

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 23 February 2022**

Subject: Contract Authorisation Report – Office and Storage Fit Out – 11 Levenside Business Court, Alexandria**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 Office and Storage Fit Out – 11 Levenside Business Court, Alexandria.

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 Office and Storage Fit Out – 11 Levenside Court, Alexandria to W H Kirkwood Ltd.
 - b) Note that the contract shall be for a period of three weeks at a value of £67,984 ex VAT. The estimated commencement date of the contract is 17 March 2022.

3. Background

- 3.1** The requirement is to appoint a qualified and experienced contractor to provide the fit out to 11 Levenside Business Court, Alexandria in order to form office accommodation and storage area above by means of a mezzanine area accessed via stairs.
- 3.2** The implementation of this requirement will enable the West Dunbartonshire Health and Social Care Partnership (WD HSCP) Justice Social Work Service to expand its provision of unpaid work services to further benefit both the service users and communities of West Dunbartonshire.
- 3.3** The overall budget for Office and Storage Fit Out – 11 Levenside Court, Alexandria was approved at the WD HSCP Board on 20 September 2021. The period of budget was for one year. The budget for this specific contract is Capital funded from the current Revenue budget, and was approved by the Integrated Joint Board on 20 September 2021.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 17 November 2021.

4. Main Issues

- 4.1** The Council identified this is a one off project which the Council does not currently have the capacity to carry out in-house. Due to the specific location of works, value, risks and time constraints to have the contract in place collaboration with other Councils was not a viable option. There are no framework agreements or dynamic purchasing systems that are suitable for this project. Therefore, the Contract Strategy recommended an Open procurement route which provides increased opportunity for small / medium-sized enterprises to tender for the project.
- 4.2** A contract notice was published on the Public Contracts Scotland advertising portal on 15 December 2021. Ten potential bidders expressed an interest, with two bidders submitting a response by the deadline on 18 January 2022.
- 4.3** The two tender submissions were evaluated by representatives from WD HSCP, Consultancy Services, Corporate Procurement Unit, Health & Safety Services and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Two tender submissions passed the selection criteria.
- 4.4** Two tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 60% / 40%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Go-Wright Ltd	W H Kirkwood Ltd
Quality (40%)			
Cost	4%	2%	4%
Quality – Fit for Purpose Works	8%	6%	6%
Quality – Change Management	8%	4%	8%
Specification – CV, Experience / Education / Training	16%	16%	16%
Social Benefits	2%	0%	1%
Fair Working	2%	2%	2%
Quality Sub-Total %:	40%	30%	37%
Price (60%)			
Price	-	£75,647.44	£67,983.79
Price Sub Total %	60%	57%	60%
Total Score	100%	87%	97%

4.5 It is recommended that the contract is awarded to W H Kirkwood Ltd, of Greenock, who has provided the most economically advantageous tender. The contract shall be for a period of three weeks at a value of £67,984 ex VAT. The value of the contract is above the value approved by the WD HSCP Board and the extra funding of £5,000 will be provided by the Integrated Joint Board reserves.

4.6 W H Kirkwood Ltd 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, W H Kirkwood Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation of money to supply goods to local food-share scheme.

The social benefits will be discussed at the implementation meeting with W H Kirkwood Ltd 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 General Revenue budget of WD HSCP.

6.2 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with HSCP officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

7. Risk Analysis

7.1 W H Kirkwood Ltd 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 reports to determine if there is an equalities impact. The results where. There is no equalities impact.

9. Consultation

9.1 Consultation has taken place with WD HSCP, Finance Services and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

10.1 The Office and Storage Fit Out – 11 Levenside Business Court, Alexandria will contribute to the delivery of the WD HSCP strategic priorities:

- Continual transformation in the delivery of services for adults and older people as reflected within our approach to integrated care; and
- Support people to exercise choice and control in the achievement of their personal outcomes.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 27 January 2022

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Background Papers: Contract Strategy
EIA Screening

Wards Affected: Leven