experience over the summer break. To this end, Working4U require the provider to be appointed and available over the summer to mentor these pupils and to ensure everything is in place for the commencement of the new school year. If Working4U were required to wait until the August 2019 Tendering Committee to appoint the provider of this service there is the possibility of losing the funding.
- 4.2** The procurement exercise for FA; will be conducted in accordance with the Council's Standing Orders, Financial Regulations including a contract strategy and *The Public Contracts (Scotland) Act 2016*. The procurement exercise for FA will also be evaluated on the basis of the most economically advantageous tender received which includes an assessment of both price and quality. Social benefit proposals will be requested.

## **5. People Implications**

- 5.1** There are no people implications associated with this report.

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

- 6.1** If the Council was required to wait until the August 2019 Tendering Committee to appoint the provider of this service, there is the possibility of losing the funding.
- 6.2** This procurement exercise will be conducted in accordance with the contract strategy that will be developed by the Corporate Procurement Unit in close consultation with the Working4U team and the Council's Standing Orders, Financial Regulations and *The Public Contracts (Scotland) Act 2016*.

## **7. Risk Analysis**

- 7.1** The Corporate Procurement Unit shall ensure that 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 may have financial implications.

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

- 8.1** The Equalities Impact Assessment (EIA) has identified that there will be a positive impact on the protected characteristics of age, disability, social and economic development, gender, health, human rights, race, religion and beliefs and sexual orientation. Taken into consideration were West Dunbartonshire Council Performance Indicator's for equality outcomes assigned to Working4U to promote Modern Apprenticeships applications in areas where males and females are under-represented. The Working4U bid for Foundation Apprenticeship also required equality actions to promote the up-take of Foundation Apprenticeships to pupils in areas that are under-represented.

## **9. Consultation**

- 9.1** Working4U team and Legal Services have been consulted on this report.

## **10. Strategic Assessment**

- 10.1** This procurement exercise contributes to the Council's strategic priorities for 2017 – 2022:
- A Strong local economy and improved employment opportunities.

**Name: Stephen West**

Designation: Strategic Lead - Resources

Date: 26 June 2019

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**Appendices:** None

**Background Papers:** None

**Wards Affected:** All Council Wards.