Agenda

Tendering Committee

Date: Wednesday, 29 August 2018

Time: 09:15

Venue: Council Chamber, Clydebank Town Hall,
Dumbarton Road, Clydebank

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 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: 16 August 2018

TENDERING COMMITTEE

WEDNESDAY, 29 AUGUST 2018

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 – 8

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 27 June 2018.

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: FRESH MEATS, COOKED MEATS AND FRESH FISH – CALL-OFF FROM SCOTLAND EXCEL FRAMEWORK AGREEMENT (01/18) 9 – 13

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of three contracts for the Supply & Distribution of Fresh Meats, Cooked Meats and Fresh Fish.

6 CONTRACT AUTHORISATION REPORT: APPOINTMENT OF A STRATEGIC HOUSING PARTNER TO UNDERTAKE THE DELIVERY INCLUDING CONSTRUCTION OF THE COUNCIL'S STRATEGIC HOUSING INVESTMENT PLAN (SHIP) 15 – 43

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for a strategic delivery partner to deliver the Council's affordable housing supply programme as set out within the Council's Strategic Housing Investment Plan (SHIP).

7/

7	**CONTRACT AUTHORISATION REPORT: MANAGED WORK FOR HOUSING BENEFIT AND COUNCIL TAX REDUCTION CLAIMS**	**45 – 48**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Managed Work for Housing Benefit (HB) and Council Tax Reduction (CTR) Claims.

8	**CONTRACT AUTHORISATION REPORT: CYCLE TO WORK SCHEME**	**49 – 53**

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 of a Cycle to Work Scheme.

9	**REVISED CONTRACT AUTHORISATION REPORT: PROVISION OF VENDING MACHINES – FULLY MANAGED SERVICES**	**55 – 58**

With reference to the Minutes of Meeting of the Tendering Committee meeting held on 27 June 2018, submit report by the Strategic Lead - Resources providing an update on the outcome of a previous decision relating to the award of the contract for the provision of fully managed vending services and seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract.

10	**CONTRACT AUTHORISATION REPORT: INSTALLATION OF EXTERNAL WALL INSULATION AND RENEWAL OF ROOFS TO COUNCIL HOUSING STOCK**	**To Follow**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the installation of External Wall Insulation and renewal of roofs to Council Housing Stock.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 27 June 2018 at 9.15 a.m.

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

Attending: Stephen West, Strategic Lead - Resources; Alison Wood, Business Partner - Strategic Procurement; Fred Dapaah and Christina Fraser, Senior Procurement Officers; Susan Mullin, Transport Co-ordinator, Education, Learning & Attainment; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Provost William Hendrie and Councillors Marie McNair and Brian Walker.

Councillor Jim Finn in the Chair

DECLARATIONS 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 30 May 2018 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.

SUPPLY AND DISTRIBUTION OF MILK AND ASSOCIATED PRODUCTS – CALL-OFF FROM SCOTLAND EXCEL FRAMEWORK AGREEMENT (19-17)

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 Supply and Distribution of Milk and Associated Products across West Dunbartonshire Council.

DRAFT

After discussion and having heard Ms Fraser, Senior Procurement Officer, and the Business Partner - Strategic Procurement 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 direct award of a contract under the Scotland Excel Framework Agreement (FA) (19-17) for the Supply and Distribution of Milk and Associated Products to Müller Milk;

(2) to note that the contract shall be for a period of two years and eight months with the option to extend for up to a potential 12 month period until 28 February 2022; and

(3) to note that the overall estimated value of the contract, including the 12 months extension, would be £631,991.18, excluding VAT.

TENDER OUTCOME REPORT: PROVISION OF VENDING MACHINES – LEASING AND MAINTENANCE (LOT 1) AND FULLY MANAGED SERVICES (LOT 2)

A report was submitted by the Strategic Lead - Resources providing an update on the outcome of a recent process to procure providers of vending machines.

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

(1) to note that Lot 1 would be retendered to ensure that the provision procured would all be brand new;

(2) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council (WDC) and West Dunbartonshire Leisure Trust (WDLT), the award for the Provision of Fully Managed Services (Lot 2 only), to Ideal Services Ltd; and

(3) to note that the contract shall be for a period of three years with the option to extend for up to an additional two 12 month periods until 1 July 2023 and at a revenue value to the supplier of potential income of around £128,624 per year (potential overall value of around £643,120) and potential commission to WDC & WDLT of around £33,128 per year (potential overall commission of around £165,640 net of VAT).

DRAFT

FRAMEWORK/CONTRACT AUTHORISATION REPORT: CORPORATE TAXI SERVICES

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the Framework Agreement (FA) and associated call-off contracts for the Provision of Corporate Taxi Services.

After discussion and having heard Mr Dapaah, Senior Procurement Officer, and the Business Partner - Strategic Procurement 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 West Dunbartonshire Council, the award of the FA and associated call-off contracts for the Provision of Corporate Taxi Services; and

(2) to note that the FA shall be for a period of 24 months with an optional extension of 12 months and at an indicative cost of £136,281, excluding VAT, for Health & Social Care Partnership (HSCP) requirements and £411,673, excluding VAT, for currently specified Education, Learning & Attainment (ELA) requirements over one, two and three years, and that the costs for ELA would increase as new requirements were identified during the term of the FA.

CONTRACT AUTHORISATION REPORT: SCHOOL TRANSPORT SESSION 2018/2019

A report was submitted by the Chief Education Officer seeking 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 2018 and up to end of school session 2022/23.

After discussion and having heard the Transport Co-ordinator in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

(1) to authorise the Chief Education Officer, in liaison with SPT, to conclude on behalf of West Dunbartonshire Council, the award of contracts for the provision of mainstream school transport from August 2018 as detailed in Appendix 1 to the report;

(2) to note that the contracts shall be for a maximum period of five years and at the cumulative value of £1,308,150, excluding VAT;

(3) to note the decision not to award one contract for Dumbarton Academy because the contract did not represent best value and to authorise the Chief Education Officer, in liaison with SPT, to make necessary arrangements for the contract provision; and

(4) to authorise the Chief Education Officer, in liaison with SPT, to approve any further contracts during school term 2018/2019 not exceeding £50,000.

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The meeting closed at 9.27 a.m.

DRAFT

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 29 August 2018

Subject: Contract Authorisation Report - Fresh Meats, Cooked Meats and Fresh Fish – Call Off from Scotland Excel Framework Agreement (01/18)

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 three contracts for the Supply & Distribution of Fresh Meats, Cooked Meats and Fresh Fish.

2. Recommendations

2.1 It is recommended that the Tendering Committee:

a) authorises the Strategic Lead Regulatory to conclude, on behalf of West Dunbartonshire Council (the Council), the award of contracts under the Scotland Excel Framework Agreement (FA) (01/18) for the Supply and Distribution of Fresh Meats, Cooked Meats and Fresh Fish to McLays Ltd for Lot 1 (Fresh Meats), Brake Bros Ltd for Lot 2 (Cooked Meats) and McLays Ltd for Lot 3 (Fresh Fish); and

b) notes that the contracts shall be for a period of three years from 1 October 2018 with the option to extend for up to a potential twelve month period until 30 September 2022. The overall estimated value of the three contracts, including the twelve months extension, will be £1,095,000 ex VAT.

3. Background

3.1 The Council has a requirement for Education and Health and Social Care establishments and Clydebank Town Hall to procure a range of fresh goods including but not limited to, beef, lamb, pork, poultry, sausages, burgers, cooked meats and fresh fish.

3.2 Historically, the Council has used Scotland Excel FAs to source these products and the contract strategy identified that this is the best route to market for this requirement.

3.3 The budgets for Supply & Distribution of Fresh Meats, Cooked Meats and Fresh Fish were approved as part of wider service budgets at the West Dunbartonshire Council meeting 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 2015 (above the EU threshold) for Goods. A Contract Strategy document was also approved by the Procurement Manager in August 2018.

4. Main Issues

4.1 Four suppliers who met the specific lot requirements to supply and deliver the Fresh Meat, Cooked Meat and Fresh Fish were awarded a place on each lot. The suppliers and their ranking for each lot awarded are as follows:

Lot	Rank	Score (100)	Supplier	Location
1 Fresh Fish	1	98.63	McLays Ltd	Glasgow
	2	91.15	Campbell's Prime Meat Ltd	West Lothian
	3	86.85	Campbell Brothers Ltd	Midlothian
2 Cooked Meats	1	94.50	Brake Bros Ltd	Ashford, Kent
	2	89.30	McLays Ltd	Glasgow
	3	86.45	Campbell's Prime Meat Ltd	West Lothian
	4	78.96	Campbell Brothers Ltd	Midlothian
3 Fresh Fish	1	92.63	Campbell Brothers Ltd	Midlothian
	2	88.68	McLays Ltd	Glasgow
	3	85.30	Campbell's Prime Meat Ltd	West Lothian

4.2 The FA allows Councils to direct award to suppliers on the basis of best value and therefore further commercial and technical evaluation was not carried out by the Council.

4.3 The contract for Lot 1 Fresh Meat is recommended to be awarded to McLays Ltd as the 1st ranked bidder - the supplier with the most economically advantageous tender for the Council's requirements.

4.4 The contract for Lot 2 Cooked Meats is recommended to be awarded to Brake Bros Ltd as the 1st ranked bidder - the supplier with the most economically advantageous tender for the Council's requirements. Brake Bros already supply establishments under the current contract for Cooked Meats as well as supplying establishments with Groceries & Provisions and Frozen Foods under two separate agreements. Therefore no increase/reduction in administration and logistics is expected.

4.5 For the purposes of best value, it is recommended that the contract for Lot 3 Fresh Fish is awarded to McLays (2nd ranked bidder). Benchmarking analysis was undertaken by Scotland Excel between the 1st and 2nd ranked supplier against core items volumes/spend for the period 1 January 2017 to 31 December 2017. The results are shown in the table below:

Lot 3 Supplier	Lot 3 Score	Core Items Spend Per Annum		£ Anticipated Saving Per Annum	% Anticipated Saving
		Current Contract	New Contract		
Campbell Brothers Ltd	92.63	£4,697	£3,913	£784	16.7%
McLays Ltd	88.68	£4,697	£4,482	£215	4.6%

4.6 The difference in anticipated savings on contracted core-items between Campbell Brothers and McLays Ltd would be £569 p.a/£2,276 over 4 years, which equates to <1% of current spend for all requirements. Awarding the contracts to McLays Ltd for Lot 1 Fresh Meat and Lot 3 Fresh Fish will provide the following administrative and logistical savings that will outweigh the savings gained by awarding the lots to separate suppliers:

- Administrative savings estimated at approximately £3,190 p.a/ £12,760 over 4 years; achieved through the reduction in administrative time spent ordering with separate suppliers, handling extra deliveries and reconciling transactions; and
- Logistical savings estimated to be 837 less deliveries p.a/ 3,348 over 4 years to the Council area that will reduce the CO^2 Footprint.

4.7 A comparison of the supplier's rates was carried out by the Corporate Procurement Unit and applied to Council spend in each of the requirement areas, which identified the following costs and savings:

Contract Recommendation	Current Annual Spend	New Annual Spend	Annual Saving	Saving Over 4 years
Lot 1 Fresh Meats McLays Ltd	£243,099	£228,125	£14,974	£59,896
Lot 2 Cooked Meats Brake Bros Ltd	£30,611	£30,213	£398	£1,593
Lot 3 Fresh Fish McLays Ltd	£16,114	£15,457	£657	£2,627
Total	**£289,824**	**£273,795**	**£16,029**	**£64,116**

4.8 It is recommended that contracts are awarded to McLays Ltd, of Glasgow and Brake Bros Ltd of Ashford, Kent as the suppliers who provide overall best value for the Council's requirements. The contract's estimated overall value including any extensions will be £1,095,000 ex VAT. The duration of the contracts shall be from 1 October 2018 for 3 years, with the option to extend for a further

potential 12 months, which will expire on 30 September 2022. The value of the contracts is below the current spend within the approved budgets.

4.9 Both McLays Ltd and Brake Bros Ltd have committed to follow Fair Working Practices and have provided examples of initiatives which enhance diversity, improve staff development and communication and avoid exploitative practices. McLays Ltd is not a Living Wage accredited employer, but does pay the living wage. Brake Bros Ltd is not a Living Wage accredited employer, and do not pay the living wage.

4.10 Both suppliers have committed to delivery of social benefits as part of the Scotland Excel FA including a number of employment and training opportunities for local residents and contributions to local community projects. The level of social benefits received from the FA is dependent on the level of spend with each supplier. Once the contracts are awarded, the Corporate Procurement Unit will follow up with the suppliers to agree and record all community benefits to be provided through the contracts.

5. People Implications

5.1 There are no people implications

6. Financial and Procurement Implications

6.1 Financial costs in respect of these call-off contracts (estimated at £273,795 per annum) will be met from the approved revenue budgets of Health and Social Care Partnership (HSCP), Facilities Management, Clydebank Town Hall, and Education establishments approved at the Council meeting of 5 March 2018.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with the services of Facilities Management and HSCP and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

6.3 The Supply & Distribution of Fresh Meats, Cooked Meats and Fresh Fish will contribute to delivery of the Council strategic priorities by supporting the provision of a balanced diet for school pupils, HSCP clients and other customers, promoting a positive health and wellbeing.

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 for this report to determine if there is an equalities impact. The results were there is no equalities impact.

9. Consultation

9.1 Service Leads from Environmental & Neighborhood Services, HSCP and Communications, Culture and Communities have been consulted regarding the contract strategy. Finance and Legal Services have been consulted on the contents of the report.

10. Strategic Assessment

10.1 The use of the Scotland Excel FA for the Supply & Distribution of Fresh Meats, Cooked Meats and Fresh Fish, supports the following Council strategic priority for 2017 - 2022:

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

Name: Stephen West
Designation: Strategic Lead - Resources
Date: 14 August 2018

Person to Contact:	Andrew Duncan - Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, G82 1QL. Telephone 01389 737425
Appendices:	None
Background Papers:	Contract Strategy EIA Screening
Wards Affected:	All

ITEM 6

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 29 August 2018

Subject: Contract Authorisation Report: Appointment of a strategic housing partner to undertake the delivery including construction of the Council's Strategic Housing Investment Plan (SHIP).

1. Purpose

1.1 The purpose of this report is to seek approval of the Tendering Committee to authorise the Strategic Lead – Regulatory to conclude the award of the contract for a strategic delivery partner to deliver the Council's affordable housing supply programme as set out within the Council's Strategic Housing Investment Plan (SHIP).

2. Recommendations

2.1 It is recommended that the Tendering Committee:

a) Authorise the Strategic Lead – Regulatory to conclude the award of the call off contract for the delivery including construction of the Council's SHIP subject to the CCG (Scotland) Ltd providing a SHIP delivery programme by no later than 14 September 2018 demonstrating that they can deliver the project by 31 March 2021, under the Scottish Procurement Alliance Framework Agreement - Off-Site Construction of New Homes (NH1), Lot M1 - Southern Scotland to CCG (Scotland) Ltd who are based in Glasgow; and

b) Note that the contract will include gateway reviews at each site at an estimated maximum value of £89.872m exc VAT(the budgeted resources factored into the investment programme inclusive of a projected minimum £19.693m of Scottish Government Grant Funding through Affordable Housing Supply Programme. Therefore a net capital cost to the HRA of £52.145m).

3. Background

3.1 Approval to go out to tender was provided at the Housing and Communities Committee on 7 February 2018.

3.2 The budget for the delivery of the Council's ambitious affordable housing supply programme was agreed at Council, on 5 March 2018, as part of the Housing Capital Plan. The appointment and subsequent contract award of a strategic delivery partner allows the Council to deliver the housing as set out in the HRA Capital Plan by the Scottish Government's 2021 target date and will

ensure that Scottish Government funding of an estimated £19.693m is secured to support the delivery of the SHIP.

3.3 The Council development sites are:

Project	No. of New Houses	Total Cost Est	Grant Required	Est Start	Est Completion
St Andrews School, Clydebank	126 68 (Council units) (58 Cube HA)	£18.27m	£8.188m	March 2019	May 2020
Creveul Court, Alexandria Town Centre, Alexandria	20	£3m	£1.18m	January 2020	January 2021
Bellsmyre Regeneration (Aitkenbar), Dumbarton	55	£8.25m	£3.245m	January 2019	March 2020
Haldane PS, Alexandria	60	£9m	£3.54m	April 2019	July 2020
Clydebank East, Clydebank	60	£9m	£3.54m	Sept 2018	January 2021
Total	**321**	**£47.52m**	**£19.693m**		

This data is subject to change as the Council refines the development sites.

3.4 A contract strategy was developed and approved by the Procurement Manager on 11 June 2018 which recommended a direct award (a contract is awarded to a supplier on a framework agreement without further competition) to CCG (Scotland) Ltd via the Scottish Procurement Alliance (SPA) framework agreement. A mini competition (a competitive process for suppliers already on that framework agreement) had the potential to secure additional savings and other benefits; however, due to the complexity, technical compatibility and the time required to facilitate a mini competition, the mini competition represents a risk to the Council securing Scottish Government funding and the overall delivery of the SHIP. It was decided therefore to conduct a direct award procedure.

3.5 The subsequent procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015 above EU thresholds for Works.

4. Main Issues

4.1 Tender submissions for the SPA framework agreement - Off-Site Construction of New Homes (NH1), were evaluated by representatives of SPA (as detailed within the Contract Notice) in accordance with national and European Procurement rules and were evaluated according to the following weighted criteria 75% / 25%:

SPA Framework Agreement Criteria			
Quality		**Cost**	
Criteria	**Weighting %**	**Criteria**	**Weighting %**
Company Evaluation	10%	Pricing Structure and Contract Scenarios	25%
Production Quality control	15%		
Project Administration	10%		
Quality Question	10%		
Scenario questions	10%		
Technical declarations	20%		

4.2 CCG (Scotland) Ltd where the most economically advantageous tenderer according to the weighted criteria above and scored a total of 79.63%. The next tenderer scored 79.41%.

4.3 CCG (Scotland) Ltd has reviewed the scope of the SHIP deliverables and on past experience believe that these can be achieved to meet the standards defined by the Council. As part of the preferred Contractor appointment, a programme must be provided detailing how the SHIP deliverables can be achieved by the SHIP deadline date of 31 March 2021. The Contractors baseline delivery programme requires to be submitted by 14 September 2018, for agreement in principle with the Council, with key milestones, deliverables and gateways identified for agreement and sign off by the "SHIP Management Board by no later than 28 September 2018.

4.4 The table below shows the current baseline costs and CCG (Scotland) Ltd target costs (the contractor is reimbursed his costs on an actual cost basis subject to the application at the end of the project of a formula which allows the contractor to share any savings made and to contribute towards overspend) based on house/flat type:

Indicative Costing:

The SHIP spend profile calculates an average cost of £150k per unit, this figure includes a mix of different housing types broke down in the table below:

HOUSE TYPE	GIFA m2	Cost Range per m2 (unit only)	Construction Cost Range HOUSE TYPE (unit only)
		Max (£)	Max (£)
Detached House; 4 bed / 7P	138	£1,400	£193,200
Semi detached; 4 bed / 7P	151	£1,400	£211,400
Semi detached; 3 bed / 5P	112	£1,400	£156,800
Semi detached; 2 bed / 4P	93	£1,400	£130,200
Disabled bungalow; 3 bed / 5P	131	£1,700	£222,700
Disabled Access Flat block - comprising:			
Ground Floor - 2 Bed disabled access flats; 2 No.	98	£1,400	£137,200
First Floor - 3 Bed flats; 2 No.	104	£1,400	£145,600
Cottage Flat block - comprising:			
Cottage flats; 1 bed / 2P ground floor	63	£1,400	£88,200
Cottage flats; 1 bed / 2P ground floor	67	£1,400	£93,800
Detached bungalow; 1 bed / 2 P	62	£1,500	£93,000

4.5 The above rates are typical costs ranges for standard Council house types. Reference in particular to Hill Street and Second Avenue projects. Costs are based on meeting the requirements of the West Dunbartonshire Affordable Housing Design Standard.

4.6 The costs in the table above exclude the following list, although these costs have been excluded from the house target costs they have been accounted for within the allocated Housing budget:

- external works, site works and external play areas, utility and services diversion works and works outside of the site boundary;
- abnormal / significant foundation solutions, significant site level issues / making up levels and associated fees;
- SUDS;
- contamination and asbestos treatment and removal;
- Japanese Knotweed treatment and removal;
- site servicing / infrastructure;
- flood prevention measures;
- loose fittings, furnishings and equipment and external furniture;

- blinds / solar shading;
- archaeological investigations and exploratory or resulting works;
- phasing of the works;
- Fire fighting equipment;
- signage and wayfinding;
- lighting controls;
- sprinkler installation;
- air conditioning;
- floor finishes throughout;
- public art installations or contributions;
- Planning conditions;
- refuge collection receptacles;
- design fees, external and internal;
- client finance, legal or marketing costs;
- site acquisition costs and fees;
- risk /contingency allowance;
- Oversailing Agreements;
- Planning Gain;
- statutory charges and or changes;
- currency and exchange rate fluctuations;
- costs resulting from tariffs or other charges applied by foreign countries following the withdrawal of the UK from the European Union.

4.7 A number of community benefits will be secured throughout the duration of the New Build Housing Programme, the table below outlines the proposal received from CCG (Scotland) Ltd:

Residential Construction – Value Table	**Creveul Court**	**Aitkenbar**	**Haldane**	**Clydebank East**	**St. Andrew's School**	**Totals**
	£3m – £4m	**£4m - £8.5m**	**£4 -£8.5m**	**£8.5m - £10m**	**£10m- £12m**	
Work placement opportunities (16 plus years) – no. individuals	3	6	6	7	8	30
Construction Curriculum support activities – no. individuals	1	3	3	4	5	16
Graduates - no. individuals					1	1
Apprenticeship starts - no. individuals	2	3	3	4	5	17
Existing Apprenticeships - no. individuals	2	3	3	4	5	17
Apprenticeships completed - no. individuals	3	4	4	5	6	22
New jobs created on construction project - no. individuals	1	3	3	4	5	16
Community Engagement/Investment £1k per million	£3.5k	£8k	£8k	£9k	£11k	£39.5k

CCG will work closely with WDC to establish how the Community Investment will be best spent
CCG will engage with local suppliers and sub-contractors through a Meet the Buyer Events which will be arranged with the Council upon award of the contract.

5. People Implications

5.1 There are no People Implications with regards to this report; however the delivery of the Council's ambitious new build programme will require additional resources within Housing Development and Consultancy Services.

6. Financial and Procurement Implications

6.1 The costs of these works will be met from the approved Housing Revenue Account capital budget for new build housing and the revenue impacts of borrowing to fund this investment included in the HRA financial modelling process to be funded through rental income. There could be new requirements identified through the duration of the contract due to potential risk around site investigation work, however it is anticipated that this will be delivered within the approved budget and reported to Housing Communities Committee should there be any additional budget required.

6.2 The procurement procedures outlined within this report shall ensure that the Council meets it statutory requirements in respect of procurement. The procurement exercise was conducted with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Housing, Consultancy Services and Scoping Officers and the provisions of standing orders, the financial codes and relevant procurement legislation.

6.3 The appointment of a strategic delivery partner to undertake the delivery including construction of the Council's Strategic Housing Investment Plan (SHIP) will deliver:

- Over 300 new council homes for rent;
- Secure apprenticeships and jobs for the area;
- Contribute significantly to the More Homes West Dunbartonshire approach which will deliver 1,000 new homes in a 1,000 days;
- Ensure West Dunbartonshire Council contributes to Scottish Governments 50,000 new homes target;
- Improve the health wellbeing and life opportunities for our communities
- Assist in reduction of homelessness; and
- Assist in the delivery of new models of housing which will positively impact on the most vulnerable and disadvantaged members of our community.

7. Risk Analysis

7.1 Should the Tendering Committee decide not to proceed as recommended:

- West Dunbartonshire will lose £20m grant funding to the area;
- 300 new council homes will be lost – with nearly 4,000 people on the Housing Waiting List;

- West Dunbartonshire Council will not be able to contribute to the Scottish Government national targets – reputational damage;
- Potentially for the Scottish Housing Regulator to take an interest in why the planned units could not be met.

7.2 Legal Services have identified that the award of a single contract for such multiple sites without definitive information for each represents a significant contractual risk and may mean the Council is unable to withdraw in the event of underperformance, market opportunity, rising prices (through claimed site abnormals) etc, which will be managed by Consultancy Services and the More Homes West Dunbartonshire Board.

7.3 The successful contractor 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 Impact assessment screening has been carried out which confirmed there was no negative impact on any protected characteristic.

9. Consultation

9.1 Legal, Finance, Housing and Consultancy Services stakeholders have been consulted on the content of this report. Legal Services comments are reflected within the Risk Analysis sections of the report.

10. Strategic Assessment

10.1 The delivery of this contract will support the following strategic objectives:

- A Strong local economy and improved employment opportunities;
- Supported individuals, families and carers living independently and with dignity;
- Meaningful community engagement with active empowered and informed citizens who feel safe and engaged;
- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

Stephen West
Strategic Lead – Resources
7 August 2018

Person to Contact:	Angus Cameron, Senior Procurement Officer, Strategic Procurement, Garshake Road, 01389 776952, angus.cameron@west-dunbarton.gov.uk John Kerr, Housing Dev & Homeless Manager, Housing & Employability, 16 Church Street, 01389737889, john.kerr@west-dunbarton.gov.uk
Appendices:	Appendix 1 – Framework Scoring Breakdown Appendix 2 – Commercial Gateway and Decision flow model Appendix 3 – SHIP Programme – 5 sites
Background Papers:	Contract Strategy and EIA Screening
Wards Affected:	All

POSITION	Lot 31 Scotland - Area M (Areas M1 and M2)Low Rise Developments of 41 units or more	PRICE WEIGHTED SCORE	QUALITY WEIGHTED SCORE	VFM SCORE
1	Caledonian Modular Ltd	23.06	71.70	94.76
2	CCG Scotland Ltd	24.29	55.34	79.63
3	Cruden Investments Limited	25.00	54.41	79.41
4	F1- Modular Ltd	20.32	58.11	78.43
5	Keepmoat Regeneration Limited	24.49	51.23	75.73

Full details of these companies are as follows: ***Company B***

CCG Scotland Ltd
1 Cambuslang Road
GLASGOW
Lanarkshire
G328NB,
Appointed to service Lots 31,32,33,36,37 & 38

Company F

F1- Modular Ltd
3 Hagley Court North
The Water Front
Dudley
DY5 1XF
Appointed to service Lots 1,2,3,4, 6,7,8,9,10,11,12,13,14,15,16,17,18,19,20 ,21,22,24,25,26,27,28,29,31,32,33,34,35, 36,37

Company H

Hill Partnership Ltd
The Powerhouse
Gunpowder Mill
Powdermill Lane
Waltham Abbey
Essex
EN9 1BN,
Appointed to service Lots 1,4,5,6,7,22,23

Company L

Rollalong Ltd
Woolsbridge Industrial Park
Three Legged Cross
Wimborne
Dorset
BH21 6SF
Appointed to service Lots 1,2,3,4,5,6,7,8,9,10,11,12,13

Company C

City West Works Ltd
52 Regent Street
Eccles
Salford
Greater Manchester
M30 0BP
Appointed to service Lot 21

Company E

Cruden Investments Limited
Baberton House
Juniper Green
Edinburgh
Eh12 3HN
Appointed to service Lots 31,32,33,36 & 37

Company G

Galliford Try Partnership Ltd
Cowley Business Park
Uxbridge
Middlesex
UB8 2AL
Appointed to service Lots 1,4,5,6, 11,13,14, 17, 18, 22, 23,29,30

Company K

Keepmoat Regeneration Limited
The Waterfront
Lakeside Boulevard
Doncaster
South Yorkshire
DN4 5PL,
Appointed to service Lots 14,15,16,17,18,19,20,21,22,23,24,25,26, 27,28,29,30,31,32,33,37,38

CONSULTANCY SERVICES

SPA FRAMEWORK - PROJECT DELIVERY AND DESIGN STAGES PROPOSAL

DRAFT

Rev.0 10th July 2018

New Project Development and Delivery - Stage 1

Provide the information reasonably required to achieve Stage 1 Approval.

Stage 1 Process

Develop Solution – To RIBA Stage 2 Concept Design involving

- Stage 1 Option Appraisal and Feasibility
- Develop Design
- Establish not to exceed Budget
- Establish expenditure requirement both pre and post contract
- Design Quality Workshops
- Planning Application and Statutory Approvals
- Stage 1 Cost Plan
- Develop WDC / CCG Design Matrix (Refer to Appendix 1)
- Draft Master Project Programme
- Appoint CDM-A

Stage 1 Submission
RIBA Stage 2 Design Outputs

- Stage 1 Submission Develop Design
- Approval of Design Option, submission of information / sign off in accordance with the master project programme
- Drawings, Specifications, Schedule of Accommodation
- Stage 1 Cost Plan
- Identification and agreement of Surveys to be carried out
- Establish Supply chain selection details and sourcing of quotes where agreed for approval
- Risk Register and Plan
- Update of Master Project Programme including Stage 2 Programme

STAGE 1 APPROVAL

- **Stage 1 Submission Pack - Formally issued to the Client from the Contractor**
- **Client Formal Sign Off – issued to Consultancy Service and Contractor authorisation to proceed to Stage 2 with approval to Spend to Levels as detailed in Stage 1 Cost Plan**

Stage 1 Cost Plan

Stage 1 Initial Cost Plan shall be sufficiently detailed to use as a measuring and reporting tool throughout the design and procurement process. The completion of the cost plan shall set the predicted maximum not to exceed construction cost. The Cost Plan shall have sufficient data to enable an elemental cost plan to be produced that establishes the maximum not to exceed construction cost . The Stage 1 Initial Cost Plan shall include as a minimum the following:

- **Construction Cost Data**

The Stage 1 Initial Cost Plan shall be produced by the Contractor and reviewed and agreed through workshops with WDC. This report shall set the predicted maximum not to exceed construction cost. The budget shall be set by developing an elemental prime cost model using:

1. Prime Cost per m2 forming part of the Pricing Data;
2. benchmarking from other similar projects; and / or
3. a combination of both.

- **Preliminaries Calculation**

The Preliminaries shall be calculated in accordance with WDC and CCG from cost database and requirements identified for the project. The Preliminaries cost shall be modelled to reflect the anticipated construction period of the Project. The fixed price component of the Preliminaries shall be included on a project-specific basis. This estimate will be submitted with the pricing report.

- **Risk**

The risk allowance shall be included from the Risk Register and shall have been reviewed and updated throughout Stage 1.

- **Statutory Fees**

Estimates of the statutory fees and survey fees shall be included in line with the current allowances from the relevant West Dunbartonshire Council.

- **Enabling Works / Consultants / Surveys and the like**

There shall be a requirement to identify all surveys, appointments and the like that shall be required to be undertaken for the Project. At this stage appropriate budgets shall be required to be set including assignation of responsibility as agreed and set out in the Design matrix (Refer to Appendix 1).

STAGE 1 APPROVAL

All information shall form the Pre Contract Agreement and issued to XXXX for formal sign off and approval to proceed. This shall form the basis of the Strategic partner Contract XXXXX [AWAIT INPUT FROM PROCUREMENT AND LEGAL]

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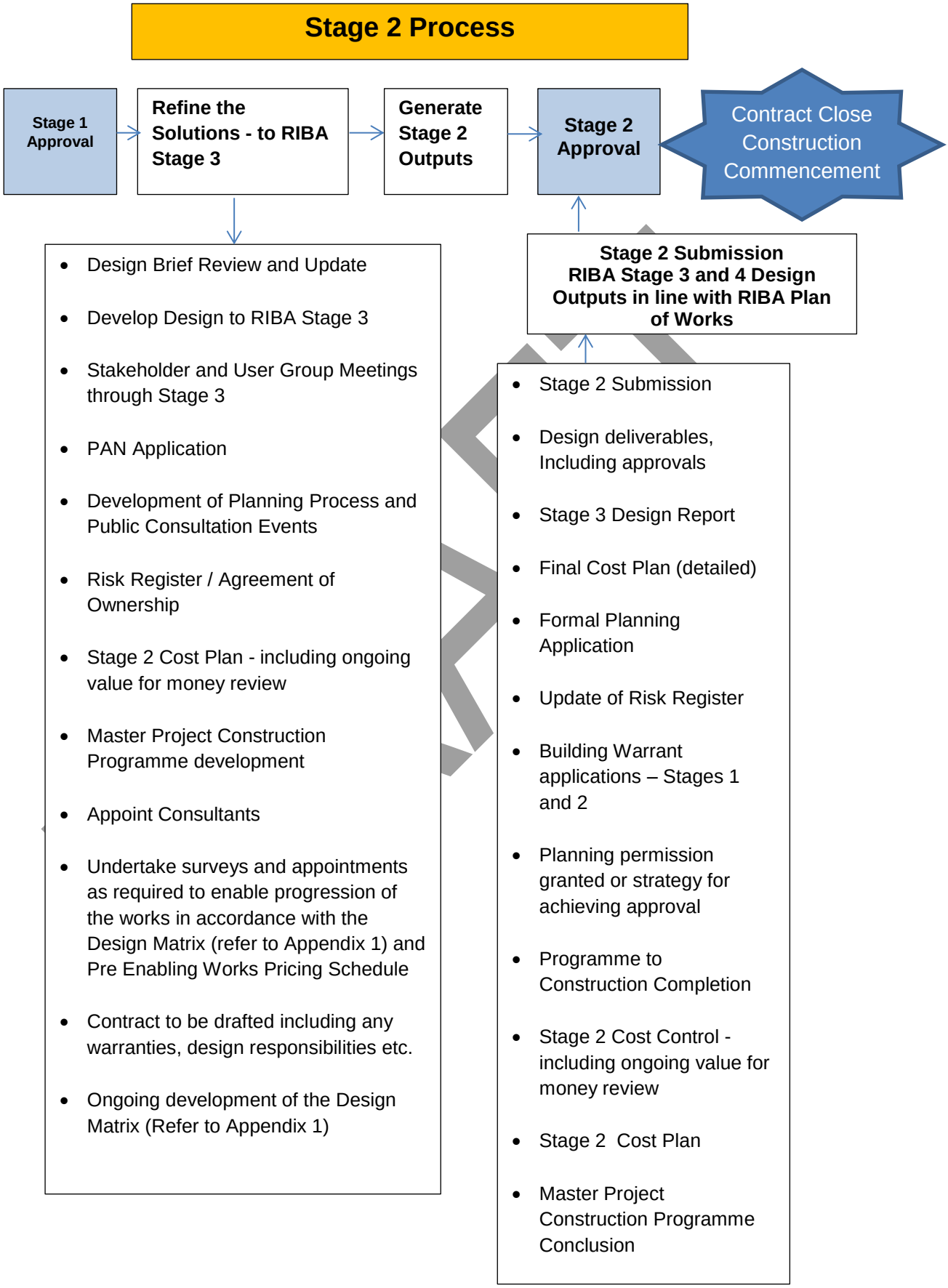
New Project Development and Delivery - Stage 2



Stage 2 Cost Plan

Stage 2 Cost Plan shall be based on Stage 1 Cost Plan but shall be more detailed and provided elementally. The Rates provided shall be furnished with evidence of Sub Contractor Quotation / Tender (minimum of three quotations required or Tendered to a minimum of three). Evidence to be provided to ensure best value is being achieved at all times, including any life cycle costing review and BREEAM development requirements and New Design Standards (Silver / Gold Energy Efficiency Standard) for Affordable Housing requirements.

The Stage 2 Final Cost Plan shall be produced in accordance with the programme agreed between WDC and the Contractor. The Stage 2 Final Cost Plan shall detail the final not to exceed price for the Project. The price shall be determined as follows:

1. The construction cost shall be established by a competitive tendering exercise and /or mini competition carried out by the Main Contractor through Stage 2.
2. The preliminaries, overheads and profit and design team fees at Stage 1 shall be applied unless otherwise changed through the development process.
3. The risk allowance shall be included from the Risk Register which shall have been reviewed and updated throughout Stage 2 with the majority of the risk designed out.
4. Final values for statutory fees, consultants fees and survey fees shall be included

Conclusion of Stage 2 Process / Agreement to Proceed to Construction

Stage 2 Submission Pack - Formally issued to the Client from the Contractor.

Client Formal Sign Off – issued to Consultancy Service and Contractor authorisation to proceed to Construction with approval on spend and confirmation of Contract Sum.

Contractor shall commence mobilisation on receipt of approval.

Stage 2 Submission pack and Client Formal approval encompassed into the Contract.

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Stage 2 Design Development to RIBA Stage 3 and 4 – Only to be used in Design and Build Approach

Through the RIBA Stage 3 and 4 design development the Stakeholder consultation shall continue and relevant key members of WDC's team shall be invited to attend and participate in various workshops. The output of these activities is a design that is compliant with all appropriate design standards and is fully coordinated in terms of services, structure, architecture and room layouts. The design outputs shall be:

- 1:50 room layouts and Room Data sheets that meet the output requirements of RIBA Stage 3
- the design team shall develop the technical design in greater detail and meet with WDC to review progress on detailed layouts which will be at 1:200 scale detail;
- as the structure, mechanical services and room layouts are developed; 1:50 room layouts and elevations shall be developed for standardised rooms and other key rooms.
-

From the frozen layout drawings detailed engineering solutions, elevations and plans shall be developed as required to allow preparation of Primary Contractor tender documentation for sub contract major work packages and thereafter a robust cost plan. This shall then feed into the Final Cost Plan.

Stage 2 Planning Application

This section of the details the steps that the Principle Designer shall take to assemble the planning application, to make the application and seek Planning Permission

Community Consultation before Planning Application
Community consultation shall be fulfilled in accordance with the SCEP. Where pre-application consultation" is not a requirement under the legislation and or guidance,
The Principle Designer shall carry out consultation with the community, particularly those likely to be affected by the proposed Project, before the planning application is submitted so that any issues and concerns they may have can be discussed in an open forum.
Prepare Planning Application

The Principle Designer shall be responsible for managing the planning application submission. The information required for the planning application shall vary, dependent upon the project particulars and the specific requirements of West Dunbartonshire Council's Local Planning Authority. This information may include the following: -

1. completed and signed planning application forms and fee;
2. site location plan;
3. site layouts, elevations, sections, floor layouts and roof plans;
4. details of proposed material and boundary treatments;
5. ecological survey;
6. noise survey;
7. design and access statement;
8. proposed access and car parking arrangements;
9. transport I traffic impact assessment;
10. renewable energy assessment;
11. site waste management;
12. flood risk assessment;
13. ground investigation report;
14. SUDS and foul drainage; and
15. external lighting details.

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At the earliest opportunity, with a view to minimising risk of delay to the project the Principle Designer shall consult with the Local Planning Authority case officer, highways, SEPA, Scottish Water and environmental health officers and the Local Authority renewable energy (PAN 84) requirements for any section agreements under the Highways Act.

In addition to the technical aspects of the submission, the operational parameters surrounding the proposed development will be articulated and the PDM will consult with WDC to establish this. The process can either be completed directly through a meeting or via an information required schedule.

Planning Application Submission

The Principle Designer shall arrange for the planning application to be made ensuring that a planning committee date is targeted that is achievable by the planning department case officer.

Post Planning Application

The Principle Designer shall maintain regular contact with the Local Planning Authority case officer to ensure that any additional information sought by the Planning Authority or any statutory consultation is provided promptly. Early review of the proposed planning conditions will also be sought to ensure that discharging the conditions is possible and does not materially change the project risk profile.

Secure Planning Approval

On receipt of the Planning Permission the Principle Designer shall prepare a schedule of the planning conditions attached to the approval notice with details of required actions, responsibilities and timescales for their discharge. The project specific planning condition discharge matrix shall be owned by the Principle Designer and shall be reviewed on a weekly basis by the design team, with progress being reported at the Principle Designer at site progress meeting.

Refusal of Planning

Should Planning Permission not be granted the Principle Designer Planning Department to understand why planning was refused and its impact on the project programme and deliverables and formulate an action plan.

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APPENDIX 1

DESIGN MATRIX

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[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
GENERAL								
1	Upon receipt of pre-contract programme design team to ensure co-ordination dates are agreed with other designers to ensure milestone dates are achieved	Design Team						
2	Drg co-ordination review at each milestone	Design Team						
3	All drgs to have scalebar	Design Team						
4	Designers Risk Register	Design Team						
5	Samples List - Confirm if Documentaion / or samples required	Architect						
6	Architect to satisfy themselves that CCG Prefered Details are technically suitable for use, and comply with all relevant, required standards.	Architect						
7	Architect to satisfy themselves that materials specified on the CCG components schedule are technically suitable for use, and comply with all relevant, required standards.	Architect						
8	To produce sufficient information of detailing to walls, floors, ceilings, roofs, bathrooms, kitchens, Stairs , common closes etc.	Architect						
9	Dimensioned , Layouts, sections and Elevations	Architect						
10	To produce sufficient information of detailing to below ground, Civils & structural items	Engineer						
11	Sub-contractor designed items (extend list as appropriate for project)	Architect / Engineer						
	- Timber Kit							
	- Precast							
	- Mechanical, Electrical and Plumbing install							
	- Steel Connections							
	- Tanking							
	- Precast Floors / stairs / landings							
	- Tanking							
	- Roof trusses							
	- Fire protection							
	- Lightning Protection							
	- Metal Floor Decks							
	- Sprinklers							
	- Lifts							
	- Piling							
12	SBD report	Architect						
13	Accoustic report	Architect						
14	HFVN report	Architect						
15	Archeology report	Architect						
16	Structural Survey of existing Buildings / Retaining walls.	Engineer						
17	Fire Engineers Report / Fire Strategy	Architect						
18	Rot survey	Architect						
19	Stone Survey	Architect						

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[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
SITE WIDE REQUIREMENTS								
1	Components Schedule	CCG						
2	Outline Elemental Specification	Architect						
3	Plot schedule	Architect						
4	Define Site Boundary - Title & planning	Architect						
5	Setting out for Building changes of direction	Architect						
6	Swept Path / Refuse drawing	Engineer						
7	Drawing showing Servitudes and Rights of Way	Engineer						
SITE INVESTIGATION								
1	Trial pit and Borehole location with sections of findings of each trial pit/borehole	Engineer						
2	Receipt of Site Investigation Report	Engineer						
3	Remediation strategy and proposed methology	Engineer						
4	Receipt of existing public utility drawings	Engineer						
5	Existing sewers layout including invert and cover levels	Engineer						
6	Existing Public Utility Drawings	Engineer						
7	Site Layout Overlain with Existing Public Utilities and existing/previous structures	Engineer						
8	Location and Values of Existing Setting Stations	Engineer						
9	Topographical Survey	Engineer						
10	Ecology Survey	Architect						
11	Asbestos Survey	Engineer						
1A - SUBSTRUCTURE								
1	Underpining	Engineer						
2	Piling Platform Design	Engineer						
3	Piling layout	Engineer						
4	Foundation layout/plans (fully dimensioned)	Engineer						
5	Foundation details (fully dimensioned including steps)	Engineer/Architect						
6	Floor slab design (if Precast)	Engineer						
7	Screed Design	Architect						
8	Ground Floor Slab Penetrations	Architect						
9	Plant Room Plinths	Engineer						
10	Foundation formation levels	Engineer						
11	Top of foundation levels	Engineer						
12	Substructure setting out	Engineer						
13	Dimensioned drainage pop-ups and service entry points	Architect						
14	Structural fill type and thickness below slab	Engineer						
15	Expansion joints in foundations	Engineer						
16	Expansion joints in floor slabs (if not Spantherm)	Engineer						
17	Bar bending schedule	Engineer						
18	Service entry detailing (e.g. Lintel openings and Lintel Types and sizes)	Engineer						
19	Tanking details to solumns and lift pits, basements etc.	Engineer						
20	Gas membrane/venting details	Engineer						
21	Gas membrane validation requirements	Engineer						
22	Lift pit detailing	Engineer						
23	Water Proofing / Tanking	Architect						
24	Corrosion protection	Engineer						

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[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
SUPERSTRUCTURE								
2A - FRAME								
	Steel Frame							
1	Full steel structure, member sizes etc	Engineer						
2	Detailing of bolted connections, baseplates etc for steelwork	Engineer						
3	Steel and Bolt Setting Out	Engineer						
	Timber Frame							
1	Timber kit design (panels, storey rod, etc)	Contractor						
2	Load Bearing Lines	Engineer						
3	Soleplate layout (Design team drawings to be changed to suit i.e. foundation layouts)	Engineer						
4	Isolated steel columns, beams, frames etc.	Engineer						
5	Settlement details & sections showing pre & post settlement.	Architect						
2B - UPPER FLOORS								
1	Intermediate/separating floor types build up (from inished floor to ceiling below)	Architect						
2	Precast floors (upper floors, stairs and landings)	Engineer						
3	Metal decking cutting schedule (including propping detail)	Engineer						
4	Acoustic requirements and detailing	Architect						
5	Water Proofing / Tanking	Architect						
2C - ROOFS								
1	Rainwater goods - spec	Contractor						
2	Rainwater setting out and detailing incl run-off calculations	Architect						
3	Roof truss including layout	CCG OSM						
4	Eaves, facsia, soffit, verge and barge spec	Architect						
5	Eaves, facsia, soffit, verge and barge detailing including firestopping	Architect						
6	Ridge details	Architect						
7	Vent terminals details	Architect						
8	Valley gutter details	Architect						
9	Hip details	Architect						
10	Roof step details	Architect						
11	Proprietary canopy specificaiton and fixing details	CCG/Engineer						
12	Bespoke design canopies detailing and fixing details	Architect/Engineer						
13	Balcony detailing	Architect						
14	Roof plans	Architect						
15	Roof sections	Architect						
16	Roof Lights	Architect						
17	Cope / Flashing Schedules	Architect						
2D - STAIRS								
1	Internal Timber stairs specification	Contractor						
2	Balustrades and handrails, layout and details	Architect						
3	Precast stairs design	Contractor						
4	Steel stairs design	Contractor						
5	External Stair Designs	Engineers						

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[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
2E - EXTERNAL WALLS								
1	External wall types detail drawing	Architect						
2	Fire Stops and Cavity barriers	Architect						
3	Cladding details and setting out	Architect						
4	Cladding Supports and Fixings	Engineer						
5	Feature brick detailing	Architect						
6	Cladding specification	Contractor						
7	Brick specification	Contractor						
8	Movement joints generally	Architect						
9	Precast concrete schedule for cills, drips, features, steps etc; to include sizes, locations, quantities, colour and finish	Architect						
10	Aluminium schedule for cills, drips, features, steps etc; to include sizes, locations, quantities, colour and finish	Architect						
11	Lintel schedule; to include type, sizes, locations, quantities, any special requirements	Engineer						
12	Elevation drawings, detailing material selection, dimensioned	Architect						
13	Water Proofing / Tanking	Architect						
2F1 - WINDOWS (including Curtain Walling)								
1	Manufacturer	Contractor						
2	Window type/style	Contractor						
3	Sizes, quantities and handings where applicable	Architect						
4	Glass types and patterns	Architect						
5	Colour and finish (single/dual colour)	Architect						
6	U-values	Contractor						
7	Ironmongery type, colour and finish	Contractor						
8	Compliance with SBD and HfVN requirements. Laminate glass requirements to be known.	Architect						
9	Floor plans, elevations and schedule to cross reference	Architect						
10	Window cill and apron plate size and material	Contractor						
11	Window Schedule incorporating points 10.2.2 to 10.2.7	Architect						
12	Section details through head, jamb, cill	Architect						
13	Juliet balconies, specification, design and fixing details	Architect/Engineer						
14	Structural calculations for 'stacked' windows	Engineer						
15	Structural calculations for windows as part of the SER certificate	Engineer						
16	AOV Requirements	Architect						
17	Window Cleaning Strategy	Architect						
2F2 - EXTERNAL DOORS								
1	Manufacturer	Contractor						
2	Door type/style	Contractor						
3	Sizes, quantities and handings	Architect						
4	Glass types and patterns	Architect						
5	Paint colour and finish (single/dual colour)	Architect						
6	U-values	Contractor						
7	Ironmongery type, colour and finish	Contractor						
8	Compliance with SBD and HfVN requirements. Laminate glass requirements to be known.	Architect						
9	Floor plans, elevations and schedule to cross reference	Architect						
10	External Door Schedule incorporating points 10.2.2 to 10.2.7	Architect						
11	Section details through head, jamb, threshold	Architect						

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[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
2G - INTERNAL WALLS								
1	Acoustic requirements and detailing	Architect						
2	Establish locations of load bearing lines	Contractor						
3	Establish stud partition thicknesses	Contractor						
4	Partition setting out	Architect						
2H - INTERNAL DOORS								
1	Internal door Manufacturer	Contractor						
2	Type of finish i.e. veneer, foil, paint, etc.	Contractor						
3	Fire rating identification/requirement	Architect						
4	Ironmongery, type, colour and finish	Contractor						
5	HfVN requirements	Architect						
6	Door frame section size and material e.g. MDF/pine	Architect						
7	Architrave size and material	Contractor						
8	Internal Door Schedule incorporating points 10.3.2 to 10.3.6	Architect						
9	Metric or imperial?	Architect						
3A - WALL FINISHES								
1	Paint colours and finish - external	Architect						
2	Paint colours and finish - internal	Architect						
3	Wall tiling/wet wall spec, locations	Architect						
4	Specialist wall coverings (e.g. Wallpaper, feature cladding etc)	Architect						
5	Wall Types Sections and Locations	Architect						
3B - FLOOR FINISHES								
1	Floor screeds	Architect						
2	Floor coverings spec, locations	Architect						
3	Skirtings size and material (dry areas)	Contractor						
4	Skirtings size and material (wet areas)	Contractor						
4A - FITTINGS AND FURNISHINGS								
1	Manufacturer and range (cabinets, worktops, sink, brassware, white goods)	Contractor						
2	Kitchen layout drawings (plan and elevations) for flat/house types	Architect						
3	Colours of worktops, doors and carcasses	Architect						
4	Worktop joint type	Contractor						
5	Details for shelving, incl hanging rails to stores and wardrobes	Architect						
6	Reflective Ceiling Plans	Architect						
7	Suspended Ceilings , design and specification.	Architect						
8	Signage details and layout	Architect						
9	Room Data Sheets	Architect						
10	FF&E Layouts and Schedules	Architect						
5A - SANITARYWARE								
1	Manufacturer and range (sanitaryware, brassware, shower)	Contractor						
2	Bathroom/Shower Room/Wet room/Cloakroom layout drawings (plan and elevations)	Architect						
3	Construction details of level access shower/wetrooms (inset trays, void formers etc)	Architect						

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[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
5C - DISPOSAL								
1	Drainage schematic	Architect						
2	Settlement details for SVPs	Architect						
5D - WATER INSTALLATION								
1	Pipework & fittings specification	Contractor						
5E - HEAT SOURCE								
1	Heating design parameters (Temp, etc)	Contractor						
2	Approval of proposed spec	Contractor						
3	Floor plans showing positions of boiler, Flues, radiators, programmer, thermostat etc	Architect						
5G - VENTILATION								
1	Ventilation - spec	Contractor						
2	Ventilation - position of fans, switches and Routes etc	Architect						
3	Details for termination of duct runs (through walls, roofs etc)	Architect						
4	Ventillation details / Smoke control strategy	Architect						
5H - ELECTRICAL								
1	Electrical lighting, switches, sockets etc - spec	Contractor						
2	Electrical lighting, switches, sockets etc - setting out of	Architect						
3	Electrical layout	Architect						
4	Electrical specification	Architect						
5K - PROTECTIVE INSTALLATIONS								
1	Fire Protection requirements	Architect						
2	Lighning protection requirements	Architect						
3	Smoke extract systems	Architect						
4	Sprinkler systems	Architect						
5	Dry risers	Architect						
6	Intruder alarm	Architect						
7	Fire alarm/smoke, CO & heat detection - spec	Contractor						
8	Fire alarm/smoke, CO & heat detection - setting out of	Architect						
9	PV	Architect						
5L - COMMUNICATIONS								
1	BT Open Reach Internal setting Out (fibre required on all developments with 20nr or more units)	Architect						
2	TV/Satelite co-ordinated setting out information	Architect						
5M - SPECIAL INSTALLATIONS								
1	Lifts - spec	Contractor						
2	Lifts - detailing associated with lift shaft, openings, noise suppression, lift over run	Architect						
3	Smoke Vent Requirements	Architect						
INTERNAL SERVICES								
1	Gas Meter Locations	Architect						
2	Bemco Locations, Electrical Meter / Distribution Board locations.	Architect						
3	Telecommunications layouts and locations	Architect						
4	Internal Utility routes	Architect						
5	Common Area Lighting, Landlord supply locations	Architect						

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[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
CIVILS INCLUDING HARD AND SOFT LANDSCAPING								
CIVILS GENERAL REQUIREMENTS								
1	Title drg overlaid with site boundary and planning boundaries	Engineer						
2	Existing Levels Drawing overmarked with new proposed levels and new Proposed site plan.	Engineer						
3	Site plan overlaid with existing services	Engineer						
4	Cut and fill model	Engineer						
5	Confirmed finished plot and ground levels	Engineer						
6	External and below grd setting out and dimensions	Engineer						
7	Clarify proposed solutions to contaminated land. Details to be issued.	Engineer						
8	Grouting design	Engineer						
9	Structural Grid Lines	Engineer						
6A2 - ROADS & SURFACE FINISHES								
1	Roads and footpaths layouts, details and setting out including all radii	Engineer						
2	Adopted and non adopted roads and footpaths identified	Engineer						
3	Capping layer below roads, incl thicknesses and any membrane requirements	Engineer						
4	Road Markings	Engineer						
5	CBR Testing Requirements	Engineer						
6	Paving slab spec, colour and thickness	Architect						
7	Sub base details – footpath/driveway/road	Engineer						
8	Kerb type, colour, thickness & Location	Architect						
9	Monoblock spec, colour, thickness & Location	Architect						
10	Vehicle Impact barrier designs	Engineer						
11	Stopping up Drawing	Engineer						
12	Section 56 Drawing	Engineer						
13	Street Lighting Designs and Layouts	Engineer						
14	Street Signage Designs and Layouts	Engineer						
15	Road safety Audits	Engineer						
16	Transoport Assesments	Engineer						
6A2 - SOFT LANDSCAPING								
1	Landscape Layout	Architect						
2	Soil type & thickness	Engineer						
3	Planting / Shrubs schedule	Architect						
4	Location of turf/seed	Architect						
6A3 - RETAINING WALLS, BOUNDARY WALLS AND FENCING								
1	Retaining walls, details, setting out and layouts	Engineer						
2	Boundary fencing, details, setting out and layouts	Architect						
3	Plot fencing, details setting out and layouts	Architect						
4	Expansion joint locations in retaining walls	Engineer						
6A4 - SITE FURNITURE								
1	Site furniture spec and appropriate construction details (e.g. foundations for planters)	Architect						
2	Bin store details	Architect						
3	Bike store / Bike Rack details	Architect						
4	Play Equipment	Architect						

DRAFT

[INSERT PROJECT TITLE]

DESIGN MATRIX

Issue No. [xxxx]

Date of Issue [INSERT DATE]

	SUBJECT	RESPONSIBILITY	FEASIBILITY	PLANNING	STAGE 1 WARRANT (all civil works up to and incl GF slab)	BILLING	CONSTRUCTION	COMMENTS
6B - DRAINAGE								
1	Full Drainage design to satisfy SW techncial approval	Engineer						
2	Main manholes, locations, setting out and details	Engineer						
3	Disconnecting manholes, locations and setting out and details	Engineer						
4	Manhole Schedules to be issued.	Engineer						
5	Attenuation systems, locations and details	Engineer						
6	Drainage invert levels (to be checked against foundation levels)	Engineer						
7	Filtration trenches, locations and details including silt traps	Engineer						
8	SUDs pond detailing, including inlet/outlet, headwalls etc	Engineer						
9	Extent of land drainage including silt traps and soakaways	Engineer						
10	Spec of backfill material within drain tracks	Engineer						
11	Yard gulley and slot/grid drainage ('Rain' drain) positions	Engineer						
12	Plot Drainage Layouts and details (up to plot disconnecting chambers)	Architect						
13	Above Ground drainage	Architect						
14	Drainage layout highlighting extent of Scottish Water adoptable drainage	Engineer						
15	CCTV Survey of Existing Drainage	Engineer						
6C - EXTERNAL SERVICES								
1	Adoptable external lighting design	Engineer						
2	Non-adoptable external lighting desing	Engineer						
3	Service track types and details	Engineer						
4	Service track layout (based on proposed public utlities)	Engineer						
5	Spec of backfill material within service tracks	Engineer						
ENERGY/SUSTAINABILITY								
1	Below information required for ACD certification (stage 1):	Architect						
	* Project description							
	* Location of building or site							
	* Local authority							
	* Estimated value of works							
	* Application fee (before any discounts have been applied)							
	* Total number of plots							
	* Stage 1 description of works							
2	Below information required at billing stage:	Architect						
	* DWG format drawing, site plan							
	* DWG format drawing, block plans							
	* DWG format drawing, block sections							
	* DWG format drawing, block elevations							
HANDOVER								
1	Tennants manuals	Architect						
2	As Built drawings	Design Team						

DRAFT

[INSERT PROJECT TITLE]

DRAWING REVIEW COMMENTS

Issue No. [xxxx]

Date of Issue: [INSERT DATE]

ENGINEER'S DRAWINGS

REF.	DRAWING NUMBER	REV.	CCG COMMENTS	ARCHITECT COMMENTS	ENGINEER COMMENTS	FINAL COMMENTS / DRAWING CHANGE CONFIRMATION
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

DRAFT

ARCHITECT'S DRAWINGS

REF.	DRAWING NUMBER	REV.	CCG COMMENTS	ARCHITECT COMMENTS	ENGINEER COMMENTS	FINAL COMMENTS / DRAWING CHANGE CONFIRMATION
1						
2						
3						
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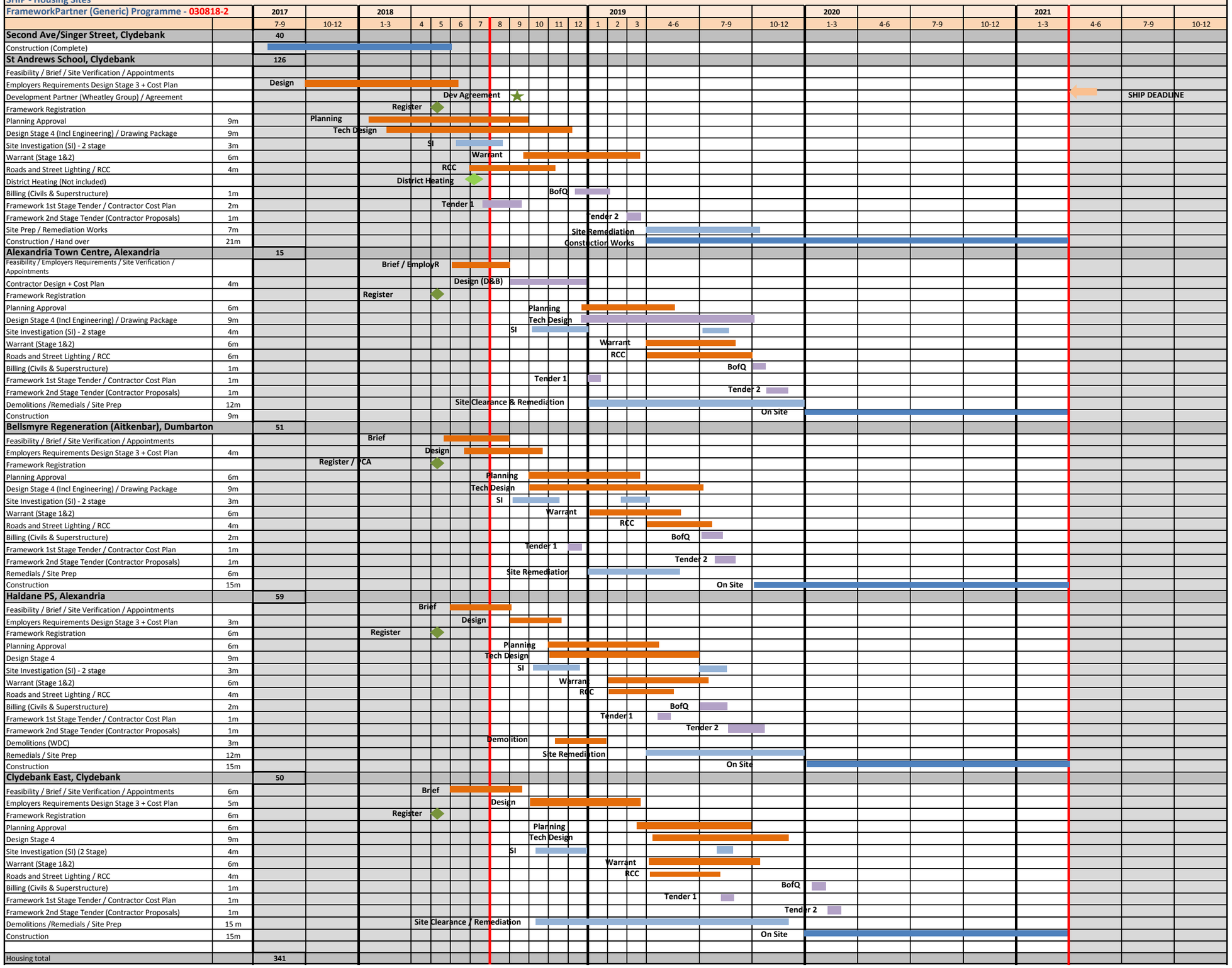
19						
20						

APPENDIX 3

OUTLINE PROGRAMME for CONTRACTOR REVIEW & INPUT

SHIP - Housing Sites



Programme Notes

1. This programme has been prepared in line with the WDC Strategic Housing Investment Plan (SHIP) outlining the Council's New Build Programme
2. Note the 'SHIP deadline' is set to reflect closure of the funding period set by the Scottish Government.
3. The programme assumes that full funding has been agreed and is in place
4. Note the trigger mechanism for grant funding is based on Tender Approval (Stage 2)
5. The programme assumes vacant possession will be achieved across all sites such that works items including surveys can be completed as indicated. (note this is currently not in place)
6. The programme assumes that site ownership / title lies with WDC and verification will be in place as part of the briefing process.
7. The programme assumes placement of a 'Strategic Partnership' agreement through the SPA Contractor Framework (H1) as 'delivery partner' consultation has taken place on this outline programme. It will be the Contractor's task to develop and verify the detail.
8. Construction works are shown to the SHIP deadline indicating the opportunity period for the build set from the earliest indicative site start.
9. Note due to limitation on timescale no contingency has been indicated on the programme
10. The programme is dependent on a full brief being concluded to sites as indicated
11. The programme is dependent on Statutory Approvals (Planning / Warrant / RCC) be achieved as indicated. For Planning a notional approval period of 6m has been indicated this is not generous achieving this will be assisted by early accumulation of site information and engineering design.
12. Note: District Heating is not being provided at the St Andrews site and the Development Agreement with Wheatley Group is not concluded.
13. Note: the periods indicated for Site Clearance include for separate / individual site approvals and survey process.
14. Note: Generally it has been assumed that the Site Investigation process will be on a '2 stage' basis.
15. Note: no holiday periods have been indicated, these will require to be factored into the detailed Programme.
16. Note: Programme assumes demolition of Haldane Site by WDC (ownership transfer to be in place)
17. Note: The programme indicates all 5 sites in operation simultaneously contractors capacity will need careful monitoring and verified.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 29 August 2018

Subject: Contract Authorisation Report – Managed Work for Housing Benefit and Council Tax Reduction Claims

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 Managed Work for Housing Benefit (HB) and Council Tax Reduction (CTR) Claims.

2. Recommendations

2.1 It is recommended that the Tendering Committee:

a) Authorises the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council, the award of the contract for Managed Work for HB and CTR Claims to Northgate Public Services (UK) Limited for a period of 2 years, with an option to extend for a further 12 months; and

b) Notes that the 2-year estimated value of the contract is £150,000 with the 3-year estimated value of the contract being £225,000 (both values excluding VAT).

3. Background

3.1 In February 2018, Corporate Services Committee approved the procurement of managed work associated with the processing of HB and CTR at a cost of £75,000 per annum.

3.2 The purpose of the tender was to identify a suitably experienced and qualified supplier to provide Off-Site Housing and Council Tax Benefits Data Processing Services. The successful bidder will process new claims and change of circumstances claims to completion. The performance of the Council in relation to processing time for new claims and change of circumstances is monitored extremely closely by the Department of Work and Pensions (DWP) and is subject to both internal and external audits.

3.3 The procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015 for Services. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement, on 2 May 2018.

3.4 A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 4th May 2018. Four suppliers expressed an interest, with two suppliers submitting a response by the deadline for the submissions of 12 noon on 11 June 2018.

4. Main Issues

4.1 The two tender submissions were evaluated by representatives from Revenues & Benefits Service, Corporate Procurement Unit (CPU) and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity and both submissions passed the selection criteria.

4.2 The tender submissions were then evaluated against a set of award criteria which was based on a Total Cost of Ownership (TCO) / Quality ratio of 60 % / 40 %. The scores relative to the award criteria of each tenderer, are as follows:

	Weighting	**Northgate Public Services Limited**	**Liberata UK Limited**
Service Delivery & Methodology	**45%**	45%	45%
Employee Skills & Training	**20%**	20%	20%
Contract Management	**10%**	10%	10%
Project Plan & Milestones	**5%**	5%	5%
Business Continuity, Phase Out and Exit Plan	**5%**	4.38%	5%
Social Issue in Procurement - Sustainability	**5%**	5%	5%
Social Issue in Procurement - Community Benefits	**5%**	1.25%	2.5%
Social Issue in Procurement - Fair Working Practices	**4%**	4%	4%
e-Procurement	**1%**	0.88%	0.63%
Quality Sub-Total %	**(100%)**	**95.50%**	**97.13%**
Quality Sub-Total %:	**(40%)**	**38.20%**	**38.85%%**

Cost to operate	Volumes based on the last 12 month period were provided and reflected historical demand and delivery for indicative purposes only to provide a basis for cost for this tender.		
TCO Sub Total £	**-**	**£30,114.48 pa**	**£34,117.80 pa**
TCO Sub Total %	**(60%)**	**60%**	**52.96%**
Total Score	**100%**	**98.20%**	**91.81%**

4.3 Based on the above evaluation, it is recommended that the contract is awarded to Northgate Public Services (UK) Limited of Hemel Hempstead who has provided the most economically advantageous tender. The contract shall be for a period of 2 years at a value not to exceed £150,000, excluding VAT, with an option to extend for a period of up to 12 months.

4.4 Northgate Public Services (UK) Limited has committed to follow Fair Working Practices and all directly employed staff are paid at or above the real Living Wage.

4.5 Northgate Public Services (UK) Limited has committed to provide community volunteers for local community projects in the Council's area. They also raise funds for the Marie Curie Charity which benefits people nationally.

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 existing Council budgets. The winning bid would, if volumes were similar to previous year, generate a small efficiency valued at around £4,500 per year.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with Revenues & Benefits Service officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 The successful supplier 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 were that there is no equalities impact.

9. Strategic Assessment

9.1 The delivery of this section supports the Council's Strategic Priorities, particularly, *"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 ."*

Name: Stephen West
Designation: Strategic Lead - Resources
Date: 13 August 2018

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 Ryan Chalmers - Section Head – Revenues and Benefits 16 Church Street, Dumbarton. Telephone: 01389 737557 Email: ryan.chalmers@wdc.gcsx.gov.uk
Appendices:	None
Background Papers:	The Contract Strategy EIA Screening Corporate Services Committee Report dated 7 February 2018, Item 12.
Wards Affected:	All

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 29 August 2018

Subject: Contract Authorisation Report - Cycle to Work Scheme

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 of a Cycle to Work Scheme.

2. Recommendations

2.1 It is recommended that the Tendering Committee:

a) subject to Corporate Services Committee approval 22 August 2018, authorises the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of a contract under the Eastern Shires Purchasing Organisation (ESPO) framework agreement (FA), (319_25) for Staff Benefits, Lot 1 Cycle to Work for the Provision of a Cycle to Work Scheme to Halfords Ltd.;

b) notes that the contract shall be for a period of two years with the option to extend on an annual basis, up to a further two years until 30 September 2022, with the overall estimated value of the contract to the supplier including the extension periods of £262,400 ex VAT, however the actual value of the contract is dependent on participation in the scheme; and

c) notes that a 12.5% rebate via cashback for any bicycles purchased directly from Halfords is secured as part of this contract. The potential rebate is estimated at £28,700 over the contract period including extensions; however the actual rebate amount is dependent on participation in the scheme.

3. Background

3.1 The 1999 Finance Act introduced an annual tax exemption, which allows employers to loan cycles to employees as a tax-free benefit. Under the proposed scheme, every eligible employee qualifies for a maximum of £1,000 to spend against a bike of their choice. The Council purchases the bikes on the employees' behalf and leases it to the employee to cycle to work on. The Council recoups the bike cost through a salary sacrifice process. Employees make salary sacrifices for a set period of time to cover the cost of the bike, after which time ownership of the bike is transferred from the Council to the employee.

3.2 Historically the Council has used the ESPO FA to source this service. The previous contract expired on 30 June 2018 and the contract strategy identified that the ESPO FA remains the best route to the market for this requirement.

3.3 The continuation of the provision of a Cycle to Work Scheme by the Council is subject to approval at Corporate Services Committee on 22 August 2018. The report to Corporate Services Committee notes that no budget is required as all costs are recovered from scheme participants. 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 Manager in August 2018.

4. Main Issues

4.1 The FA allows Councils to direct award to suppliers on the basis of best value and therefore further commercial and technical evaluation was not carried out by the Council.

4.2 Analysis of the suppliers' offerings on the FA lot for Cycle to Work Scheme resulted in the offerings being comparably similar to each other in respect of offering the same National Insurance Contributions (NIC)/Tax savings to employer/employees. The offerings differ in relation to areas such as range of bikes/safety equipment offered and added value services such as safety checks.

4.3 A requirement of the Council is for the Cycle to Work Scheme to provide an income to the Council. Further analysis of the suppliers' offerings on the FA identified two suppliers capable of meeting this requirement. Below is a table of the suppliers and rebate amount offered:

Supplier	Rebate %	Comments
Halfords Ltd	12.5%	On bikes purchased at Halfords Ltd's stores (approximately 90% of bikes purchased on the scheme)
Wider Plan Ltd	5%	Wider Plan Ltd are the supplier though the delivery is through Halfords Ltd

4.4 Through the previous recently expired contract undertaken by Halfords Ltd, rebates of £28,700 were received over the four year term.

4.5 As well as Halfords Ltd offering the highest rebate amount, Halfords Ltd has a presence in the Council area with stores in both Clydebank and Dumbarton. As with the previous contract, the Council would also be able to purchase bikes under the scheme from two local independent stores, Cycleform in Hardgate, Clydebank, and Magic Cycles in Bowling. Purchasing from these four stores will help to support local people in employment at the stores and local businesses.

4.6 In addition to the standard NIC savings for employers and tax savings for employees, Halfords offer the following benefits as part of the Cycle To Work Scheme:

- Guaranteed access to sales & promotional prices at Halfords Ltd, Cycle Republic and Tredz;
- Free bike build & six week safety check;
- Free twelve month bike care & service plan;
- Discount card giving 20% off all bike accessories in Halfords Ltd stores;
- Free end of hire solution;
- Family discount giving 20% off entire Apollo bike range;
- 10% corporate discount for all employees on Halfords Ltd Gift Cards; and
- Discount deals at Halfords Autocentres for all employees.

4.7 It is recommended that a contract is awarded to Halfords Ltd, of Redditch, Worcestershire as the supplier who provides best value for the Council's requirements. The overall estimated value of the contract to the supplier including the extension periods is estimated to be £262,400 ex VAT, however the actual value of the contract is dependent on participation in the scheme.

4.8 In relation to Fair Working Practices, Halfords Ltd is not an accredited Living Wage employer and do not pay the living wage.

5. People Implications

5.1 The Cycle to Work scheme is an employee benefit, with personal savings realised through tax and National Insurance benefits. The scheme is part of the Council's Healthy Working Lives commitment and the promotion of active travel and healthy lifestyles.

5.2 Employees will benefit from the salary sacrifice arrangement allowing them to spread payments over 18 months.

6. Financial and Procurement Implications

6.1 Based on previous uptake by employees, the financial value of this contract over the maximum term is estimated to be £262,400. As stated there is no cost to the Council in relation to this spend, as all payments made to purchase bicycles are recovered from employees. It is anticipated that the scheme will generate around £28,700 in rebates and NIC savings of £36,200 to the Council over the maximum contract term.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with the Energy and Compliance (Sustainability) Team and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

6.3 The Cycle to Work Scheme will contribute to delivery of the Council strategic priority to deliver efficient and effective frontline services that improve the everyday lives of residents. It will also increase the percentage of employees satisfied with the Council as a place of work. The Scheme will also maximise the positive social, economic and environmental impact for the Council as it will reduce carbon emissions from commuting, as well as increase business at 2 local bicycle providers.

7. Risk Analysis

7.1 The successful supplier 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 for this report to determine if there is an equalities impact. The results were there is no equalities impact.

9. Consultation

9.1 Strategic Leads and Service Leads from Transformation & Public Service Reform and Regeneration, Environment & Growth have been consulted regarding the contents of this report.

10. Strategic Assessment

10.1 The use of the ESPO FA (319_25) for Staff Benefits, Lot 1 Cycle to Work, supports the following Council strategic priority for 2017 - 2022:

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

Name: Stephen West
Designation: Strategic Lead - Resources
Date: 14 August 2018

Person to Contact:	Andrew Duncan - Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, G82 1QL. Telephone 01389 737425 Stephanie Williamson - Sustainability, Energy & Compliance
Appendices:	None
Background Papers:	Contract Strategy

Cycle to Work Scheme Report - Corporate Services Committee 22 August 2018
EIA Screening

Wards Affected: None

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 29th August 2018

Subject: Revised Contract Authorisation Report - Provision of Vending Machines - Fully Managed Services

1. Purpose

1.1 The purpose of this report is to update Tendering Committee on the outcome of a previous decision relating to the award of the contract for the provision of fully managed vending services and to seek the approval of the Tendering Committee to authorise the Strategic Lead Regulatory to conclude the award of the contract.

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) and West Dunbartonshire Leisure Trust (WDLT), the award of the contract for the Provision of Fully Managed Services to Selecta UK Ltd.; and

b) Note that the contract shall be for a period of 3 years with the option to extend for up to an additional 2 x 12 month periods until 3 September 2023 and the potential income to the supplier of around £109.052 per year (potential overall value of around £545,260) and potential commission to the Council & WDLT of around £26,695 per year (potential overall commission of around £133,475 net of VAT).

3. Background

3.1 The contract award recommendation that was submitted to the Tendering Committee on 27 June 2018 could not be progressed as information which had been submitted by the preferred bidder as part of the tender process was subsequently found to have been unsubstantiated and failed to meet the specified selection criteria. This report provides updated information and a new recommendation regarding the award of the contract.

3.2 The Council and WDLT have tendered for the provision of a fully managed and operated vending service on a nil rental basis with commission payable monthly and with all risks for the equipment and its contents remaining with the supplier.

3.3 This requirement for the provision of a fully managed service has not been tendered for some time and was previously procured through a Scotland Excel

framework agreement which is no longer in place. The Council and WDLT have been operating under previous legacy agreements, extended on a rolling basis.

3.4 The expected income of £12,000 for this provision was included within the overall revenue budget for WDLT which was approved at the WDLT Board on 22 February 2018.

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 for Goods and Services. A Contract Strategy document has been approved by the Procurement Manager.

3.6 A contract notice was published on the Public Contracts Scotland advertising portal on 7 February 2018. Fifteen suppliers expressed an interest with four submitting a response by the deadline for the submissions of 12 noon on 8 March 2018.

4. Main Issues

4.1 As previously reported, four tender submissions were evaluated by representatives from Facilities Management, Leisure Trust, Corporate Procurement Unit and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Four tender submissions initially passed the selection criteria and were evaluated against the published award criteria however further checks at award stage on the information provided identified that one of the four tender submissions should not have passed the selection criteria and did not meet the specified requirements.

4.2 The scores of the three remaining tenderers relative to the award criteria (based on a TCO / Quality ratio of 60% / 40 %.), are as follows:

	Weighting	**Selecta**	**Excel Vending**	**Kittle**
Quality (40%)				
Project Plan and Project Staffing Structure	**4%**	2.5	2	1
Service Delivery & Methodology	**4%**	2.5	3	1.5
Product Range	**8%**	6	2	6
Contract Monitoring and Management	**8%**	4	4.5	0.5
Business Continuity Planning, Reactive Repairs / Proactive Servicing Schedule	**10%**	5	1.25	3.125
Sustainable Procurement	**2%**	0.5	0.5	1
Community Benefits	**2%**	1.5	1.5	0.5
Phase Out Plan & Exit Strategy	**1.60%**	0	0	0

Commitment to Fair Working Practices	**0.40%**	0.1	0.3	0.1
Quality Sub-Total %:	**40%**	**22.1**	**15.05**	**13.725**
Total Cost of Ownership (TCO) (60%)				
Delivery of a Fully Managed Service (commission)	**60%**	Commission offered based on previous avg usage	Commission offered based on previous avg usage	Commission offered based on previous avg usage
Potential Revenue to Suppliers		£109,052	£120,536	£106,645
Potential Income - WDC /WDLT	**(Incl VAT)**	£33,368	£35,248	£10,664
TCO Sub Total £		**£109,052**	**£120,536**	**£106,645**
TCO Sub Total %		**56.80**	**60.00**	**18.15**
Total Score	**100%**	**78.90**	**75.05**	**31.87**

4.3 It is recommended that the contract for the provision of a fully managed vending service is awarded to Selecta UK Ltd of Ruislip, Middlesex who has provided the most economically advantageous tender. The contract shall be for a period of 3 years with the option to extend for up to an additional two 12 month periods until 2 September 2023 with an overall potential income value to the supplier of around £545,260.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 There are no financial costs in respect of this contract for the Fully Managed Service as the revenue is retained by the supplier with a percentage based commission coming back to the Council and the Leisure Trust. Based on historic usage, the estimated annual commission would be £26,695 (net of VAT). The budgeted commission for 2018/19 is £12,000.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Facilities Management and WDLT officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

6.3 The provision of a fully managed vending service at two Council offices and Sports and Community Centres will contribute to delivery of the Council strategic priorities by supporting the provision of efficient and effective front line services that improve the everyday lives of residents.

7. Risk Analysis

7.1 The successful supplier 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 to determine if there is an equalities impact. The results were that there is no equalities impact.

9. Consultation

9.1 Facilities Management, West Dunbartonshire Leisure Trust and Finance and have been consulted regarding the contents of this report.

10. Strategic Assessment

10.1 The provision of a fully managed vending service at two Council offices and Sports and Community Centres will contribute to delivery of the Council strategic priorities by supporting the provision of efficient and effective front line services that improve the everyday lives of residents.

Name: Stephen West
Designation: Strategic Lead - Resources
Date: 13 August 2018

Person to Contact:	Christina Fraser - Senior Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton. Telephone: 01389 737857 Lynda Dinnie - Facilities Management Sandra Colraine - Leisure Trust
Appendices:	None
Background Papers:	"Tender Outcome Report - Provision of Vending Machines – Leasing and Maintenance (Lot 1) & Fully Managed Services (Lot 2)" – Item 6 Tendering Committee - 27 June 2018 The Contract Strategy EIA Screening Options Appraisal
Wards Affected:	All