

# Agenda



## Tendering Committee

**Date:** Wednesday, 16 January 2019

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**Time:** 09:30

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**Venue:** Council Chamber, Clydebank Town Hall,  
Dumbarton Road, Clydebank

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**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220 [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

**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: 3 January 2019

**TENDERING COMMITTEE**  
**WEDNESDAY, 16 JANUARY 2019**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

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

**3 MINUTES OF PREVIOUS MEETING 5 – 8**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 19 December 2018.

**4 OPEN FORUM**

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

**5 CONTRACT AUTHORISATION REPORT: SUPPLY AND MAINTENANCE OF GEOGRAPHICAL INFORMATION SYSTEM 9 – 13**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Supply and Maintenance of a Geographical Information System (GIS).

**6 CONTRACT AUTHORISATION REPORT: OFF-SITE PRINT AND POSTING SERVICE FOR ANNUAL COUNCIL TAX BILLING 15 – 19**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Off-Site Print and Posting Service for Annual Council Tax Billing.



**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 19 December 2018 at 9.18 a.m.

**Present:** Provost William Hendrie and Councillors Gail Casey, Ian Dickson, Diane Docherty and Lawrence O'Neill.

**Attending:** Annabel Travers, Procurement Manager; David Aitken and Alison Wood, Business Partners - Strategic Procurement; Christina Fraser, Senior Procurement Officer; Andrew Duncan and Claire McGlynn, Procurement Officers; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Jim Finn, Marie McNair and Brian Walker.

**Councillor Ian Dickson 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 14 November 2018 were submitted and approved as a correct record.

Following discussion, the Committee agreed that officers should investigate the possibility of rescheduling the start time of future meetings of the Committee from 9.15 a.m. to 9.30 a.m.

**OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

## **CONTRACT AUTHORISATION REPORT: DESIGN AND BUILD OF A NEW RENTON CAMPUS**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the professional services and construction contracts for the New Renton Campus, subject to the construction costs being in line with the agreed budget of £15.1M.

After discussion and having heard Ms McGlynn, Procurement Officer, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the professional services and construction contracts under the Scottish Procurement Alliance (SPA) Framework Agreement (FA), Reference: SCB2, for New Renton Campus, subject to the final construction costs from Morgan Sindall Construction being within the agreed budget of £15.1M and performance under the professional services contract being deemed satisfactory;
- (2) to note that the professional services contract and subsequent construction contract would be for a period of 156 weeks and at an initial value of £5,401,612.98, excluding VAT; and
- (3) to note that full costs for the overall construction contract will be developed through the professional services contract at which point the costs and program will be measured against the Council's project plan and approved budget to ensure the construction costs will be within the overall guaranteed maximum costs of £9.7M (£15.1M less £5.4M), excluding any additional variations which are not within the original specification identified.

## **CONTRACT AUTHORISATION REPORT: DEMOLITION OF THE FORMER WEST DUNBARTONSHIRE COUNCIL OFFICES AT GARSHAKE ROAD**

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 Demolition of the former Council Offices at Garshake Road, Dumbarton.

Having heard Ms McGlynn, 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 under the Scotland Excel Framework Agreement (FA) for Demolition Services for the demolition of the former Council Offices at Garshake Road to David Morton (Larbert) Ltd; and
- (2) to note that the contract would be for a period of 36 weeks and at a value of £313,560, excluding VAT.

## **CONTRACT AUTHORISATION REPORT: PRIMARY DEBT MANAGER AND SHERIFF OFFICERS SERVICES**

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 Primary Debt Manager and Sheriff Officer Services.

After discussion and having heard the 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 the award of the contract for a Primary Debt Manager and Sheriff Officers to George Walker & Co (trading as Walker Love);
- (2) to note that the contract would be for a period of three years from 1 April 2019 to 31 March 2022 with the option to extend for up to two additional 12 month periods until 31 March 2024; and
- (3) to note that the second lot for second placement debt management will be retendered within the next six months and reported to a future meeting of the Tendering Committee.

## **CONTRACT AUTHORISATION REPORT: SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of contracts for the supply of personal protective equipment (PPE).

After discussion and having heard 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 the direct award of two contracts under the Scotland Excel Framework Agreement (04-16) for the supply of personal protective equipment, namely:-
  - (a) the supply of safety, workwear, weather wear and footwear (lot 1) to Arco Ltd; and
  - (b) the supply of catering and food industry clothing (lot 2) to Bunzl (trading as Greenham); and
- (2) to note that the contracts would be for a period of three years with the annual estimated values of £179,788 for lot 1 and £60,000 for lot 2, and that the overall estimated value of the contracts will be £719,363, excluding VAT.

## **CONTRACT AUTHORISATION REPORT: BREAD, ROLLS AND BAKED GOODS**

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 and Delivery of Bread, Rolls and Baked Goods.

After discussion and having heard Mr Duncan, Procurement Officer, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for the Supply and Delivery of Bread, Rolls and Baked Goods to D McGhee and Sons Ltd;
- (2) to note that the contract would be for a period of three years from 1 February 2019 with the option to extend for up to a potential 12 month period until 31 January 2023; and
- (3) to note that the overall estimated value of the contract, including the twelve months extension, would be £341,600, excluding VAT.

The meeting closed at 9.36 a.m.



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 16 January 2019**

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**Subject: Contract Authorisation Report - Supply and Maintenance of Geographical Information System**

**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 contract for the Supply and Maintenance of a Geographical Information System (GIS).

**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), the award of the contract under the Crown Commercial Services Framework Agreement RM 1059 for Supply and Maintenance of a new GIS to ESRI (UK) Ltd.;
- b) Note that £2,019 of the ICT Maintenance and Support budget 2018/19 set aside for GIS will be earmarked as at 31 March 2019 for future financial support of the new e-Development planning system during the three year contract; and
- c) Note that the contract shall be awarded in January 2019 for a period of 3 years and at a value of £79,710 ex VAT, which is fully funded within the budgets available.

**3. Background**

**3.1** This requirement for the GIS is to replace the present software which was installed in the Council in the early 1990s and not reviewed till present. The GIS in operation is not meeting the Council's current needs with significant shortfalls.

**3.2** The capital budget for the new system is £46,000 comprising £5,000 allocated in 2017/18 for the investigation of a new GIS system (none of which has been required for the investigation) and carried forward to 2018/19 and £41,000 approved by Council on 5 March 2018 for the replacement of a GIS and upgrade to e-Development planning system.

- 3.3** In addition, included within the annual ICT support and maintenance revenue budget is £8,987 per year for the support of the GIS system. The budgeted amount was not required to be paid during 2018/19 because the incumbent supplier GGP did not provide any support during that time and agreed that the software was not fit for purpose. Therefore this budget is available each year from 2018/19 and for the period of the contract (2019/20 to 2021/22), totalling £35,948 over that period.
- 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 2016 (below the EU threshold) for Services. A Contract Strategy has been approved by the Business Partner Strategic Procurement (Corporate Indirects).

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

- 4.1** An options appraisal was conducted to determine the supplier who would represent overall Best Value for the Council. An analysis of tools available within the marketplace was undertaken to identify those which met the Council's minimum requirements. Two tools were identified - ESRI ArcGIS for Local Government; and Open Source (supplied by a collaboration of economic operators) with paid support and hosted web mapping.
- 4.2** These were comprehensively evaluated and scored against a number of detailed requirements over eight sections highlighted in the table below. An evaluation of the current tool was also undertaken for option appraisal purposes. The table shows the total scores achieved in each section on the basis of the following scoring methodology:

<b>Score</b>	<b>%</b>	<b>Description</b>	<b>Interpretation</b>
<b>0</b>	<b>0</b>	Unacceptable	Fails to demonstrate an ability to meet the requirement.
1	25	Poor	Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2	50	Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3	75	Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4	100	Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

<b>WDC Requirements</b>	<b>ESRI (UK) Ltd</b>	<b>Open Source</b>	<b>GGP (current system)</b>
User Interface Desktop (32 detailed requirements)	159	98	20
Data Management (18 detailed requirements)	85	71	17
Data Analysis (4 detailed requirements)	20	19	5
Integration (17 detailed requirements)	72	31	5
Customisation (2 detailed requirements)	10	5	0
Collaboration (1 detailed requirement)	5	2	0
User Access Administration (15 detailed requirements)	75	37	3
Other Requirements 4 detailed requirements)	20	18	18
<b>Total</b>	<b>446</b>	<b>281</b>	<b>68</b>

- 4.3** Only the ESRI (UK) Ltd tool met all of the mandatory requirements. The Open Source Solution failed to meet 11 of the mandatory requirements and the GGP system failed to meet 74 of the mandatory requirements.
- 4.4** It is recommended that the contract is awarded to ESRI (UK) Ltd, of Aylesbury, Buckinghamshire. The contract's value over 3 years will be £79,710 ex VAT.
- 4.5** ESRI (UK) Ltd has committed to follow Fair Working Practices by paying the Living Wage (UK).
- 4.6** ESRI (UK) Ltd has committed to delivery of social benefits by providing training on GIS for schools / colleges in the West Dunbartonshire local area. The Council shall seek commitment to provision of these benefits prior to the award of the contract.

## **5. People Implications**

- 5.1** There are no people implications.

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

- 6.1** A one-off cost of £50,730 is payable for the development and installation of the ESRI UK Scottish Local Government Enterprise License Agreement Tier 2 including a locator hub. Funding of this amount is detailed in paragraph 6.3 below. If approved, the development and installation will commence before the end of financial year 2018/19, the cost of which will be paid in two instalments of £25,365 – one due before 31<sup>st</sup> March 2019 and the other after the Go Live date of 1<sup>st</sup> April 2019. The full payment will not be made until the implementation is completed satisfactorily.

- 6.2** The annual license agreement will commence in April 2019 for a period of three years. Support and maintenance costs of £9,660 per annum, funded by revenue, will be payable on 1<sup>st</sup> April 2019, 1<sup>st</sup> April 2020 and 1<sup>st</sup> April 2021.
- 6.3** Financial costs in respect of this contract will be met from the approved capital/revenue budgets as detailed below.

<b>Implementation costs</b>		<b>£50,730</b>
<u>Funded through:</u>		
Capital Carried Forward from 2017/18	£5,000	
Capital Budget approved 2018/19	£41,000	
ICT Revenue Support and Maintenance budget 2018/19 (total available £8,987)	£4,730	
<b>Total Funding for Implementation Costs</b>	<b>£50,730</b>	
<b>Annual Licensing</b>		<b>£28,980</b>
<u>Funded through:</u>		
Support and Maintenance ICT Revenue 2019/20 to 2021/22 – 3 years at £8,987	£26,961	
ICT Revenue Support and Maintenance budget 2018/19 – earmarked (total available £8,987)	£2,019	
<b>Total Funding for Annual Licensing</b>	<b>£28,980</b>	
<b>Total Cost and Total Funding</b>	<b>£79,710</b>	<b>£79,710</b>

In addition to the £79,710 ex VAT for the provision of software, licenses and support, an additional amount will be payable for travelling expenses associated with the set up and development phase. This has been estimated at £1,440 and will be funded from the remainder of the unspent 2018/19 ICT support and maintenance revenue budget of £8,987 set aside for GIS support. On this basis, the 2018/19 ICT support and maintenance revenue budget for GIS will be underspent by £798 (£8,987 less £4,730 less £2,019 less £1,440).

- 6.4** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Planning and Building Standards officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

- 7.1** The successful supplier has 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 reports to determine if there is an equalities impact. The result is there no equalities implications.

## **9. Consultation**

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

## **10. Strategic Assessment**

**10.1** The provision a new GIS will contribute to delivery of the Council strategic priorities through the provision of efficient and effective frontline services with improved efficient and effective use of data.

**Stephen West**  
**Strategic Lead - Resources**  
**3 January 2019**

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**Person to Contact:** Fred Dapaah, Senior Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, G82 1QL. Telephone 01389 737755

**Appendix:** None

**Background Papers:** 1.The Contract Strategy; and  
2. EIA Screening

**Wards Affected:** All



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 16 January 2019**

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**Subject: Contract Authorisation Report - Off-Site Print and Posting Service for Annual Council Tax Billing**

**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 contract for Off-Site Print and Posting Service for Annual Council Tax Billing.

**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 Off-Site Print and Posting Service for Annual Council Tax Billing to CFH Docmail Limited for a period of 3 years with the option to extend for a further 2 up to 12 month periods.
- b) Note that the 3-year value of the contract is £60,057 with the 5-year value of the contract being £100,095 (both values exclude VAT). The commencement date of the contract will be 21 January 2019.

**3. Background**

**3.1** In November 2018, Corporate Services Committee approved the procurement of Off-Site Print and Posting Service for Annual Council Tax Billing at a cost of up to £20,000 per annum.

**3.2** The Council is required to issue annual Council Tax notices to all households by 17 March each year to comply with Council Tax Regulations. Previously, this process was carried out internally. However, due to restrictions on the capacity and capability of printing and enveloping machines the Council were unable to merge the Council Tax notice, Housing Benefit and Council Tax Reduction letters which resulted in households receiving multiple mailings from the Council and multiple-postage and enveloping costs.

**3.3** Following a review of the processes for issuing Council Tax notices in 2011, it was determined that an off-site print and posting service for annual Council Tax billing would be the most efficient option. This was also made more relevant by the pushing back of the timescales from 2017/18 in the Council agreeing Rent and Council Tax increase. The work was awarded following a Quick Quote exercise and the Council are now seeking approval to progress with a multi-year tender for this work with the intention of securing better rates.

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

**4.1** The procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 for Services. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement, on 28 November 2018.

**4.2** Crown Commercial Services (CCS) has a framework agreement (FA) (RM1063) Postal Goods and Services of which Lot 3 – Hybrid Mail Offsite Solution - covers this requirement. A mini-competition was published on the Public Contract Scotland -Tender advertising portal on 29 November 2018. Twenty suppliers, who are listed on the FA, were invited to tender, with two suppliers submitting a response by the deadline for submissions of 12 noon on 13 December 2018.

**4.3** The two tender submissions were evaluated by representatives from Revenues & Benefits Service, the Corporate Procurement Unit (CPU), ITC and Finance against a set of award criteria which was based on a price / quality ratio of 60% / 40%. The scores relative to the award criteria of each tenderer, are as follows:



	<b>Weighting</b>	<b>CFH Docmail Ltd</b>	<b>Critiqom Ltd</b>
<b>Quality – 40%</b>			
ICT Security	<b>30%</b>	30.0%	18.7%
Service Delivery/Methodology	<b>15%</b>	15.0%	11.3%
Project Plan & Milestones	<b>15%</b>	15.0%	11.3%
Experience & Methodology	<b>15%</b>	15.0%	11.3%
Key Risks	<b>5%</b>	5.0%	5.0%
Phase Out & Exit Plan	<b>5%</b>	5.0%	5.0%
Contract Management	<b>5%</b>	5.0%	2.5%
Social Issue – Community Benefits	<b>5%</b>	4.9%	5.0%
Social Issue – Environment & Sustainability	<b>3%</b>	3.0%	3.0%
Social Issue – Fair Working Practices	<b>1%</b>	1.0%	0.7%
e-Procurement	<b>1%</b>	0.1%	0.9%
<b>Quality Sub-Total:</b>	<b>100%</b>	<b>99.0%</b>	<b>74.7%</b>
<b>Quality Sub-Total</b>	<b>40%</b>	<b>39.6%</b>	<b>29.9%</b>
<b>Price – 60%</b>			
Price £	-	£20,019	£20,695
<b>Price Sub Total %:</b>	<b>(60%)</b>	<b>60.0%</b>	<b>58.0%</b>
<b>Total Score</b>	<b>100%</b>	<b>99.6%</b>	<b>87.9%</b>

**4.4** It is recommended that the contract is awarded to CFH Docmail Limited of Livingston, who has provided the most economically advantageous tender. The contract shall be for a period of 3 years at a value of £60,057 ex VAT, with an option to extend for 2 up to 12 month periods. This amount is subject to increase each year in line with any Royal Mail price increases. The value of the contract is slightly above the value approved by the Corporate Services

Committee and the extra funding will be provided from the allocated budget available within the Revenues and Benefits Service.

- 4.5** CFH Docmail Limited has committed to follow Fair Working Practices and pay all of their employees the National Living Wage or above.
- 4.6** CFH Docmail Limited have committed to delivery of the following social benefits as a result of delivery of this contract:
- donation of goods to a local foodshare scheme
  - donation of materials to support a local community project.
  - donation of money to the Community Fund to provide support for victims of domestic abuse.
  - support for environmental educational projects in schools such as tree or woodland planting or educational packs.
  - print 5,000 flyers or leaflets free of charge, in full colour, to advertise an event, project or similar in the local community

## **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 revenue budget of the Revenue and Benefits Service.
- 6.2** The contract values given above are based on current postal rates and will be subject to Royal Mail increases during the period of the contract. The maximum estimated increase for 2019 is 3p per item which would increase the annual contract value by a maximum of £1,500. All other costs within the contract are fixed for a period of three years.
- 6.3** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the CPU in close consultation with Revenues & Benefits Service officers and the provisions of the Council's Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

- 7.1** The successful supplier 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 may result in legal challenge.

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

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

## 9. Consultation

9.1 Legal Services, Finance Services, ITC and Revenues & Benefits Services have been consulted regarding the contents of this report.

## 10. Strategic Assessment

10.1 The delivery of this tender supports the Council's Strategic Priorities, particularly, "*Efficient and effective frontline services that improve the everyday lives of residents – Best use of technology, resources, assets and our estate to support service delivery .*"

**Stephen West**  
**Strategic Lead – Resources**

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<b>Person to Contact:</b>	Aileen Toland – Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: 01389 737596. Email: aileen.toland@west-dunbarton.gov.uk  Ryan Chalmers - Section Head – Revenues and Benefits 16 Church Street, Dumbarton. Telephone: 01389 737557 Email: ryan.chalmers@wdc.gcsx.gov.
<b>Appendices:</b>	None
<b>Background Papers:</b>	The Contract Strategy EIA Screening Corporate Services Committee Report dated 21 November 2018
<b>Wards Affected:</b>	All