

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 2 June 2021**

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**Subject: Contract Authorisation Report – Library Refurbishment****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 Library Refurbishment.

**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 award of the Contract for Library Refurbishment to FG Library Products.
  - b) Note that the contract shall be for a period of 12 months and at a value of £205,585 ex VAT, this value is based on indicative examples for evaluation purposes, and the full value of the remaining capital budget of £278,000 is anticipated to be spent. The estimated commencement date of the contract is 1 July 2021.

**3. Background**

- 3.1** The Council's transformational vision for libraries throughout the region is to deliver innovative interior spaces that welcome a diverse range of visitors and provide a pleasing work environment for Council employees. The Covid-19 pandemic posed additional challenges to the development of the requirement and stakeholder discussions identified innovative approaches to work by developing virtual rather than physical site visits and re-assessing the original requirement with a full refurbishment, to include desking, mobile shelving and individual children's areas, for both Alexandria and Dalmuir Libraries and renewal of shelving in Dumbarton, Duntocher, Faifley and Parkhall libraries. Timescales for contract completion, post award, has also been increased to allow for any possible additional delays that may be encountered due to the national or UK wide lockdowns.
- 3.2** The Council has a statutory duty to provide a library service to the residents of West Dunbartonshire. In addition to the on-going development and expansion of digital service resource, this requirement sought to update and modernise the physical spaces of WDC libraries to include design and internal furniture, to encourage and support access and participation from all, particularly for some disabled and older people.
- 3.3** The overall budget for Library Refurbishment was approved at the Corporate Services Committee on 29 November 2017.

**3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2015* (above the financial threshold) for Goods / Services. A Contract Strategy document was also approved on 17 March 2021.

**4. Main Issues**

**4.1** The Contract Strategy identified and recommended a mini competition from ESPO 695\_20 issue 3 Furnishing Solutions for Libraries and Community Buildings. Six of the eight awarded suppliers on this Framework Agreement could service Scotland and a tender opportunity invitation was issued to all six potential bidders through Public Contracts Scotland – Tender on 15 April 2021. Four bidders submitted a response on 11 May 2021.

**4.2** Four tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 50% / 50%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	FG Library Products	Newenglish Design	The Design Concept	WF Education Group Limited (Demco Interiors)
<b>Quality (50%)</b>					
Cost	<b>(5%)</b>	3.8%	2.5%	3.8%	0%
Quality	<b>(25%)</b>	24.4%	15.6%	21.3%	5.6%
Service	<b>(10%)</b>	7.5%	3.8%	8.8%	0%
Social Benefits	<b>(10%)</b>	10%	5%	10%	10%
<b>Quality Sub-Total %:</b>	<b>(50%)</b>	<b>45.6%</b>	<b>26.9%</b>	<b>43.8%</b>	<b>15.6%</b>
<b>Price (50%)</b>					
<b>Price Sub Total £</b>	<b>-</b>	<b>£205,585</b>	<b>£270,280</b>	<b>£207,803</b>	<b>£181,781</b>
<b>Price Sub Total %</b>	<b>(50%)</b>	<b>44.2%</b>	<b>33.6%</b>	<b>43.7%</b>	<b>50%</b>
<b>Total Score</b>	<b>100%</b>	<b>89.8%</b>	<b>60.5%</b>	<b>87.5%</b>	<b>65.6%</b>

**4.3** It is recommended that the contract is awarded to FG Library Products, of Milton Keynes who has provided the most economically advantageous tender.

The contract shall be for a period of 12 months and at an indicative value of £205,585 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee, however as this value is based on indicative examples for evaluation purposes, the full value of the remaining capital budget for this requirement of £278,000 is anticipated to be required to be spent and therefore no savings are anticipated. The final outturn cost will be known once specific library designs are completed by FG Library Products.

**4.4** FG Library Products 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, FG Library Products has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Use of two West Dunbartonshire based organisations for sub-contracting opportunities (partner with Executive Home Delivery based in Clydebank for collection of in-house manufactured elements and CK Signs based in Dumbarton to supply vinyl wall graphics and foamex graphic panels);
- Donation of £616.75 to a community group or charity that supports health and wellbeing within the community;

The social benefits will be discussed at the implementation meeting with FG Library Products and actions to take these forward will be agreed.

## **5. People Implications**

**5.1** There are no people implications.

## **6. Financial and Procurement Implications**

**6.1** Financial costs in respect of this Contract will be met from the approved Capital budget of Citizen, Culture and Facilities.

**6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Citizen, Culture and Facilities Service Officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

**7.1** FG Library Products has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

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

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. The results were that a full EIA was completed and approved.
- 8.2** The Equalities Impact assessment number 141 was approved on the 21 October 2019
- 8.3** The areas that were identified as being impacted were Age and Disability. The library refurbishment will have a positive outcome for the areas identified as the libraries will be more accessible for people with disabilities and older and younger people who have more likely to have vision and sensory issues. The improvements includes lower shelving, access as to self service machines, and staff terminals will cater for standing and seated users minimising barriers to use.

## **9. Consultation**

- 9.1** Citizen, Culture and Facilities, Finance Services and Legal Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

- 10.1** The Library Refurbishment will contribute to the delivery of the Council's strategic priorities:

- Meaningful community engagement with active empowered and informed citizens who feel safe and engaged;
- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

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

**Date:** 2 June 2021

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**Appendices:** Equalities Impact Assessment 141

**Background Papers:** Contract Strategy  
EIA Screening

**Wards Affected:** All.