

# Supplementary Agenda



## Tendering Committee

**Date:** Wednesday, 18 September 2019

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**Time:** 09:30

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**Venue:** 'The Brock' Meeting Room,  
Council Offices, 16 Church Street, Dumbarton

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**Contact:** Scott Kelly, Committee Officer  
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Dear Member

### ITEMS TO FOLLOW

I refer to the agenda for the above Meeting of the Tendering Committee which was issued on 5 September 2019 and now enclose copies of the undernoted reports which were not available for issue at that time.

Yours faithfully

**JOYCE WHITE**

Chief Executive

**7 CONTRACT AUTHORISATION REPORT: PROVISION OF RESIDENTIAL CARE, RESPIRE AND DAY EDUCATION FOR CHILDREN AND YOUNG PEOPLE** **21 – 24**

8 CONTRACT AUTHORISATION REPORT: PROVISION OF BUSES AND ASSOCIATED SERVICES 25 - 31

**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 and Public Service Reform  
Strategic Lead - Regulatory

Date of Issue: 12 September 2019

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Strategic Director – Transformation & Public Sector Reform**

**Tendering Committee: 18 September 2019**

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**Subject: Contract Authorisation Report: Provision of Residential Care, Respite and Day Education for Children & Young People**

#### **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 Direct Award contracts for Provision of Residential Care, Respite and Day Education for Children & Young People.

#### **2. Recommendations**

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

- a) authorise the Strategic Lead Regulatory to conclude the five direct award contracts on behalf of West Dunbartonshire Health and Social Care Partnership (WDC HSCP) and Educational Services, to the providers detailed in Appendix 1, for Provision of Residential Care, Respite and Day Education for Children & Young People; and
- b) the estimated value will be £482,094 ex VAT, over 24 months. It should be noted the values may be subject to change as care needs change over the contract periods. The commencement date will be no later than 31 October 2019.

#### **3. Background**

- 3.1** On the 8th May 2019, the WD HSCP Board and on 6 June 2019, the Educational Services Committee approved the procurements for the provision of residential placements and respite care for Children and Young People.
- 3.2** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement, People, on 4 September 2019.
- 3.3** The Contract Strategy identified that the care provided to children and young people would be best met by the incumbent providers. The procurement approach will be to follow the 'Light Touch Regime' (the Reform Act permits a

public body to award a contract for health or social care services without seeking offers in relation to the proposed contract) up to a maximum of £615,278 ex VAT per contract. The strategic objective of adopting the 'Light Touch Regime' approach is to ensure that appropriate procurement due diligence processes and procedures have been followed, promote the preparation and analysis of credible market intelligence, allowing greater insight into future service developments and to ensure robust contractual arrangements are in place.

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

- 4.1** The invited Direct Award providers' submissions will be evaluated by representatives from WD HSCP and Educational Officers including the Finance Team and the Corporate Procurement Unit against pre-determined selection criteria forming part of the published direct award documents which assessed Care Inspectorate Grading's, insurances, liability, competence, experience, and capacity.

#### **5. People Implications**

- 5.1** There are no people implications.

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

- 6.1** Financial costs in respect of these contracts will be met from the WD HSCP and Educational Services budget for Provision of Residential Care, Respite and Day Education for Children & Young People. The estimated value will be £482,094 ex VAT, over 24 months.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in consultation with WD HSCP and Educational Services officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

#### **7. Risk Analysis**

- 7.1** The Corporate Procurement Unit will ensure that the providers 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** The equality screening process carried out for the purpose of this procurement is reflected in the WD HSCP Board report approved on 8 May 2019 and the Educational Services Committee on 6 June 2019.

## 9. Strategic Assessment

**9.1** The approval of the direct award contracts would support the following Council strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents

**Name:** Angela Wilson

**Designation:** Strategic Director – Transformation & Public Sector Reform

**Date:** 18 September 2019

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**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** All

## Appendix 1

Direct Award Providers	Address	Total Expenditure (per annum)	Placements
Curo Salus Limited	Laurel House, North Road, Johnstone PA5 8NE	£86,062.50	1
Curo Salus Limited  (Northview House and Tandle Brae Cottage Service)	<b>Tandle Brae Wardhouse Farm, Forehouse Road, Kilbarchan PA10 2PU</b> Northview House, 11 North Road, Johnstone PA5 8NE	£86,062.50	1
Snowdon School Limited	31 Spittal Street, Stirling FK81DU	£68,922	3
		£241,047	5

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Strategic Director of Transformation and Public Service Reform**

**Tendering Committee: 18 September 2019**

**Subject: Contract Authorisation Report for the Provision of Buses and Associated Services.**

#### **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 the contracts for the Provision of Buses and Associated Services.

#### **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 Council), to award four individual contracts for Buses and Associated Services as detailed at 4.6 of the report;
- b) The contracts at a total value of £2,197,643; and
- c) Note that the warranty contract shall be for a period of five years for Lot 3 only and three years for Lots 1, 4 and 5 with the option to extend for a further two up to 12 month periods at a cost to be determined.

#### **3. Background**

- 3.1** The overall Capital Budget for the Fleet Replacement Programme for 2019 to 2020 is £5,984,000, per the approved capital plan from Council on 27 March 2019. This budget is for all vehicles including Heavy Goods Vehicles, Buses and Light Vehicles, of which the budget for buses is £2,616,000.
- 3.2** The capital investment programme for fleet replacement continues to provide new vehicles to replace end of operational life vehicles on a seven year heavy goods vehicles and a ten year cycle for light commercial vehicles and cars. This will ensure that the vehicle technology and efficiency is up to date, cheaper to operate and safer.

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

- 4.1** A notice was published on the Public Contracts Scotland advertising portal on 11 July 2019 with a submission date of 12 noon on 22 July 2019:

- Lot 1 (one x 12 seater mini-bus) – seven bidders were invited to submit a response by the deadline and zero submissions were received;
- Lot 2 (one x 15 seater) and Lot 3 (an additional x 17 Seater without tail lift) were tendered for and zero submissions were received;
- Lot 3 (call off 1) (14 x 17 seater including tail lift) - twelve bidders were invited to submit a response by the deadline and five submissions were received;
- Lot 3 (call off 2) (1 x 17 seater including tail lift) – no bids were received.
- Lot 4 (11 X 28 seater mini-bus including tail lift) – seven bidders were invited to submit a response by the deadline and one submission was received and;
- Lot 5 (three x 37 seater mini-bus including tail lift) – eight bidders were invited to submit a response by the deadline and zero submissions were received.

**4.2** For Lot 3 (Call off 1), five tender submissions and Lot 4 a single tender submission were evaluated by representatives from Fleet and Waste Services, against a pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Five tender submissions passed the selection criteria.

**4.3** As noted above in section 4.1, Lots 1, 2, 3 (call off 2) and 5 received no bids, therefore a process of direct award was undertaken where the service identified the vehicles were still required and approached the appropriate Framework Agreement providers to quote. For Lot 1, three quotes were reviewed against a standard vehicle specification which determined Best Value. For Lot 2 and 3 (call off 2), the service removed the requirement for the 12 and 17 seater mini buses (excluding tail lift). For Lot 5 this was a bespoke requirement, a price was submitted by the single supplier in the FA then negotiated to ensure Best Value was achieved.

**4.4** The following five tender submissions were received and evaluated for Lot 3 (call off 1) against a set of award criteria which was based on a Price / Quality ratio of 30% / 70%. The scores relative to the award criteria of each tenderer for Lot 3 are as follows:



	Weighting	Courtside Conversions	Euromotive (Kent) Ltd	Stanford Coachworks	TBC Conversions Ltd	W Nicholson T/A Mellor Coachcraft
<b>Lot 3 - Quality (70.0%)</b>						
Service Delivery / Methodology	60.0%	45.0	30.0	27.0	45.0	33.0
Project Plan & Milestones	10.0%	7.5	5.0	2.5	7.5	5.0
Experience & Methodology	5.0%	0.0	1.3	1.3	3.8	3.8
Risks	10.0%	5.0	2.5	2.5	10.0	7.5
Phase Out/Exit Plan	5.0%	1.3	1.3	1.3	3.8	2.5
Sustainability	2.5%	1.9	1.3	0.6	1.9	1.3
Social Benefits	2.5%	1.3	1.3	0.6	0.6	1.9
e-Procurement	2.5%	1.3	0.9	1.3	1.6	1.9
Fair Working Practices	2.5%	0.0	0.6	0.0	1.9	1.9
Total Quality	100%	63.1	44.1	37.0	75.9	58.6
Total Quality	70.0%	44.2	30.8	25.9	53.2	41.0
<b>Price (30.0%)</b>						
Price Sub Total £	-	£57,642.00	£58,480.00	£61,185.00	£50,399.20	£57,596.00
Price Sub Total %	30.0%	26.2	25.9	24.7	30.0	26.3
Total Score	100%	70.4	56.7	50.6	83.2	67.3

The following tender submission was received and evaluated by Fleet Services and Scoping Officer for Lot 4 against a set of award criteria which was based on a Price / Quality ratio of 30% / 70%. The scores relative to the award criteria of the tenderer for Lot 4 are as follows:

	Weighting	W Nicholson T/A Mellor Coachcraft
<b>Lot 4 - Quality (70.0%)</b>		
Service Delivery / Methodology	60.0%	30.0
Project Plan & Milestones	10.0%	7.5
Experience & Methodology	5.0%	2.5
Risks	10.0%	5.0
Phase Out/Exit Plan	5.0%	2.5
Sustainability	2.5%	1.3
Social Benefits	2.5%	1.9
e-Procurement	2.5%	0.9

Fair Working Practices	2.5%	1.9
Total Quality	100%	53.4
Total Quality	70.0%	37.4
<b>Price (30.0%)</b>		
<b>Price Sub Total £</b>	-	<b>£989,351</b>
<b>Price Sub Total %</b>	<b>30.0%</b>	<b>30.0</b>
<b>Total Score</b>	<b>100%</b>	<b>67.4</b>

**4.5** It is recommended that the Tendering Committee Authorise the Strategic Lead Regulatory, to conclude on behalf of West Dunbartonshire Council, to award the following contracts:

- Lot 1 (one 12 seater mini-bus) - Crown Commercial Services (CCS) via Scotland Excel (SXL) framework agreement (FA) for 03-17 Heavy and Municipal Vehicles to Peugeot Motor Company PLC, Ford Garage, Kerse Road, Stirling, FK7 7RW, for the value of £23,128.04 (ex VAT); for a contract for the vehicle purchase and warranty period of 3 years.
- Lot 3 (14 x 17 seater including tail lift) - CCS Dynamic Purchasing System (DPS) for RM 3814 Vehicle Conversions to TBC Conversions, 50 Far Circular Road, Dungannon, Co.Tyrone, Northern Ireland BT71 6LW, for the value of £738,111 (ex VAT); for a contract for the vehicle purchase and warranty period of 5 years.
- Lot 4 (11 X 28 seater mini-bus including tail lift) - CCS DPS for RM 3814 Vehicle Conversions to Woodland T/A Mellor Coachcraft, Miall Street, Rochdale OL11 1HY for the value of £973,027 (ex VAT); for a contract for the vehicle purchase and warranty period of 3 years. and
- Lot 5 (three x 37 seater mini-bus including tail lift) – CCS FA for RM6060 Vehicle Purchase to Nu- Track Ltd, Galgorm Industrial Estate, Fenaghy Road, Galgorm, Ballymena, BT42 1PY, for the value of £371,400 (ex VAT). For a contract for the vehicle purchase and warranty period of 3 years.

For Lots 1, 4 and 5 the Council will have the option to extend the warranty period for these vehicles, subject to an option appraisal process at that time.

**4.6** The Living Wage is paid by the following suppliers:

- Lot 1, Peugeot Motor Company - All employees are paid the Scottish Living Wage;
- Lot 3, TBC Conversions - All employees except apprenticeships are paid the National Living Wage or above;
- Lot 4, Woodland T/A Mellor Coachcraft - All employees are paid the National Living Wage or above; and
- Lot 5, Nu-Track Limited - All employees are paid the National Living Wage or above.

- 4.7** The following suppliers have committed to delivery of the following social benefits as a result of delivery of these contracts via the CCS RM60606 / RM3814 and SXL FA 03-17:

TBC Conversions:

- Use of a demonstrator 16 seat wheelchair accessible minibus for 1 week (7 days); and
- 5 years warranty for the price of 3 years.

W Nicholson T/A Mellor Coach Craft:

- Sponsorship of a local sports team; and
- Quarterly workshops to cover career skills, mock interviews in co-ordination with the Education Learning and Attainment service.

Nu-Track Ltd:

- Sponsorship of a local sports team or community event - yet to be confirmed by the service;
- Donation of product vouchers to support apprentices; and
- Attend a local school to give a short talk on the benefits of public transportation, the move towards cleaner fuels and the environmental and waste management systems in place within the coachbuilding industry.

## **5. People Implications**

- 5.1** There are no people implications.

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

- 6.1** Financial costs in respect of these contracts will be met from the approved portion of Capital budget for Fleet Asset Management Plan of £2,616,000. Subsequent to the capital plan being agreed further research identified that the cost of the buses required would be lower than the original estimate and would be £2,380,000. Following the tendering exercise the cost of the vehicles is now established at £2,197,643, resulting in an underspend against the original budget of £418,357.
- 6.2** The Corporate Procurement Unit was able to secure additional contractual benefit through Post Tender Negotiations for Lot 3 call off 1, by agreeing a 5 year warranty for those vehicles which is valued at £13,440.
- 6.3** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in consultation with Fleet Services and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

**7.1** The successful suppliers have 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 may result in a delay for the delivery of the fleet replacements.

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

**8.1** An equalities screening was undertaken to determine if there is an equalities impact. The results were that there is no equalities impact.

## **9. Consultation**

**9.1** Fleet Management Service, Finance and Legal Services have been consulted regarding the contents of this report.

## **10. Strategic Assessment**

**10.1** The service provided will contribute to delivery of the Council strategic priorities by supporting the provision of efficient and effective front line services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Strategic Director - Transformation & Public Sector Reform

**Date:** 12 September 2019

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**Appendix:** None

**Background Papers:** Report to IRED Committee  
Contract Strategy

## EIA Screening

**Wards Affected:**

All