

Agenda



Tendering Committee

Date: Wednesday, 28 June 2017

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 I. Dickson (Vice Chair)
Councillor D. Docherty
Provost W. Hendrie
Councillor D. McBride
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 June 2017

TENDERING COMMITTEE

WEDNESDAY, 28 JUNE 2017

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the item of business on this agenda and the reasons for such declarations.

3 CONTRACT AUTHORISATION REPORT: POSTAL SERVICES – PHYSICAL MAIL 5 – 7

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Postal Services – Physical Mail.

4 CONTRACT AUTHORISATION REPORT: SUPPLY OF FUEL AND ASSOCIATED OPERATION AND MAINTENANCE OF BIOMASS BOILERS AT DUMBARTON ACADEMY AND GARTOCHARN PRIMARY SCHOOL 9 – 13

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Supply of Fuel and Associated Operation and Maintenance of Biomass Boilers at Dumbarton Academy and Gartocharn Primary School.

5 CONTRACT AUTHORISATION REPORT: MEASURED TERM CONTRACT – DESIGN, SUPPLY, ERECTION AND DISMANTLING OF SCAFFOLDING 15 – 18

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of a Measured Term Contract for the Design, Supply, Erection and Dismantling of Scaffolding.

**6 CONTRACTS PROPOSED FOR AWARD DURING SUMMER 19 – 22
RECESS**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Chief Executive to award, during the summer recess period, those contracts listed in Appendix 1 to the report.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 28 June 2017

Subject: Contract Authorisation Report: Postal Services – Physical Mail

1. Purpose

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead – Regulatory to conclude the award of the contract for postal services - physical mail.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorises the Strategic Lead – Regulatory to conclude the award of the call off contract for Postal Services – Collected Mail under the Crown Commercial Services Framework agreement RM 1063 Lot 1 to Whistl UK Ltd; and
 - b) Notes that the contract shall be for a period of 2 years with an option to extend for a further 12 months at an estimated value of £148,000 exc VAT per annum.

3. Background

- 3.1** West Dunbartonshire Council (WDC) currently contracts with Whistl UK Ltd for physical mail services under the terms of a previous Scottish Government framework agreement for Postal Services. This expired on 31 December 2016 however the Council did a further call off from the framework agreement before it expired to allow time to undertake a comparison of options. The current contract period with Whistl expires on 30 June 2017.
- 3.2** To date, the Council has used Scottish Government framework agreements for the collection of physical mail. The framework agreements also make provision for mail which is generated at the desktop and transferred electronically to a central fulfilment area where the physical items are produced and then collected by Royal Mail for final delivery (hybrid mail). Both lots in the new Scottish Government framework agreement - Physical and Hybrid mail and Scheduled/Regular Bulk Mail (Print and Post) - were awarded to Royal Mail following an open tender exercise.
- 3.3** Crown Commercial Services also has a framework agreement (RM1063) for Postal Goods and Services which can be accessed by Local Authorities. Lot 1 covers the collection and delivery of physical mail and the 6 other Lots cover electronically generated mail as well as mail room equipment. There are 9 providers awarded on Lot 1 of which 5 operate in Scotland.

- 3.4** Over the last 12 months, WDC has been reviewing its arrangements for processing of physical mail. There has been a focus on compliance with the requirements for machine readable mail which attracts a more competitive unit rate. Mail is also now collected and brought to a central location for processing rather than through franking machines. This mail rationalisation project is being rolled out and there will be an ongoing requirement for a mail provider to collect physical mail from Garshake (and subsequently, the new Dumbarton office) and Aurora House on an ongoing basis. The next phase of the project will look at the feasibility of introducing hybrid mail for day to day requirements and planned bulk mailings.
- 3.5** In support of the requirement to identify a provider for the collection of physical mail, a comparison has been undertaken of the offerings available through both Scottish Government and CCS framework agreements.

4. Main Issues

- 4.1** An evaluation has been carried out of all rates currently offered through the framework agreements for the different types of mail processed and based on volumes in the period 1 April 2016 to 31 March 2017. The table below shows the current baseline costs and the estimated costs for each provider through the two framework agreements:

Provider	Framework agreement	Estimated Annual Cost
Whistl	Previous SG framework agreement (current rates)	£170,087.11
Royal Mail	New Scottish Government framework agreement	£152,145.08
DX Group	CCS Framework agreement	£173,110.66
One Post	CCS Framework agreement	£184,995.16
Royal Mail	CCS Framework agreement	£152,377.56
UK Mail	CCS Framework agreement	£156,316.09
Whistl	CCS Framework agreement	£148,260.89

- 4.2** Qualitative aspects have also been considered for each provider. These include delivery timescales, additional discounts for higher volumes, additional charges for lower volumes, call off processes, charging policies relating to non machine-readable mail, how mail volumes are calculated, implementation costs and terms and conditions.
- 4.3** Taking all of the above aspects into account, the offering from Whistl through the Crown Commercial Services framework agreement has been identified as the most economically advantageous for the Council. If approved, the current operational arrangements will continue seamlessly with the contractual and invoicing arrangements being adjusted to reflect the new contract terms.

5. People Implications

- 5.1** Council staff currently involved in the processing of physical mail will be largely unaffected by the change over to the CCS framework agreement.

6. Financial and Procurement Implications

6.1 Financial - the costs in respect of the proposed provider Call off Contract under CCS framework agreement RM1063 will be met from the approved revenue budgets across the Council. Estimated cashable savings of £21,800 have been identified based on 2016/17 mail and volumes. Once the contract is awarded, volumes and rates for 2017/18 will be confirmed.

6.2 Procurement - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

7. Risk Analysis

7.1 Any risks will be managed through robust contract and supplier management.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report and no equalities impact was identified.

9. Consultation

9.1 Legal, Finance and Service stakeholders have been consulted on the content of this paper, with no issues being identified.

10. Strategic Assessment

10.1 A reliable and efficient mail collection and delivery service enables the Council to communicate effectively with external stakeholders and supports the undernoted strategic priorities:

- Strong financial governance and sustainable budget management;
- Constructive partnership working and joined-up service delivery;
- Positive dialogue with local citizens and communities.

Stephen West

Strategic Lead – Resources

12 June 2017

Person to Contact: Alison Wood, Business Partner, Strategic Procurement,
Garshake Road, 01389 737664, alison.wood@wdc.gcsx.gov.uk

Appendices: None

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 28th June 2017

Subject: Contract Authorisation Report: Supply of Fuel & Associated Operation & Maintenance of Biomass Boilers at Dumbarton Academy and Gartocharn Primary School

1. Purpose

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Supply of Fuel & Associated Operation & Maintenance of Biomass Boilers at Dumbarton Academy and Gartocharn Primary School.

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 call-off contract for Supply of Fuel & Associated Operation & Maintenance of Biomass Boilers at Dumbarton Academy and Gartocharn Primary School to Angus Biofuels.
 - b) Note that the contract shall be for a period of 3 years with an option to extend for a further two twelve month periods. The estimated value of the contract over the five years will be £221,250, excluding VAT.

3. Background

- 3.1** The purpose of the tender was to identify a contractor who would operate the heat generation equipment and sell the heat generated to the Council while also ensuring the ongoing efficiency of the boiler, quality of fuel and continuity of supply. Approval to proceed with this tender was granted by the Educational Services Committee on 3rd September 2014 (for Dumbarton Academy) and 7th December 2016 (for Gartocharn Primary School).
- 3.2** The delay in progressing at Dumbarton Academy was a result of snagging issues being identified during site visits from prospective bidders which took time to resolve. In addition, some issues were identified with the terms and conditions of the framework which had to be resolved with Legal Services. The decision was taken to delay issuing the tender in 2016 until the completion of the installation of a biomass boiler at Gartocharn PS and securing committee approval so that one tender for two schools could be issued.
- 3.3** The tender was conducted in accordance with the Procurement Reform (Scotland) Act 2014 and Council's Standing Orders and Financial Regulations relating to

Contracts. A tender strategy document was also approved by the Corporate Procurement Manager.

4. Main Issues

- 4.1** The contract strategy identified that the preferred procurement route was a call-off from the Scottish Government's Biomass Energy Supply Agreement framework agreement (SP12/003). All seven providers were invited to bid for the Council's requirement through the Public Contracts Scotland advertising portal. Two suppliers submitted a response by the deadline date of the 31st March 2017, at 4pm.
- 4.2** The two tender submissions were evaluated by representatives from the Energy and Compliance Team and Corporate Procurement Unit against pre-determined award criteria which were based on a price / quality ratio of 60% / 40%. The scores, relative to the award criteria of each tenderer, are as follows:

Tenderer Name	Quality Score (40% weighting)	Price Score (60% weighting)	Total Score (100%)
Angus Biofuels	24%	60%	84%
HW Energy	30%	50.85%	80.85%

- 4.3** It is recommended that the contract is awarded to Angus Biofuels who has provided the most economically advantageous tender.

- 4.4** The total value of the contract over the five year maximum period is as follows:

Dumbarton Academy	£195,000
Gartocharn PS	<u>£ 26,250</u>
Total	<u>£221,250</u>

- 4.5** Biomass will replace some but not all of the oil and gas consumption at the two schools. Based on market predictions about the likely increases in the cost of gas and oil over the next few years, the estimated savings over the 5 year contract period are given in the table below. As the Scottish Government provides gas price forecasts only, global market predictions have been used to estimate oil price increases. Over the next 5 years, these are anticipated to rise by between 30% & 50%: this is equivalent to a straight line increase over this time period of 5.4% & 8.4% respectively:

Dumbarton Academy (gas)	Estimated 5 year saving	Gartocharn Primary School (oil)	Estimated 5 year saving
Based on Scottish Government gas price forecasts	£63,200	Based on RPI (1.8%)	£30,339
		5.4% annual increase	£32,593
		8.4% annual increase	£34,646

- 4.6** The Renewable Heat Incentive (RHI) is the world's first long-term financial support programme for renewable heat administered by Ofgem. The RHI pays participants of the scheme that generate and use renewable energy to heat their buildings. Ofgem has approved RHI payments for these two schools and the estimated value of the

RHI payments over the 5 year contract period, including a projected RPI increase at the present rate of 1.8%, are as follows:

Dumbarton Academy	£110,000
Gartocharn PS	<u>£ 21,418</u>
Total	<u>£131,418</u>

These payments would be received for a period of 20 years from the date that the RHI application is received.

4.7 WDC is required to report annual carbon emissions arising from use of gas and electricity through the Carbon Reduction Scheme (CRC); there is a charge of £16.60 per tonne of CO2 emitted in 2017- 18. This cost is due to rise annually in line with the Retail Prices Index. Biomass is termed as a renewable fuel and therefore is excluded from this scheme. Replacing some of the gas with biomass will reduce the carbon emissions for Dumbarton Academy by 92 tonnes per annum. This will reduce the annual cost to WDC under the CRC by £1,500. Emissions arising from the use of oil are excluded from the CRC scheme and therefore there is no associated saving for Gartocharn PS.

The projected savings from the CRC scheme are:

2017/18	£ 900 (based on 60% reduction in use of gas)
2018/19	<u>£1,500</u>
Total	<u>£2,400</u>

4.8 Angus Biofuels has committed to delivery of the following community benefits as a result of delivery of this contract:

Outcome / Activity	
Curriculum Support Activities in WD Area:	Carry out seminars and presentations to schools and colleges on CO2 reduction, using biomass as a renewable energy and promoting careers in the biomass industry.
	Provide educational visit to the Strathclyde Depot and arrange an annual field tour to a local forest (Aberfoyle) to view harvesting and production equipment in operation.
Other WD Community Benefits:	Communication with community groups to offer advice on alternative heating of the community halls.
Sustainability Benefits:	Carry out free of charge a hydraulic survey of the existing hot water and heating system within the boiler house and look at pump timings, pump speeds, hydraulic flows etc. In addition, monitor fuel delivered against kwh produced and install a remote monitoring system that records heat consumption per hour. From this data,

	compile a report to be discussed with the client and suggest any recommendations to improve energy efficiency and lower running costs. This report, engineer's time and monitoring equipment has a market value of circa £4000.00 plus VAT.
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5. People Implications

- 5.1 Management and administration of this contract will be executed by the Council's Energy & Compliance Team in conjunction with other utility contracts.

6. Financial and Procurement Implications

- 6.1 Financial – The costs of this contract will be met from the approved revenue budgets of Educational Services. There are no capital costs as both boilers have been installed and fully paid for. The estimated revenue efficiencies are summarized in the table below:

	Dumbarton Academy	Gartocharn PS	Total
Cost of contract over 5 years	£195,000	£26,250	£221,250
<u>Less</u> cost avoidance for reduction in gas and oil consumption over 5 years	£63,200	£30,339 (minimum)	£ 93,539
<u>Less</u> RHI Payments over 5 years	£110,000	£21,418	£131,418
Less CRC savings (Dumbarton Academy)	£2,400	£0	£2,400
Net cost / (saving)	£19,400	£(25,507)	(£6,107)

As can be seen there is a net expected saving over the 5-year period of around £6,000, based on the lowest likely outcome for Gartocharn; if this was the maximum then the net position increases the saving to £10,000.

- 6.2 Procurement - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

7. Risk Analysis

- 7.1 Implementing a contract for biomass services as described above has inherent risks which will be closely managed through robust project management. Insurable risks have been addressed by way of the supplier's insurances arrangements. The following risks would also be mitigated through the award of the contract:

- Failure of the Council to achieve its carbon reduction targets - the use of biomass fuel greatly assists the Council in achieving its targets;
- Failure to properly operate the biomass boiler - this will be the responsibility of the supplier therefore additional training of Council employees will not be required;
- The Council will not require to provide additional training or to arrange cover of trained personnel at Gartocharn Primary School; and

- Poor quality fuel supply - fuel with a higher moisture content will produce less heat in comparison to fuel with a lower moisture content. As the supplier is responsible for the supply of heat, this risk is borne by the supplier.

In the event of the heat generation being lower than the required level then the supplier will be paid less, so there is an incentive for the supplier to maintain service provision as required by the Council. The heating controls at these schools will continue to be operated by the Council's Energy Officer. This will ensure that heating is provided to these buildings only when required and in line with the Council's energy reduction targets.

8. Equalities Impact Assessment (EIA)

- 8.1** Following an equalities screening, it was determined that a full Equalities Impact Assessment was not required.

9. Consultation

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

10. Strategic Assessment

Delivery of this contract will contribute to the Council's Strategic Plan priorities of improving the environmentally sustainable infrastructure and wellbeing of local communities by reducing associated carbon emissions from heat generation. In addition this will contribute to the Scottish Government's target of 11% (6,420 GWh) of heat energy to be supplied from renewable sources by 2020.

Stephen West
Strategic Lead - Resources
12 June 2017

Person to Contact:	Alison Wood, Business Partner, Strategic Procurement, Garshake Road, 01389 737664, alison.wood@wdc.gcsx.gov.uk
Appendices:	None.
Background Papers:	<p>Educational Services Committee: 07 December 2016 - Item 5 – <i>“Tender and award for Fuel Supply and associated operation and maintenance of Biomass Boiler at Gartocharn Primary School”</i>.</p> <p>Educational Services Committee: 03 September 2014 – Item 9 - <i>“Tender and award for Fuel Supply and associated operation and maintenance of Biomass Boiler at Dumbarton Academy”</i>.</p>
Wards Affected:	Dumbarton and Lomond wards

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 28 June 2017

Subject: **Contract Authorisation Report: Measured Term Contract - Design, Supply, Erection and Dismantling of Scaffolding**

1. Purpose

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of a Measured Term Contract for the Design, Supply, Erection and Dismantling of Scaffolding.

2. Recommendations

- 2.1** It is recommended that Committee:
- a) Authorise the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council the award of a Measured Term Contract for the Design, Supply, Erection and Dismantling of Scaffolding, ref: 1617-114, to Clyde Scaffolding Ltd.

3. Background

- 3.1** The Council is committed to delivering a high quality repairs and maintenance service, which ensures that all of its housing and non-housing properties are well maintained at a reasonable cost, providing value for money, and are kept in a good and safe state of repair maximising the long-term life of the property. Building Services, the Direct Labour Organisation (DLO) is responsible for delivering the Councils' repairs and maintenance service.
- 3.2** The appointment of a competent scaffolding contract supports the DLO in delivery of a high quality repairs and maintenance service for the Council's housing and non-housing properties.
- 3.3** The scaffolding spend between 1st January 2016 to the 31st December 2016 was £470k. Prices increased in January 2017 (increase of 21% applied against 2011 rates) and these rates were used as the baseline for this tender.
- 3.4** This procurement exercise has been conducted in accordance with West Dunbartonshire Council's Standing Orders, Financial Regulations and the above EU Procurement Directive 2014 threshold's for Goods / Services. A Contract Strategy document was also approved by the Corporate Procurement Manager.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 3rd February 2017, ref 2017/S 024-041846. 14 Supplier's expressed an interest, with three suppliers submitting a response by the deadline for the submissions of 12 noon on 8th March 2017.
- 4.2** The three tender submissions were evaluated by representatives from Building Services, Corporate Procurement Unit, Health & Safety and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Two tender submissions passed the selection criteria.
- 4.3** The two tender submissions were evaluated against a set of award criteria which was based on a price / quality ratio of 80% / 20%. The scores relative to the award criteria of each tenderer, are as follows:

Tenderer Name	Quality Score (20%)	Price Score (80%)	Total Score (100%)
Clyde Scaffolding Ltd	12.50	80	92.50
SGB	7.54	55.63	63.17
T&M Contracts	Failed the selection criteria		

- 4.4** It is recommended that the contract is awarded to Clyde Scaffolding Ltd who has provided the most economically advantageous tender.
- 4.5** The contract shall be for a period of 24 months with a provision for two possible extensions each of 12 months. The contract value is £700,000 per year ex VAT, subject to a ceiling value of £2,800,000 ex VAT.
- 4.6** A cost increase of 63.17% has been identified from 2016 rates to new rates tendered by Clyde Scaffolding Ltd on March 2017. The increase in the tender prices is due to no increases being applied since the tender rates of 2011. The contract value is estimated to be £700,000 per annum, based on 12 months historical usage with rates applied.
- 4.7** Clyde Scaffolding Ltd have committed to delivery of the following community benefits as a result of delivery of this contract:

Outcome / Activity	Number of people / activity
New Start Employees from WD Area - either modern apprentices and or management trainees.	1
Other WD Community Initiatives - sponsorship.	1
Other WD Community Benefits - careers days at local schools & colleges to explain the nature of our industry and to encourage them into the construction industry.	1
Other WD Community Benefits - to provide free access equipment to the local community.	1

Sustainability Benefits - daily transport planning are held to assist in vehicle optimisation of site deliveries and reduction of fuel emission.	1

5. People Implications

- 5.1** Managing the contract will require ongoing officer resource from Building Services

6. Financial and Procurement Implications

- 6.1 Financial** - Financial costs in respect of this Contract will be met from the approved budget of Building Services.

The value of the contract is £700,000 per annum from the Commencement Date.

The contract duration is 2 years from the Commencement Date with a provision for two possible extensions each of 52 weeks, which will be specified in the letter of acceptance.

- 6.2 Procurement** - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

7. Risk Analysis

- 7.1** Implementing a provision of a Measured Term Contract for the Design, Supply, Erection and Dismantling of Scaffolding has inherent risks which will be closely managed through robust project and programme governance. Insurable risks have been addressed by way of the supplier's insurances arrangements having been evaluated by the Council's Risk and Insurance section as part of the tender evaluation process.

8. Equalities Impact Assessment (EIA)

- 8.1** An Equalities Impact Assessment screening has been carried out by Building Services which did not identify any significant issues. The report does not alter any existing policy or pattern of service delivery.

9. Strategic Environmental Assessment

- 9.1** None.

10. Consultation

- 10.1** Finance, Health & Safety, Building Services, Consultancy Services have all been consulted regarding the contents of this report.

11. Strategic Assessment

11.1 This report contributes to the Council's Strategic Priorities and in particular towards:

- Improve local housing and environmentally sustainable infrastructure.
- Improve the well-being of communities

Stephen West

Strategic Lead – Resources

30th May 2017

Person to Contact:	Alex Grace – Senior Procurement Officer, Corporate Procurement Unit, Council Offices Garshake, Dumbarton. Telephone: 01389 737828, e-mail alex-grace@west-dunbarton.gov.uk Martin Feeney – Building Services Manager, The Repair Centre, 57 Cochno Street, Clydebank. Telephone 01389 738200, email Martin.Feeney@west-dunbarton.gov.uk
Appendices:	None
Background Papers:	Housing & Communities Committee 5th August 2015; Agenda item 10 (page 69); and Housing & Communities Committee 1st February 2017; Agenda item 8 (page 159) Equalities Impact Assessment screening 8 th September 2016
Wards Affected:	All

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead – Resources****Tendering Committee: Wednesday, 28th June 2017**

Subject: Contracts Proposed for Award During Summer Recess**1. Purpose**

- 1.1** The purpose of this report is to notify the Tendering Committee of the Contracts proposed for authorisation to award by the Chief Executive during the summer recess period.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- authorises the Chief Executive to award the contracts listed as Appendix 1 during West Dunbartonshire Council's summer recess;
 - notes that for such awards approved by the Chief Executive during the recess the Strategic Lead - Regulatory will conclude the award of contracts; and
 - notes that a report will be submitted to the first Tendering Committee after the summer recess period confirming the contracts that have been awarded under *Officers Delegated Powers*.

3. Background

- 3.1** In accordance with the authority granted by the *Standing Orders – Part 111, Officers Delegated Powers*, it is proposed that the Chief Executive authorises the award of contracts during the summer recess period – see Appendix 1.
- 3.2** The implications of holding back these procurement exercises until the Tendering Committee reconvenes in August 17, will delay an already full pipeline of projects which may subsequently affect funding streams.

4. Main Issues

- 4.1** The procurement exercises referenced in Appendix 1, will be conducted in accordance with the *Councils Standing Orders* and *Financial Regulations, Procurement Reform (Scotland) Act 2014* and where applicable, *EU Procurement Regulations*.
- 4.2** Those procurement exercises conducted as mini competitions under existing framework agreements will be conducted in accordance with the applicable framework agreement terms and conditions.

- 4.3 Procurement exercises referenced in Appendix 1 will be evaluated on the basis of the most economically advantageous tender received, which includes an assessment of both total cost of ownership (including price) and quality.
- 4.4 The contracts referenced to in Appendix 1, are subject to various funding streams as detailed.
- 4.5 Community benefit proposals will be requested where proportional to the value and term of the contract.

5. People Implications

- 5.1 There are no people implications arising from this report.

6. Financial and Procurement Implications

- 6.1 Financial – The budget for the proposed Works and Services has been agreed at the various committees outlined in Appendix 1.
- 6.2 Procurement – The procurement procedures outlined in this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

7. Risk Analysis

- 7.1 The risks will be addressed by the elected members proceeding to grant authorisation to the Chief Executive to award contracts during the summer recess period – see Appendix 1.

8. Equalities Impact Assessment (EIA)

- 8.1 The report does not alter any existing policy or pattern of service delivery.

9. Strategic Environmental Assessment

- 9.1 None.

10. Consultation

- 10.1 Finance Services, Legal Services and Consultancy Services have all been consulted regarding the contents of this report.

11. Strategic Assessment

- 11.1 This report contributes to the Council's Strategic Priorities and in particular towards:

- Improve economic growth and employability.
- Improve life chances for children and young people.

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 5th June 2017

Person to Contact: Annabel Travers – Procurement Manager, Corporate Procurement Unit, Council Offices Garshake, Dumbarton. Telephone: 01389 737748, e-mail annabel.travers@west-dunbarton.gov.uk

Appendices: Appendix 1 - Award of contracts during the summer recess period

Background Papers: None

Wards Affected: All

Appendix 1 – Award of contracts during the summer recess period

Department	Contract Description	Procedure	Estimated Contract Value	Contract Period	Revenue / Capital	Total Cost of Ownership / Quality Weightings
Regeneration, Environment & Growth	Glencairn House – Demolition & Refurbishment	Open Procedure	£225,000	10 weeks	Capital - £50,000 from Building upgrades and the balance of £200,000 from Local Economic Development budget	70% / 30%
	Bereavement Services Office Conversion	Open Procedure	£130,000	12 weeks	Capital – Council Meeting, General Services 10 Year Capital Plan, 24 th February 2016	70% / 30%
	Demolition Roseberry Place	Mini Competition (SXL Framework Agreement)	£200,000	12 weeks	Capital – Council Meeting, 25 th June 2014	70% / 30%
	Playparks (14) Construction	Mini Competition (SXL Framework Agreement)	£790,000	12 weeks	Capital – IRED, September 2014	15% / 85%
	St Eunan's Biodiversity Park Construction	Open Procedure	£950,000	24 weeks	Capital – IRED, 16 th March 2016	60% / 40%
	Hand Held Fire Fighting Equipment	Open Procedure	£120,000	4 years	Revenue - Housing & Communities Committee, 1st February 2017	80% / 20%