

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Regulatory and Regeneration****Tendering Committee: 15 November 2023**

Subject: Provision of Removals, External Environmental Works & Needle Sweep Services**1. Purpose**

1.1 The purpose of this report is to seek approval of the Tendering Committee to conclude the award of the contract for the Provision of Removals, External Environmental Works & Needle Sweep Services.

2. Recommendations

2.1 It is recommended that the Tendering Committee:

- a) Authorise the Chief Officer – Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Provision of Removals, External Environmental Works & Needle Sweep Services to SPS Doorguard Limited; and
- b) Note that the contract shall be for a period of four years at a value of £935,923.20 inc VAT over four years. The estimated commencement date of the contract is December 2023.

3. Background

3.1 The Council has a requirement to appoint a suitably qualified provider to carry out Removals, External Environmental Works & Needle Sweep Services on behalf of Housing & Employability and Building Services.

3.2 The overall budget for Provision of Removals, External Environmental Works & Needle Sweep Services was approved at the West Dunbartonshire Council Committee on 1 March 2023. The budget for this specific contract is a General Revenue budget.

3.3 This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 19 May 2023.

4. Main Issues

4.1 The Contract Strategy identified that there were no available framework agreements in place that could deliver the full scope of services required and that the best route to market was an open procedure to increase competition.

4.2 A contract notice was published on the Public Contracts Scotland advertising portal on 17 August 2023. Sixteen potential bidders expressed an interest, with three bidders submitting a response by the deadline on 22 September 2023.

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

4.4 All three tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 60% / 40%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Graham Hygiene Services Limited	Perfect Clean Edinburgh LTD	SPS Doorguard Limited
Quality (40%)				
Pricing	4%	3%	3%	3%
Fit for purpose Services	16%	12%	12%	12%
Continuous Improvement / Innovation	2%	1.5%	1.5%	1%
Change Management	2%	1.5%	1%	1.5%
Complaints	4.8%	3.6%	3.6%	3.6%
Communication	7.2%	5.4%	5.4%	5.4%
Social Benefits	4%	4%	4%	4%
Quality Sub-Total %:	40%	31%	30.5%	30.5%
Price (60%)				
Price Sub Total £	-	£979,660	£879,054	£779,936
Price Sub Total %	60%	47.767%	53.23%	60%
Total Score	100%	78.767%	83.73%	90.5%

4.5 It is recommended that the contract is awarded to SPS Doorguard Limited of 225 Bath Street, Glasgow, G2 4GZ who has provided the most economically advantageous tender. The contract shall be for a period of four years at a value of £779,936 ex VAT / £935,923.20 inc VAT.

4.6 SPS Doorguard Limited has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. Further, SPS Doorguard Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruit a 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;
- Attend employment fair to encourage local employment with West Dunbartonshire;
- Donation of goods to local food-share scheme;
- Deliver quarterly mentoring sessions to West Dunbartonshire residents to remove barriers to work of those most likely to reoffend;
- Supporting environmental regeneration, such as re-development of old quarry or brown belt areas;
- Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

The social benefits will be discussed at the implementation meeting with SPS Doorguard Limited and actions to take these forward will be agreed.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of this contract will be met from the Housing Revenue Account.

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

6.3 The figures in the recommendations have been provided as inclusive of VAT in line with Scottish Government guidance. As the Council is able to recover VAT it may be of interest to note that the prices referred to in Paragraph 2.1(b) exclusive of VAT will be £779,936 over four years.

7. Risk Analysis

7.1 SPS Doorguard Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken which determined a full equalities impact assessment was not required.

9. Consultation

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

10. Strategic Assessment

12.1 Provision of Removals, External Environmental Works & Needle Sweep Services will contribute to the delivery of the Council's strategic priorities:

- Our communities are resilient and thriving;
- Our environment promotes a greener future;
- Our economy is strong and flourishing

Name: Alan Douglas

Designation: Chief Officer – Regulatory and Regeneration

Date:

Person to Contact: Michelle McKenzie, Senior Procurement Officer,
Corporate Procurement Unit
Telephone 01389 737484
Email: michelle.mckenzie@west-dunbarton.gov.uk

Background Papers: Contract Strategy
EIA Screening

Wards Affected: None.