

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 29 August 2018 at 9.15 a.m.

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

Attending: Stephen West, Strategic Lead - Resources; Peter Barry, Strategic Lead - Housing & Employability; John Kerr, Housing Development & Homelessness Manager; Annabel Travers, Procurement Manager; David Aitken and Alison Wood, Business Partners - Strategic Procurement; Angus Cameron and Christina Fraser, Senior Procurement Officers; Aileen Toland, Procurement Officer; 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 27 June 2018 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: FRESH MEATS, COOKED MEATS AND FRESH FISH – CALL-OFF FROM SCOTLAND EXCEL FRAMEWORK AGREEMENT (01/18)

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of three contracts for the Supply and Distribution of Fresh Meats, Cooked Meats and Fresh Fish.

After discussion and having heard Ms Wood, 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 Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of contracts under the Scotland Excel Framework Agreement (FA) (01/18) for the Supply and Distribution of Fresh Meats, Cooked Meats and Fresh Fish to McLays Ltd for Lot 1 (Fresh Meats), Brake Bros Ltd for Lot 2 (Cooked Meats) and McLays Ltd for Lot 3 (Fresh Fish);
- (2) to note that the contracts shall be for a period of three years from 1 October 2018 with the option to extend for up to a potential twelve month period until 30 September 2022; and
- (3) to note that the overall estimated value of the three contracts, including the twelve months extension, would be £1,095,000, excluding VAT.

CONTRACT AUTHORISATION REPORT: APPOINTMENT OF A STRATEGIC HOUSING PARTNER TO UNDERTAKE THE DELIVERY INCLUDING CONSTRUCTION OF THE COUNCIL'S STRATEGIC HOUSING INVESTMENT PLAN (SHIP)

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 a strategic delivery partner to deliver the Council's affordable housing supply programme as set out within the Council's Strategic Housing Investment Plan (SHIP).

After discussion and having heard relevant officers in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude the award of the call-off contract under the Scottish Procurement Alliance Framework Agreement 'Off-Site Construction of New Homes (NH1), Lot M1 - Southern Scotland' for the delivery including construction of the Council's SHIP to CCG (Scotland), who are based in Glasgow, subject to the company providing a SHIP delivery programme by no later than 14 September 2018 demonstrating that they can deliver the project by 31 March 2021; and
- (2) to note that the contract will include gateway reviews at each site at an estimated maximum value of £89.872m, excluding VAT, and that the budgeted resources factored into the investment programme were inclusive of a projected minimum £19.693m of Scottish Government Grant Funding through the Affordable Housing Supply Programme and that there was therefore a net capital cost to the Council's Housing Revenue Account of £52.145m.

CONTRACT AUTHORISATION REPORT: MANAGED WORK FOR HOUSING BENEFIT AND COUNCIL TAX REDUCTION CLAIMS

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 Managed Work for Housing Benefit (HB) and Council Tax Reduction (CTR) Claims.

After discussion and having heard the 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 the contract for Managed Work for HB and CTR Claims to Northgate Public Services (UK) Limited for a period of two years, with an option to extend for a further 12 months; and
- (2) to note that the two-year estimated value of the contract was £150,000 with the three-year estimated value of the contract being £225,000 (both values excluding VAT).

CONTRACT AUTHORISATION REPORT: CYCLE TO WORK SCHEME

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 Provision of a Cycle to Work Scheme.

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

- (1) to note the decision taken by the Corporate Services Committee on 22 August 2018 to continue to offer a Cycle to Work Scheme and to authorise the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council the award of a contract under the Eastern Shires Purchasing Organisation Framework Agreement (FA) (319_25) for 'Staff Benefits, Lot 1 Cycle to Work' for the Provision of a Cycle to Work Scheme to Halfords Ltd;
- (2) to note that the contract shall be for a period of two years with the option to extend on an annual basis, up to a further two years until 30 September 2022, with the overall estimated value of the contract to the supplier including the extension periods of £262,400, excluding VAT, but that the actual value of the contract was dependent on participation in the scheme; and
- (3) to note that a 12.5% rebate via cashback for any bicycles purchased directly from Halfords was secured as part of this contract, that the potential rebate was estimated at £28,700 over the contract period including extensions but that the actual rebate amount was dependent on participation in the scheme.

REVISED CONTRACT AUTHORISATION REPORT: PROVISION OF VENDING MACHINES – FULLY MANAGED SERVICES

With reference to the Minutes of Meeting of the Tendering Committee meeting held on 27 June 2018, a report was submitted by the Strategic Lead - Resources providing an update on the outcome of a previous decision relating to the award of the contract for the provision of fully managed vending services and seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract.

Having heard Ms Fraser, Senior Procurement Officer, in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council and West Dunbartonshire Leisure Trust (WDLT), the award of the contract for the Provision of Fully Managed Services to Selecta UK Ltd; and
- (2) to note that the contract shall be for a period of three years with the option to extend for up to an additional two 12 month periods until 3 September 2023 and the potential income to the supplier of around £109,052 per year (potential overall value of around £545,260) and potential commission to the Council and WDLT of around £26,695 per year (potential overall commission of around £133,475, net of VAT).

CONTRACT AUTHORISATION REPORT: INSTALLATION OF EXTERNAL WALL INSULATION AND RENEWAL OF ROOFS TO COUNCIL HOUSING STOCK

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 installation of External Wall Insulation and Renewal of Roofs to Council Housing Stock.

After discussion and having heard Mr Cameron, Senior Procurement Officer, in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for External Wall Insulation and Renewal of Roofs to Council Housing Stock to BCA Insulation Limited who are based in Shotts, North Lanarkshire; and
- (2) to note that the anticipated start date was 10 September 2018 and shall be for a period of two years with the option to extend for a further two 12 month periods at a value of £3,180,698, excluding VAT, per annum.

The meeting closed at 9.40 a.m.