

# Agenda

## Tendering Committee

**Date:** Thursday, 25 November 2021

---

**Time:** 09:15

---

**Format:** Hybrid Meeting

---

**Contact:** Scott Kelly, Committee Officer  
Email: [scott.kelly@west-dunbarton.gov.uk](mailto:scott.kelly@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above.

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and Members will have the option to attend the meeting remotely or in person at the Civic Space, Church Street, Dumbarton.

The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

**Distribution:**

Councillor I. Dickson (Chair)  
Councillor G. Casey  
Councillor D. Docherty  
Councillor J. Finn (Vice Chair)  
Provost W. Hendrie  
Councillor J. McColl  
Councillor L. O'Neill  
Councillor B. Walker

All other Councillors for information

Chief Officer – Supply, Distribution and Property  
Chief Officer – Regulatory and Regeneration

Date of Issue: 11 November 2021

**TENDERING COMMITTEE**  
**THURSDAY, 25 NOVEMBER 2021**

**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 RECORDING OF VOTES**

The Committee is asked to agree that all votes taken during the meeting will be done by roll call vote to ensure an accurate record.

**4 MINUTES OF PREVIOUS MEETING 5 – 7**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 10 November 2021.

**5 OPEN FORUM**

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

**6 CONTRACT AUTHORISATION REPORT – PAYMENT 9 – 12  
PROCESSING SERVICES**

Submit report 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 Payment Processing Services.

**7 CONTRACT AUTHORISATION REPORT – COMPACTORS 13 – 16  
FOR DALMOAK RECYCLING CENTRE**

Submit report 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 the Purchase of Two Traversing Compactors for Dalmoak Recycling Centre.



**TENDERING COMMITTEE**

At a Hybrid Meeting of the Tendering Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 10 November 2021 at 9.15 a.m.

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

**Attending:** Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; Angus Cameron and Derek McLean, Business Partners – Strategic Procurement; Michelle Lynn, Assets Co-ordinator; and Scott Kelly, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Councillor Brian Walker.

**Councillor Ian Dickson 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.

**RECORDING OF VOTES**

The Committee agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

**MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Tendering Committee held on 6 October 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 – INTERNAL ALTERATIONS TO FORM AN OFFICE AT 119 MAIN STREET, ALEXANDRIA**

With reference to the Minutes of Meeting of the Tendering Committee held on 6 October 2021, an updated 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 Internal Alterations to Form an Office at 119 Main Street, Alexandria.

After discussion and having heard Mr Cameron, Business Partner – Strategic Procurement, and the Chief Officer in further explanation and in answer to a Member's 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 Internal Alterations to Form an Office at 119 Main Street, Alexandria to Elmwood Projects Limited; and
- (2) to note that the contract shall be for a period of 12 weeks at a value of £118,663 ex VAT and that the estimated commencement date was 15 November 2021.

## **CONTRACT AUTHORISATION REPORT – RECEPTION, PROCESSING AND TREATMENT OF CO-MINGLED RECYCLATE**

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 the Reception, Processing and Treatment of Co-mingled Recyclate.

Having heard Mr McLean, Business Partner – Strategic Procurement, in further explanation and in answer to a Member's question, 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 the Reception, Processing and Treatment of Co-mingled Recyclate to Enva Scotland Limited; and
- (2) to note that the contract shall be for a period of four years at a value of £972,000 ex VAT and that the estimated commencement date was 18 November 2021.

## **CONTRACT AUTHORISATION REPORT – REPLACEMENT OF NETWORK ACCESS LAYER SWITCHES**

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 the Replacement of Network Access Layer Switches that have reached the end of their operational lives.

After discussion and having heard Mr McLean, Business Partner – Strategic Procurement, in further explanation 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 the Replacement of Network Access Switches to Capita Business Services Limited; and
- (2) to note that the contract shall be for a maximum period of 12 months and at a value of £513,257 ex VAT and that the estimated commencement date was 30 November 2021.

The meeting closed at 9.35 a.m.

DRAFT





## WEST DUNBARTONSHIRE COUNCIL

### Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 25 November 2021

---

**Subject: Contract Authorisation Report –Payment Processing Services**

#### **1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Payment Processing Services.

#### **2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Conclude on behalf of West Dunbartonshire Council (the Council) the award of the contract for Payment Processing Services to AllPay Limited;
  - b) Note the contract will be placed by West Dunbartonshire Council (the Council) / the Council; and
  - a) Note that the contract shall be for a period of two years with the option of a two year extension and at an estimated value of £106,666.67 ex VAT over two years and £213,333.34 ex VAT over four years. The total value of the contract is dependent on the number of transactions. The estimated commencement date of the contract is the 01 April 2022.

#### **3. Background**

- 3.1** West Dunbartonshire Council and West Dunbartonshire Leisure Trust have a requirement to provide payment processing services to transfer funds paid by citizens at retail and other outlets offering payment card gateways electronically to designated bank accounts in order for citizens to pay bills, rents and invoices.
- 3.2** This requirement will allow West Dunbartonshire Council citizens and West Dunbartonshire Leisure trust users to pay bills, invoices and rent in a manner which suits their needs.
- 3.3** The procurement of this specific contract was approved by Corporate Services Committee on 8 September 2021.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations. A Contract Strategy document was approved on 06 September 2021.

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

- 4.1** The Corporate Procurement Unit carried out an exercise of identifying a suitable Framework Agreement and concluded the Crown Commercial

Services G-Cloud framework agreement would be able to fulfil the Council's requirement and offer the best value to the Council

**4.2** It is recommended that the Contract is awarded to AllPay Limited of Hereford who were the sole compliant Supplier who provided the required service on the G-Cloud Framework.

**4.3** The sole tender submission was evaluated on a 100% Price criteria which was based on The G-Cloud Framework. The prices below are the prices offered to West Dunbartonshire based on our current usage rates. West Dunbartonshire Council and West Dunbartonshire Leisure Trust will be charged the rates detailed in the table below per transaction. The Supplier met the Council's Criteria and proposed the following rates: :

	<b>AllPay Limited</b>
<b>Price 100%</b>	<b>Paypoint Transactions: 47.74p; and Post Office Transactions: 47.58p</b>

**4.4** It is recommended that the contract is awarded to Allpay Limited of Hereford, who has provided the most economically advantageous tender. The contract shall be for an initial period of two years with the option of a two years extension and at an estimated value of £106,666.67 ex VAT over two years and £213,333.34 ex VAT should the contract over four years, however the final value is dependent on the number of transactions.

**4.5** AllPay Limited has committed to paying all staff as a minimum the real Living Wage (£9.50 per hour] and promotes Fair Working Practices across their organisation. Further, AllPay Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation of money to a community group or charity that supports health and wellbeing within the community;
- Supporting environmental educational projects in schools such as tree or woodland planting or educational packs;
- Facilitate quarterly work experience opportunities covering a range of work based skills; and
- Deliver quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment.

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

## **5. Financial and Procurement Implications**

**5.1** The value of this service provision following this procurement process results in an annual cost of £53,333 which is the same as the budget held for this service.

**5.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Finance officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **6. Risk Analysis**

**6.1** The risk of not carrying out this procurement would be that the Council would have to source a potentially more expensive payment method to allow our Citizens to make payments to the Council.

**6.2** AllPay Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

**6.3** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and reputational ramifications.

## **7. Equalities Impact Assessment**

**7.1** An equalities impact assessment screening was undertaken by the Waste Services Team to identify if there Equalities Impact. The result was that there was no Equalities Impact.

## **8. Consultation**

**8.1** Finance Services and Legal Services have been consulted on the contents of this report.

## **9. Strategic Assessment**

**9.1** The Payment Processing Services will contribute to the delivery of the Council's strategic priorities:

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

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 3 November 2021

---

**Person to Contact:** Daniel Cullen  
Procurement Officer  
[Daniel.Cullen@west-dunbarton.gov.uk](mailto:Daniel.Cullen@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** Contract Strategy  
Corporate Services Committee Report (8 September 2021)

**Wards Affected:** All

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 25<sup>th</sup> November 2021**

---

**Subject: Contract Authorisation Report – Compactors for Dalmoak Recycling Centre****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for the Purchase of two Traversing Compactors for Dalmoak Recycling Centre

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the Direct award of 2 Compactors for Dalmoak Recycling Centre under the Scotland Excel Framework Agreement for Waste Disposal Equipment to Bergmann Direct Limited.; and
  - b) Note that the contract shall be for a one off purchase of two waste compactors at a value of £71,480 ex VAT. The estimated commencement date of the contract is the 01 December 2021.

**3. Background**

- 3.1** The Council require a competent provider to supply and fit two suitably specified traversing compactors to be sited at our Dalmoak Civic amenity centre. This is due to the two current compactors on site being 17 years old and at the end of their working life.

The purchase of two new compactors have a life expectancy of 15 years and will support the Council to meet their statutory waste collection targets outlined by the Scottish Government.

- 3.2** The main benefits of this purchase is to provide fit for purpose compactors to service the needs of WDC and our community.
- 3.3** The overall budget for Compactors for Dalmoak Recycling Centre was approved by Council on the 22 March 2021. The purchase and tendering process to procure the required equipment was approved by the IRED Committee on 15 September 2021.

- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations. A Contract Strategy document was also approved on 09 July 2021.

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

- 4.1** The Contract Strategy identified that Scotland Excel Framework Number 1419 - Lot 2 Waste Disposal Equipment as the preferred route to market with one suitable provider being able to provide the specified equipment to meet the needs of the site.
- 4.2** The response was evaluated by representatives from Waste Services and Corporate Procurement Unit against pre-determined selection criteria which assessed, specification relevant experience, and capacity. One tender submission passed the selection criteria leading to a Direct Award.
- 4.3** The tender submission was evaluated 100% on price with the Technical Score carried over from Scotland Excel's Framework.

<b>100% Price Submission</b>	<b>Price</b>
<b>Total Price</b>	<b>£71,480</b>

- 4.4** It is recommended that the contract is awarded to Bergmann Direct Limited of Lincoln who has provided the most economically advantageous tender. The contract shall be for a one off Purchase to be delivered within sixteen weeks at a value of £71,480 ex VAT and shall include two site maintenance visits for the first year of the Contract with the remaining year's maintenance coming from the existing budget. The value of the contract is below the value budget reported to the IRED Committee of £80,000.
- 4.5** Bergmann Direct Limited has committed to paying all staff as a minimum the real Living Wage (£9.50 per hour) and promotes Fair Working Practices across their organisation. At present, Bergmann Direct Limited has not committed to providing any Social Benefits, as the value of the contract falls under the Scotland Excel threshold for Social Benefits. Also as an SME they are not in a financial position to offer any, however, the CPU and Working 4U will continue to discuss this with Bergmann Direct Limited with a view to achieving some social benefit from the contract.

#### **5. Financial and Procurement Implications**

- 5.1** Financial costs in respect of this Framework Call Off will be met from the approved Capital budget, with an underspend anticipated against budget of £8,520.

- 5.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Waste Services officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **6. Risk Analysis**

- 6.1** Due to current financial constraints the most effective way of disposing of waste is using Waste Compactors. As the two on-site are at the end of their life they are required to be replaced in order for the Council to continue to provide our statutory waste disposal services to the Public.
- 6.2** The successful Bergmann Direct Limited has no known links to Serious and Organised Crime.
- 6.3** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and reputational ramifications.

## **7. Equalities Impact Assessment**

- 8. 7.1** An equalities screening was undertaken for this reports to determine if there is an equalities impact. The results where there is no Equalities Impact Assessment. **Consultation**
- 8.1** Waste Services, Legal Services and Finance Services have been consulted on the contents of this report.

## **9. Strategic Assessment**

- 9.1** This procurement will contribute to the delivery of the Council's strategic priorities:
- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 8<sup>th</sup> November 2021

---

**Person to Contact:** Daniel Cullen  
Procurement Officer

[Daniel.Cullen@west-dunbarton.gov.uk](mailto:Daniel.Cullen@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** Contract Strategy  
**IREC Committee Paper 15 September 2021**

**Wards Affected:** All