

# Agenda



## Tendering Committee

**Date:** Wednesday, 25 January 2023

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**Time:** 09:15

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**Venue:** Council Chambers, Clydebank Town Hall, 5 Hall Street, Clydebank

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**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220. 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 business is shown on the attached agenda.

Yours faithfully

**PETER HESSETT**

Chief Executive

**Distribution:**

Councillor John Millar (Chair)  
Councillor Diane Docherty  
Councillor James McElhill  
Councillor June McKay (Vice Chair)  
Councillor Lawrence O'Neill  
Councillor Chris Pollock  
Councillor Hazel Sorrell  
Councillor Clare Steel

All other Councillors for information

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

Date of Issue: 12 January 2023

**TENDERING COMMITTEE**  
**WEDNESDAY, 25 JANUARY 2023**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in the item of business on this agenda and the reasons for such declarations.

**3 MINUTES OF PREVIOUS MEETING 5 – 6**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 16 November 2022.

**4 OPEN FORUM**

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

**5 CONTRACT EXTENSION REPORT – GLENCAIRN 7 – 8**  
**HOUSE REFURBISHMENT ARCHITECTURAL SERVICES**

Submit report by the Chief Officer – Supply, Distribution and Property providing an update on the contract for Glencairn House Refurbishment Architectural Services.



**TENDERING COMMITTEE**

At a Hybrid Meeting of the Tendering Committee held in the Bridge Meeting Room, Council Offices, 16 Church Street, Dumbarton on Wednesday, 16 November 2022 at 9.15 a.m.

**Present:** Councillors June McKay, John Millar, Lawrence O'Neill, Chris Pollock and Hazel Sorrell.

**Attending:** Angela Wilson, Chief Officer – Supply, Distribution and Property; Angus Cameron, Business Partner – Strategic Procurement; James Gallacher, ICT Manager; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Diane Docherty, James McElhill and Clare Steel.

**Councillor John Millar in the Chair**

**DECLARATIONS OF INTEREST**

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

**MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Tendering Committee held on 12 October 2022 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 – PROVISION OF MICROSOFT ENTERPRISE AGREEMENT – CORPORATE 365 LICENSING**

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 Provision of a Microsoft Enterprise Agreement – Corporate 365 Licensing.

After discussion and having heard the ICT Manager, the Business Partner – Strategic Procurement and the Chief Officer – Supply, Distribution and Property 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 Provision of a Microsoft Enterprise Agreement – Corporate 365 Licensing to Phoenix Software Ltd; and
- (2) to note: (i) that the contract shall be for a maximum period of 36 months and at a value of £2,011,356 including VAT; and (ii) that the estimated commencement date was 31 December 2022.

The meeting closed at 9.25 a.m.

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**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 25 January 2023**

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**Subject: Contract Extension Report – Glencairn House Refurbishment Architectural Services****1. Purpose**

- 1.1** The purpose of this report is to provide the Tendering Committee with an update on the contract for Glencairn House Refurbishment Architectural Services.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Note that the Chief Officer - Regulatory and Regeneration will conclude on behalf of West Dunbartonshire Council (the Council), the contract extension for Glencairn House Refurbishment Architectural Services to cover RIBA Stages 5 to 7 to Turner & Townsend Project Management Ltd; and
  - b) Note that the value of the extended contract shall be £291,437.50 ex VAT and for an extended contract period of 26 months.

**3. Background**

- 3.1** On the 23 February 2022 a report was presented at the Tendering Committee to seek approval to award Turner & Townsend Project Management Ltd for the contract for Glencairn House Refurbishment Architectural Services up to RIBA Stage 4.
- 3.2** It was noted in the Tendering Committee report that, depending on performance, the Council may retain Turner & Townsend Project Management Ltd, along with Page / Park Architects to cover future design changes which may be necessitated by the nature of the historic building and to see the project through to completion of RIBA Stage 7 (use).

**4. Main Issues**

- 4.1** It is recommended that following satisfactory performance Turner & Townsend Project Management Ltd of Low Hall, Calverly Lane, Horseforth, Leeds, LS18 4GH are retained until the completion of RIBA Stage 7. This will be managed out of their Glasgow office with the primary sub-consultant of Page / Park Architects being based in James Morrison Street, Glasgow. The value of this extended contract is £291,437.50 ex VAT.
- 4.2** Turner & Townsend Project Management Ltd has committed to paying all staff as a minimum, the Real Living Wage (£10.90 per hour).

## 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 existing Council Capital element from the Levelling Up fund.

6.2 The capital budget element was approved at the IRED Committee on 21 August 2019 with the anticipated spend within the given budget.

6.3 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Citizens, Culture & Facilities, Legal Services, Asset Management and Regeneration officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

## 7. Risk Analysis

7.1 Turner & Townsend Project Management Ltd and Page / Park Architects have no known links to serious and organised crime which would have significant political and reputational ramifications for the Council.

## 8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report. There is no equalities impact.

## 9. Strategic Assessment

9.1 The Glencairn House Refurbishment project will contribute to the delivery of the Councils strategic priorities: *“Our communities - resilient and thriving”*.

**Name:** Angela Wilson

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

**Date:**

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**Person to Contact:** Jennifer Darkins – Procurement Officer  
Corporate Procurement Unit  
E-mail: [Jennifer.darkins@west-dunbarton.gov](mailto:Jennifer.darkins@west-dunbarton.gov)

**Appendices:** None

**Background Papers:** Contract Strategy  
EIA Screening  
Contract Authorisation Report – Glencairn House  
Refurbishment Architectural Services (February 2022)

**Wards Affected:** Dumbarton