

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 2 June 2021 at 9.15 a.m.

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

*Arrived later in the meeting.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; Derek McLean, Business Partner – Strategic Procurement; and Scott Kelly, Committee Officer.

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 12 May 2021 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.

CONTRACT AUTHORISATION REPORT – LIBRARY REFURBISHMENT

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Library Refurbishment.

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

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the Contract for Library Refurbishment to FG Library Products; and
- (2) to note: (i) that the contract shall be for a period of 12 months and at a value of £205,585 ex VAT, this value being based on indicative examples for evaluation purposes; (ii) that the full value of the remaining capital budget of £278,000 was anticipated to be spent; and (iii) that the estimated commencement date of the contract was 1 July 2021.

Note: Councillor McColl entered the meeting during consideration of this item.

DELEGATED AUTHORITY TO APPROVE CONTRACTS/Framework AGREEMENT AWARDS DURING SUMMER RECESS

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of proposals to approve the award of contracts and framework agreements during the summer recess.

After discussion and having heard the Procurement Manager, the Business Partner – Strategic Procurement, and the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to grant delegated authority to the required Chief Officers, in consultation with the Convenor of the Tendering Committee, to approve the award of the contracts and framework agreements detailed in the Appendix to these Minutes during the summer recess;
- (2) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, and where required, the West Dunbartonshire Health and Social Care Partnership, the award of the contracts and framework agreements detailed in the Appendix to these Minutes; and
- (3) to note that a report detailing the outcome would be submitted for noting to the next appropriate meeting of the Tendering Committee, in accordance with Standing Order 35(b) iv.

The meeting closed at 9.40 a.m.

Appendix: Approval Of Contracts / Framework Agreement Awards During Summer Recess

Service	Contract Title	Procurement Procedure	Estimated Contract Value (Pre Extension)	Estimated Contract Value (Including Extension)	Contract Period (Pre Extension)	Contract Period (Including Extensions)	Budget	Award Criteria Ratios
Education Learning & Attainment (ELA) / WD HSCP	Provision of Corporate Taxis	Framework Agreement	£2,471,953	£2,471,953	4 years	4 years	<p>General Revenue budget approved at the Education Services Committee on 10 March 2021. The period of budget was for 4 years.</p> <p>General Revenue budget approved at the WD HSCP Audit Committee on 25 March 2021. The period of budget was for 1 year.</p>	Price / Quality ratio of 80% / 20%

Regulatory and Regeneration	Provision of Business Gateway Workshops & Expert Help Services	Contract with Open Procedure	£98,600	£147,900	2 years	3 years	General Revenue budget approved at the West Dunbartonshire Council on 22 March 2021. The period of budget was for 3 years.	Price / Quality ratio of 30% / 70%
Citizen, Culture and Facilities	Clydebank Museum Exhibition Design & Install	Contract with Open Procedure	£75,000	£75,000	9 months	9 months	General - Capital budget of £575,000 was approved at the Cultural Committee on 25 November 2019. The £75,000 is part of the budget for Professional Fees. The period of budget was for 1 year.	Price / Quality ratio of 60% / 40%
People and Technology	Provision of Citrix Netscaler Licenses	Mini competition utilising a Crown	£194,687	£194,687	1 year	1 year	General Revenue budget approved at the	Price / Quality ratio of 90% / 10%

		Commercial Services Framework Agreement					Corporate Services Committee on 17 February 2021. The period of budget was for 1 year.	
People and Technology	Provision of Server Maintenance	Direct Award utilising a Scottish Government Framework Agreement	£51,766	£51,766	1 year	1 year	General Revenue budget approved at the Corporate Services Committee on 17 February 2021. The period of budget was for 1 year.	Price / Quality ratio of 30% / 70%
Regulatory and Regeneration	Boiler Replacement at St Mary's Primary School	Contract with Open Procedure	£235,000	£235,000	4 Months	4 Months	Capital budget approved as Council on 4 March 2021. The Budget period was for one year.	Price / Quality Ratio of 70% / 30%

