

Agenda



Tendering Committee

Date: Wednesday, 6 September 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 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: 25 August 2017

TENDERING COMMITTEE
WEDNESDAY, 6 SEPTEMBER 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 MINUTES OF PREVIOUS MEETING 5 – 8

Submit, for approval as correct record, the Minutes of Meeting of the Tendering Committee held on 28 June 2017.

**4 CONTRACT AUTHORISATION REPORT: DESIGN AND BUILD 9 – 13
BIODIVERSITY PARK – SITE OF FORMER ST EUNAN'S
PRIMARY SCHOOL**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead Regulatory to conclude the award of the contract for Design and Build Biodiversity Park – site of former St Eunan's Primary School.

**5 CONTRACT AUTHORISATION REPORT: REFURBISHMENT 15 – 18
OF FERRYFIELD EARLY LEARNING AND CHILDCARE
CENTRE**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead Regulatory to conclude the award of the contract for the Refurbishment of Ferryfield Early Learning & Childcare Centre.

**6 CONTRACT AUTHORISATION REPORT: MEASURED TERM 19 – 23
CONTRACT – PLANNED AND REACTIVE MAINTENANCE OF
FIRE FIGHTING EQUIPMENT**

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 Planned and Reactive Maintenance of Fire Fighting Equipment.

7 CONTRACT AUTHORISATION REPORT FOR THE 25 – 28
DEMOLITION OF FORMER COUNCIL OFFICES, ROSEBERY
PLACE

Submit report by the Strategic Lead - Resources notifying of the contract award to demolish the former Council Offices at Rosebery Place.

8 CONTRACT AUTHORISATION REPORT: GLENCAIRN 29 – 32
HOUSE REFURBISHMENT

Submit report by the Strategic Lead - Resources informing of the contract award by the Strategic Lead Regulatory for the contract for Glencairn House Refurbishment.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 28 June 2017 at 9.15 a.m.

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

Attending: Angela Wilson, Strategic Director - Transformation & Public Service Reform; Stephen West, Strategic Lead - Resources; Martin Feeney, Building Services Manager; Alex Grace, Senior Procurement Officer; Alison Wood, Business Partner, Strategic Procurement; Linda Butler, Events and Employee Engagement Lead; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Provost William Hendrie, and Councillors David McBride and Marie McNair.

Councillor Jim Finn in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in the item of business on the agenda.

CONTRACT AUTHORISATION REPORT: POSTAL SERVICES – PHYSICAL MAIL

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 Postal Services – Physical Mail.

Having heard the Business Partner, Strategic Procurement, and the Events and Employee Engagement Lead in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

- (1) to authorise 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
- (2) to note that the contract shall be for a period of two years with an option to extend for a further 12 months at an estimated value of £148,000, excluding VAT, per annum.

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

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 of Fuel and Associated Operation and Maintenance of Biomass Boilers at Dumbarton Academy and Gartocharn Primary School.

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

- (1) to authorise the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council the award of the call-off contract for Supply of Fuel and Associated Operation and Maintenance of Biomass Boilers at Dumbarton Academy and Gartocharn Primary School to Angus Biofuels;
- (2) to note that the contract shall be for a period of three years with an option to extend for a further two 12 month periods; and
- (3) to note that the estimated value of the contract over the five years will be £221,250, excluding VAT.

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

A report was submitted 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.

Following discussion and having heard the Strategic Director - Transformation & Public Service Reform and the Senior Procurement Officer 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 a Measured Term Contract for the Design, Supply, Erection and Dismantling of Scaffolding, ref: 1617-114, to Clyde Scaffolding Ltd; and
- (2) to note that the Strategic Director - Transformation & Public Service Reform would discuss with the Procurement Manager and the Procurement Team what financial information it may be appropriate to include in future reports to the Committee.

CONTRACTS PROPOSED FOR AWARD DURING SUMMER RECESS

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

Following discussion and having heard the Strategic Director - Transformation & Public Service Reform 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 Chief Executive to award those contracts listed in Appendix 1 to these Minutes during West Dunbartonshire Council's summer recess, in consultation with the Leader of the Council and/or the Convener of the Tendering Committee;
- (2) to note that for such awards approved by the Chief Executive, in consultation with the Leader of the Council and/or the Convener of the Tendering Committee, during the recess the Strategic Lead - Regulatory will conclude the award of contracts; and
- (3) to note that a report will be submitted to the first meeting of the Tendering Committee after the summer recess period confirming the contracts that have been awarded under Officers' Delegated Powers.

The meeting closed at 9.35 a.m.

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%

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: Wednesday 6 September 2017

Subject: Contract Authorisation Report: Design and Build Biodiversity Park – site of former St.Eunan’s 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 Design and Build Biodiversity Park – site of former St.Eunan’s 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 contract for the Design and Build of a Biodiversity Park at the site of the former St.Eunan’s Primary School, Melfort Avenue Clydebank, to Robertson Construction Group Civil Engineering.

3. Background

- 3.1** The purpose of the tender is to appoint an experienced contractor to provide a design and build solution for the new community green space project. The works will include remediation works (capping of the existing contamination) and delivery of the landscaping scheme.

- 3.2** The site was formerly occupied by St Eunan’s Primary School from 1954 until demolition in 2011. The site was initially intended for private sector residential development however site investigations discovered widespread presence of Asbestos Containing Materials (ACM’s) in the made ground which was historically imported to the site. The levels of contamination render the site unsuitable for residential or commercial development, for this reason a condition of the contract is that the appointed contractor remediates the land and makes safe for public use.

- 3.3** A consultation meeting was held with the general public, the main aims of the consultation are outlined below:

- Ensure the best long-term use of the site by seeking the views of the community on what they would like to see in any future development;
- Involve local people in the design process;
- Identify any issues the local community currently experience with the site;

- Identify any concerns the local community have with the site and its future development; and
- Give local residents the opportunity to ask questions regarding the development of the site.

3.4 During the consultation event residents had an opportunity to discuss the future of the site, provide their suggestions as well as voice concerns. A biodiversity place with supplementary uses emerged as the most widely supported option and is proposed as a leading theme for the site. Facilities provided within the site will include:

- Biodiversity areas;
- Raised bed allotments for community use;
- Natural play areas for children;
- Quiet areas for relaxation; and
- New pathways through the site.

3.5 Approval to go out to tender was provided at the meeting of the Infrastructure, Regeneration and Economic Development Committee at its meeting on 14 Dec 2016.

3.6 This procurement exercise has been conducted in accordance with the Procurement Contract (Scotland) Regulations 2016 and the Council's Standing Orders & Financial Regulations relating to Contracts. A Contract Strategy document was also approved by the Corporate Procurement Manager.

4. Main Issues

4.1 A Pre-Qualification Questionnaire contract notice was published on the Public Contracts Scotland advertising portal on 10 March 2017. 27 suppliers expressed an interest, with 5 suppliers submitting a response by the deadline for the submissions of 12 noon on 23 June 2017. The 5 bidding contractors were taken through to the Invitation to Tender stage

4.2 At the Initiation to tender stage there was 1 tender submission received, the other 4 bidders declined to submit a tender proposal. The single submission received was evaluated by representatives from Economic Development service area, 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. The tender submission passed the selection criteria.

4.3 The tender submission was evaluated against a set of award criteria which was based on a price / quality ratio of 40% / 60%. The scores relative to the award criteria of the bidder, are as follows:

Tenderer Name	Quality Score 60%	Price Score 40%	Total Score 100%
Robertson Construction Group Civil Engineering	51.3%	40%	91.3%

4.4 It is recommended that the contract is awarded to Robertson Construction Group Civil Engineering who has provided the most economically advantageous tender. The contract shall be for a period of 15 months. The contract value is £1,194,284.97 ex VAT.

4.5 A range of community benefits will be achieved as a result of delivering this contract, including, work placements and modern apprenticeship opportunities.

5. People Implications

5.1 There are no people implications with this report.

6. Financial and Procurement Implications

6.1 Financial - Financial costs in respect of this contract will be met from the approved capital budget of Regeneration, Environment & Growth

The value of the contract of £1,194,284.97 will be met from the approved capital project held for this work within the Council's capital plan of £900,000.00 plus Green Infrastructure Funding of £620,000.00, total budget of £1,520,000.00.

The contract duration is 15 Months from the Commencement Date, which will be specified in the letter of award.

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 Biodiversity Park 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. The following risks would also be mitigated through the award of the contract:

- The successful contractor has no links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- Compliance with H&S legislation during design and works - Clear instructions in ITT and checks carried out on Contractors, Management of contractor and sub-contractors on site.

7.2 Should 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 Impact Assessment screening has been carried out by the Regeneration Department which did not identify any significant issues. The report does not alter any existing policy or pattern of service delivery.

9. Strategic Environmental Assessment

This project supports The West Dunbartonshire Open Space Strategy; the Plan was prepared to inform West Dunbartonshire Council and other key stakeholders in making decisions in relation to the provision and improvement of open space within West Dunbartonshire over the ten year period from 2011 - 2021. A Strategic Environmental Assessment (SEA) was completed and this project falls under the SEA remit.

10. Consultation

- 10.1** Legal, Finance, Corporate Procurement and Economic Development have been consulted in relation to the content of this report.

11. Strategic Assessment

- 11.1** This report contributes to the Council's Strategic Priorities and in particular towards improving the well-being of communities and local residents. The project will provide an open space which will promote healthy living in the local community through an increase in physical activity and access to an improved open space.

Stephen West
Strategic Lead Resources
10 August 2017

Person to Contact: Angus Cameron, Procurement Officer – Place Department,
West Dunbartonshire Council, Garshake Road, Dumbarton
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Appendices: N/A

Background Papers: [Infrastructure, Regeneration and Economic Development Committee – Minutes Ordinary Meeting 14 December 2016](#)
[Equality Impact Assessment \(starts page 182\)](#)

Wards Affected: Ward 5 - Linnvale/Drumry

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 6 September 2017

Subject: Contract Authorisation Report: Refurbishment of Ferryfield Early Learning & Childcare Centre

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 Refurbishment of Ferryfield Early Learning & Childcare Centre.

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 award of the contract for the Refurbishment of Ferryfield Early Learning & Childcare Centre, to Go-Wright Ltd.
- b) Note that the contract shall be for a period of 6 weeks at a value of £195,544.98 ex VAT.

3. Background

- 3.1** The purpose of this tender exercise is to undertake internal and external upgrades to Ferryfield Early Learning & Childcare Centre (EL&CC) in Alexandria. Refurbishment of this Early Learning and Childcare Centre is part of the Review of Early Years Services and funded by the Scottish Government to ensure that the education services for young children in the West Dunbartonshire area are improved. This project was approved by the Educational Services Committee on 2 December 2015.
- 3.2** This procurement exercise has been conducted in accordance with the Procurement Contract (Scotland) 2016 and the Council's Standing Orders & Financial Regulations relating to contracts. A Contract Strategy document was also approved by the Corporate Procurement Manager on 10 January 2017.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal on 12 May 2017. Seventeen suppliers expressed an interest, with 8 suppliers submitting a response by the deadline for the submissions of 12 noon on 2 June 2017.

4.2 The 8 tender submissions were evaluated by representatives from Consultancy 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. 7 tender submissions passed the selection criteria with one supplier failing.

4.3 Seven tender submissions were evaluated against a set of award criteria which was based on a price / quality ratio of 70 % / 30 %. The scores relative to the award criteria of each tenderer, are as follows:

Tenderer Name	Quality Score (30%)	Price Score (70%)	Total Score (100%)	Tender Total Sum
Go-Wright	19.9	69.2	89.1	£195,544.98
Redpath	18.2	68.7	86.9	£196,859.00
Advanced Refurbishment	16.1	70.0	86.1	£193,282.65
AKP	18.8	63.7	82.5	£212,429.22
City Gate Construction	18.0	63.5	81.5	£213,148.20
W H Kirkwood	15.0	66.3	81.3	£204,122.05
Stewart & Shields	15.6	55.3	70.9	£244,736.00

It is recommended that the contract is awarded to Go-Wright Ltd who has provided the most economically advantageous tender. The contract shall be for a period of 6 weeks at a value of £195,544.98 ex VAT.

4.4 As a result of this contract the following community benefits will be delivered:

Outcome / Activity	
Other WD Community Benefits	Go-Wright Ltd will: Work with local agencies to generate training and learning opportunities for new apprentices and NEETS; Support local football teams to provide coaching and financial support for facilities/sponsorship; Visits to local schools to highlight the advantages of working in the construction industry; and Utilise local supply chain to provide materials and plant for this project.
Sustainability Benefits	Go-Wright Ltd will: Conduct the works in a sustainable manner, recycling where possible. Procurement of material will be carried out to ensure traceability and reduce environmental impact.

4.5 Go-Wright Ltd has asserted that Fair Working Practices are followed, namely:

- a pay policy that includes a commitment to supporting the Living Wage;
- being a Living Wage Accredited Employer;

- clear managerial responsibility to nurture talent and help individuals fulfill their potential;
- developing a workforce which reflects the population of Scotland in terms of age, gender, race and disability;
- clear managerial responsibility to nurture talent and help individuals fulfill their potential;
- a strong commitment to Modern Apprenticeships;
- support for learning and development;
- no inappropriate use of zero hours contracts;
- flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance;
- Trade Union recognition and representation where possible; otherwise alternative arrangements to give staff an effective voice;

5. People Implications

5.1 There are no people implications in the awarding of this contract.

6. Financial and Procurement Implications

6.1 Financial - The value of the contract is £195,544.98 and this will be met from the capital resources made available within the Council's capital plan. A saving of £69,455.02 was realised against the budget of £265,000.00.

The contract duration is 6 weeks from the Commencement Date, which will be specified in the letter of award.

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 the refurbishment of Ferryfield Early Learning and Childcare Centre 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. The following risks would also be mitigated through the award of the contract:

- The successful contractor has no links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council - WDC work with Police Scotland to conduct background checks as part of the tender process. Police Scotland confirmed that Go-Wright Ltd passed the supplier background screening process.
- Compliance with H&S legislation during design and works - Clear instructions in ITT and checks carried out on Contractors, Management of contractor and sub-contractors on site.

8. Equalities Impact Assessment (EIA)

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

9. Consultation

- 9.1** Finance, Legal and Consultancy Services have been consulted in relation to the content of this report.

10. Strategic Assessment

- 10.1** Delivery of this contract was part of the review of Early Years Services and funded by the Scottish Government to ensure that the education services for young children in the West Dunbartonshire area are improved.

Stephen West
Strategic Lead - Resources
Date:

Person to Contact: Claire McGlynn, Procurement Officer, Garshake Road, 01389 737830, claire.mcglynn@west-dunbarton.gov.uk

Marie Haworth, Capital Programme Officer, Bridge Street, 01389 737229, marie.haworth@west-dunbarton.gov.uk

Appendices: None.

Background Papers: [Educational Services Committee - 2 December 2015](#)
Early Learning and Childcare Review – Update (page 2)

Equality Impact Assessment available from Marie Haworth on request

Wards Affected: Leven.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 6 September 2017

Subject: Contract Authorisation Report: Measured Term Contract - Planned and Reactive Maintenance of Fire Fighting Equipment

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 a Measured Term Contract for the Planned and Reactive Maintenance of Fire Fighting Equipment.

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 a Measured Term Contract for the Planned and Reactive Maintenance of Fire Fighting Equipment to M&S Fire Protection Ltd.; and
- b) Note that the contract shall be for a period of two years with the option to extend for a further two 12 month periods and subject to a ceiling value of £120,000, over 4 years ex VAT. Any decision to extend will be made by the Budget Holder and the Contract Manager-Asset Management, in conjunction with the Corporate Procurement Unit, based on satisfactory contractor performance.

3. Background

- 3.1** The purpose of the tender was to identify a suitably experienced and qualified contractor to undertake the inspection, service & maintenance of hand held fire fighting equipment (HHFFE) throughout West Dunbartonshire Council (the Council) properties. The fire fighting equipment includes fire extinguishers, fire blankets and dry risers.
- 3.2** In Scotland, requirements on general fire safety are covered in Part 3 of the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006. The Council properties, facilities and assets must be properly maintained in a manner that complies with statutory legislation BS EN 3-7, BS5306-3:2009, BS ISO7010:2011 and appropriate records of this must be retained.
- 3.3** The contract will cover the following elements:

- a) Preparation, review and maintenance of the Council's asset register for all HHFFE, including details of equipment (type & size) within each property, location (referenced to HHFFE building plans), details of next inspection date for annual inspection and extended service date;
- b) The supply and fit of new fire safety signage as instructed; and
- c) Service and maintenance of the dry riser installations within Council Properties.

3.4 The budget for Measured Term Contract for the Planned and Reactive Maintenance of Fire Fighting Equipment was approved at The Council meeting on 22 February 2017. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement (Scotland) Regulations 2016 (below the EU threshold) for Services. A Contract Strategy document was also approved by the Corporate Procurement Manager on 18 May 2017.

4. Main Issues

4.1 A contract notice was published on the Public Contracts Scotland advertising portal on 31st May 2017. Seventeen suppliers expressed an interest, with three suppliers submitting a response by the deadline for the submissions of 12 noon on 23rd June 2017.

4.2 The three tender submissions were evaluated by representatives from Building Services, Asset Management, Corporate Procurement Unit and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience and capacity. All three tender submissions met the selection criteria.

4.3 The three tender submissions were evaluated against a set of award criteria which were 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%)	Confirmed Price (ITT) (2 years)
M & S Fire Protection Ltd	10.38	80	90.38	£79,045.00
Invincible Fire & Security Ltd	12.88	27.41	40.29	£230,673.00
Alarmfast Supervision Security Systems Ltd	8.58	22.86	31.44	£276,571.20

4.4 It is recommended that the contract is awarded to M&S Fire Protection Ltd who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option to extend for a further two 12 month periods and subject to a ceiling value of £120,000, over 4 years ex VAT. The budget value is £30,000 per year and as the contract is based on a schedule of rates, officers responsible will be managing spend in accordance with the budget limits.

4.5 M&S Fire Protection Ltd has committed to follow Fair Working Practices as below:

- clear managerial responsibility to nurture talent and help individuals fulfill their potential;
- support for learning and development;
- flexible working (including for example practices such as flexi-time and career; breaks) and support for family friendly working and wider work life balance; and
- promoting workplace innovation.

4.6 M&S Fire Protection Ltd have committed to delivery of the following community benefits and sustainability benefits as a result of delivery of this contract:

Outcome / Activity	Number of people / activity
WD Schools Work Experience Placements.	4 people
Provide free of charge fire protection/extinguishers for events such as fireworks displays, Christmas and outdoor events.	4 activities
Provide school staff training on the use of portable fire equipment.	1 per school annually
Vehicle tracking devices in all company vehicles to help in reduction of fuel emission.	1 activity
Employment of staff from local areas to ensure distribution and route planning are kept to a minimum.	1 activity

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial

Financial costs in respect of this contract will be met from the approved Capital and Revenue budgets within General Services and the Housing Revenue Account revenue budget. The total budget available per year is £30,000.

The value of the M&S Fire Protection Ltd bid is equivalent to around £39,000 per financial year. The current value of budgets held is £30,000 per year and as a result, as the contract is based on a schedule of rates, officers responsible for the control of these budgets will require to manage spend within budget limits.

The contract duration is 2 years from the commencement date with a provision for two possible extensions each of 12 months.

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 Measured Term Contract for the Planned and Reactive Maintenance Fire Fighting Equipment 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. The following risk would also be mitigated through the award of the contract:

- The successful contractor has no links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should 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 report to determine if there is an equalities impact. The result was there is no equalities impact.

9. Strategic Environmental Assessment

9.1 A strategic environmental assessment was not required for this project.

10. Consultation

10.1 Legal, Finance, Building Services and Asset Management have 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; and
- Improve the well-being of communities and protect the welfare of vulnerable.

Stephen West

Strategic Lead – Resources
3 August 2017

Person to Contact:

Rebecca Hall – Senior Procurement Officer, Corporate Procurement Unit, Council Offices Garshake, Dumbarton.
Telephone: 01389 736854, e-mail Rebecca.hall@west-dunbarton.gov.uk

Michelle Lynn, Client Business Partner, Asset Management, 01389 606992, Michelle.Lynn@west-dunbarton.gov.uk

Appendices:

None

Background Papers:

Housing & Communities Committee 1st February 2017; Agenda item 4.2 (Page 160).

Equalities Impact Assessment screening.

Wards Affected:

All.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 6th September 2017

**Subject: Contract Authorisation Report for the Demolition of former Council Offices
Rosebery Place**

1. Purpose

- 1.1** The purpose of this report is to notify the Tendering Committee of the contract award to demolish the former Council offices at Rosebery Place.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a)** notes the delegated authority granted to the Chief Executive, the Leader of the Council and the Convener of Tendering Committee; and
- b)** notes the content of this report and contract award for the demolition of former Council offices at Rosebery Place, made to Caskie Limited for a period of 16weeks at value of £218,250 ex VAT based on the approval granted by those to whom delegated powers were provided.

3. Background

- 3.1** The purpose of the tender (mini competition via a Scotland Excel framework agreement) was to identify a single contractor who can provide demolition services to demolish the former Council offices at Rosebery Place; including clearing the site and ensuring that the site is clean from contamination. A timeous demolition of the building will allow the land to be marketed and reduce additional cost for security; reduce vandalism and additional risk to the public. Approval to proceed with this tender was granted by Council on the 25th June 2014.
- 3.2** The tender was conducted in accordance with the Council's Standing Orders and Financial Regulations relating to Contracts. At the Tendering Committee on 28 June 2017, it was agreed to delegate power to award this contract, along with a number of others, to the Chief Executive plus the Leader of the Council and/or the Convener of the Tendering Committee. As was anticipated the tendering process for this demolition work was completed during the political recess and a report was prepared and issued to the Chief Executive plus the leader of the Council and the Convener of the Tendering Committee for approval which was granted.

4. Main Issues

- 4.1** The contract strategy identified that the preferred procurement route was a mini competition call-off from the Scotland Excel framework agreement for Demolition Services. All 23 contractors were invited to bid for the Council's requirement through the Public Contracts Scotland portal. Eight contractors submitted a response by the deadline date of the 6th June 2017, at 12:00 noon.
- 4.2** The eight tender submissions were evaluated against the Demolition Services framework award criteria, Option 1. No technical evaluations were required as scores from the initial Scotland Excel framework agreement technical evaluation, with a weighting of (30%), were pulled through and added to the commercial score with a weighting of (70%) which was evaluated by the Council to give a total tender score out of 100. The scores, relative to the award criteria of each tenderer, are as follows:

Rank	Supplier	Weighted Technical Score (30%)	Weighted Commercial Score (70%)	Combined Weighted Score (100%)	Confirmed Price (ITT)
1	Caskie Limited	23.4	67.6585	91.029	£218,250.00
2	C.E.P. Demolitions Limited	20.9	70	90.880	£210,950.00
3	JCJ Group	29.0	58.6439	87.654	£251,800.00
4	Reigart Contracts Limited	27.1	53.1216	80.182	£277,977.00
5	MacWilliam Demolition Ltd	16.9	59.4587	76.379	£248,350.00
6	George Beattie & Sons Ltd	17.8	51.037	68.797	£289,330.00
7	Central Demolition Ltd	23.0	44.9512	67.961	£328,500.00
8	Damada Group	18.6	46.1664	64.796	£319,852.00

- 4.3** The contract was awarded to Caskie Limited under lot 2 of the Scotland Excel Demolition Services framework agreement, who is a Scottish Living Wage accredited employer. The total value of the contract is £218,250.00 however, the Office Rationalisation Project approved budget for this project was £200,000 which indicates an overspend of £18,250 against the allocated budget.
- 4.4** A feasibility cost calculation of £750,000 provided by Consultancy Services in December 2016 was based purely on square metre rates and included an allowance for significant hand demolition due to the close proximity of live services and the assumed requirement to divert services.
- 4.5** A further review of the demolition requirements for Rosebery Place by Consultancy Services in early 2017 estimated costs to be £450,000. This estimate was built up from square metre rates and assumed services would be left connected but protected fully during the demolition. Therefore the contract price of £218,250 is 51.5% below the most recent estimate and in comparison to the other submissions received demonstrates value for money.

5. People Implications

- 5.1** There are no people implications in the awarding of this contract.

6. Financial and Procurement Implications

- 6.1** Financial – The costs of this contract will be met from the approved capital budgets for the Office Rationalisation Project.

The value of the contract is £218,250.00 compared to the budget identified for this project was £200,000 which indicates an overspend of £18,250 against the allocated budget. The shortfall will be managed and funded from the overall Office Rationalisation Project budget.

The contract duration is 16 weeks from the commencement date, which will be specified in the letter of award.

- 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** The contract for the demolition of former Council offices at Rosebery Place 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 having been evaluated as part of the tender evaluation process for the framework agreement. The following risks are mitigated through the award of the contract:

- The successful contractor has no links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council;
- Mitigate against contamination of the site from Asbestos and other hazardous / toxic materials; and
- Compliance with H&S legislation during demolition.

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** Finance, Legal and Asset Management have been consulted in relation to the content of this report.

10. Strategic Assessment

10.1 Delivery of this contract is part of the wider office rationalisation strategy for the Council.

Stephen West
Strategic Lead - Resources
10 August 2017

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Appendices: None

Background Papers: Council Meeting: 25 June 2014 - Item 7 – “*grant authority to the Executive Director of Infrastructure and Regeneration to declare Garshake, Dumbarton; Rosebery Place, Clydebank and Church Street, Alexandria buildings’ surplus to requirements when the office rationalisation project is complete, demolish and market the properties for disposal*”.

Council Meeting 25 June 2014 – item 7 appendix 2 – Updated Equality, Health and Human Rights Impact (EIA).

Tendering Committee: 28 June 2017

Report to Chief Executive, Leader of the Council and Convener of Tendering Committee 21 July 2017

Wards Affected: Clydebank Waterfront ward

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 6th September 2017

Subject: Contract Authorisation Report: Glencairn House Refurbishment

1. Purpose

- 1.1** The purpose of this report is to inform the Tendering Committee of the contract award by the Strategic Lead Regulatory for the contract for Glencairn House Refurbishment.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) notes the delegated authority granted to the Chief Executive, Leader of the Council and Convener of Tendering Committee; and
 - b) notes the contents of this report and contract award for the Glencairn House Refurbishment, made to Go-Wright Ltd for a period of 10 weeks at a value of £151,639.94 ex VAT based on the approval granted by those to whom delegated powers were provided.

3. Background

- 3.1** The purpose of the tender was to identify a single contractor to carry out refurbishment works of listed building including window replacements, full internal strip out and make good and partial demolition of rear extension building. This is to make the building wind and watertight including internal upgrades to facilitate the Council's desire to retain the character of the building and secure future use.
- 3.2** The tender was conducted in accordance with the Council's Standing Orders and Financial Regulations relating to Contracts.
- 3.3** At Tendering Committee on 28 June 2017 it was agreed to delegate power to award this contract, along with a number of others, to the Chief Executive plus the Leader of the Council and/or the Convener of the Tendering Committee.
- 3.4** As was anticipated the tendering process for this works contract was completed during the political recess and a report was prepared and issued to the Chief Executive plus the Leader of the Council and the Convener of the Tendering Committee for approval.
- 3.5** The report to those provided with delegated powers was approved by all and as a result the contract has been awarded to the preferred bidder as detailed below.

4. Main Issues

- 4.1** The contract strategy for this procurement requirement identified that the preferred procurement route was to run an open tender. A contract notice was published on the Public Contracts Scotland advertising portal on the 5 May 2017. 11 contractors noted an interest, with five suppliers submitting a response by the deadline date of 2 June 2017, at 12:00 noon.
- 4.2** The five tender submissions were initially evaluated by representatives from Asset Management, Corporate Procurement Unit, Health and Safety and Finance against predetermined selection criteria forming part of the published tender documents which assessed competence, experience and capacity. Four tender submissions passed the selection criteria and one failed due to not providing any information for evaluation.
- 4.3** The four tender submissions were then evaluated against the set award criterion which was based on a price quality ratio of 70% Price / 30% Quality. The scores, relative to the award criteria of each tenderer, are as follows:

Rank	Supplier	Weighted Technical Score (30%)	Weighted Commercial Score (70%)	Combined Weighted Score (100%)	Confirmed Price (ITT)
1	Go-Wright Ltd	21.75	70	91.75	£151,639.94
2	W H Kirkwood Ltd	22.5	64.5806	87.0806	£164,364.77
3	Stewart & Shields Ltd	19.5	56.7532	76.2532	£187,035.00
4	Redpath Construction Ltd	20.4	51.1035	71.5035	£207,713.00

- 4.4** It was recommended to award the contract to Go-Wright Ltd who provided the most economically advantageous tender and this was approved by those with powers delegated to approve by the Tendering Committee on 28 June 2017.
- 4.5** The total value of the 10 week refurbishment contract is £151,639.94.
- 4.6** As a result of this contract, the following community benefits will be delivered:

Outcome / Activity	
Other WD Community Benefits:	<p>Go-Wright will utilise local supply chains to provide materials and plant for this project – existing supply chain includes Jewson, Mather Hire Ltd, Fynepax Ltd, Howden Joinery Ltd, Rembrand Timber Ltd, Gilmour & Aitken Ltd, Cowal Building Supplies.</p> <p>Go Wright will provide support for local sports teams – providing coaching and financial support for</p>

	facilities/sponsorship.
Sustainability Benefits:	Works will be carried out in a sustainable manner, recycling where possible, procurement of material will be carried out to ensure traceability and reduce environmental impact

4.7 The award of this contract is subject to successfully obtaining a building warrant.

5. People Implications

5.1 There are no people implications in the awarding of this contract.

6. Financial and Procurement Implications

6.1 Financial – The costs of this contract will be met from the Local Economic Development capital budget.

The value of the contract is £151,639.94 which is £98,000 lower than the original cost estimate for the job.

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 the Glencairn House Refurbishment 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 having been evaluated as part of the tender evaluation process. The following risks are mitigated through the award of the contract:

- The successful contractor has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council
- Compliance with H&S legislation during refurbishment works - Clear instructions in ITT and checks carried out on Contractors, Management of contractor and sub-contractors on site.

7.2 Should 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 Following an equalities screening, it was determined that a full Equalities Impact Assessment was not required.

9. Consultation

- 9.1** Finance, Legal and Asset Management have been consulted in relation to the content of this report.

10. Strategic Assessment

- 10.1** Delivery of this contract is part of the economic development of Dumbarton Town Centre.

Stephen West
Strategic Lead - Resources
21 July 2017

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Appendices: None

Background Papers: Council; 6 February 2013

Council: 24 February 2016

Equalities Impact Assessment screening 18th April 2017

Tendering Committee: 28 June 2017

Report to Chief Executive, Leader of the Council and Convener of Tendering Committee 21 July 2017

Wards Affected: Dumbarton ward