

# Agenda



## Tendering Committee

**Date:** Wednesday, 20 April 2022

---

**Time:** 09:15

---

**Format:** Hybrid Meeting

---

**Contact:** Scott Kelly, Committee Officer  
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 Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and Members will have the option to attend the meeting remotely or in person at the Civic Space, Church Street, Dumbarton.

The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

**Distribution:**

Councillor I. Dickson (Chair)  
Councillor G. Casey  
Councillor D. Docherty  
Councillor J. Finn (Vice Chair)  
Provost W. Hendrie  
Councillor J. McColl  
Councillor L. O'Neill  
Councillor B. Walker

All other Councillors for information

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

Date of Issue: 4 April 2022

## **TENDERING COMMITTEE**

**WEDNESDAY, 20 APRIL 2022**

### **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 RECORDING OF VOTES**

The Committee is asked to agree that all votes taken during the meeting will be carried out by roll call vote to ensure an accurate record.

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

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 23 February 2022.

**5 OPEN FORUM**

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

**6 CONTRACT AUTHORISATION REPORT – SPECIALIST ROOFING (FLAT ROOFING AND METAL ROOFING) 9 – 12**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to conclude the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing).

**7 CONTRACT AUTHORISATION REPORT – INTERIM CONTRACT FOR SCAFFOLDING To Follow**

Submit report by the Chief Officer – Supply, Distribution and Property in relation to the above.



**TENDERING COMMITTEE**

At a Hybrid Meeting of the Tendering Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 23 February 2022 at 4.00 p.m.

**Present:** Councillors Ian Dickson, Diane Docherty, Jim Finn, Jonathan McColl, Lawrence O'Neill and Brian Walker.

**Attending:** Amanda Graham, Chief Officer – Citizen, Culture and Facilities; Annabel Travers, Procurement Manager; Angus Cameron and Derek McLean, Business Partners – Strategic Procurement; Brian Miller, Section Head, ICT Infrastructure; Michelle Lynn, Assets Co-ordinator; Ruth Pryce, Unpaid Work Team Manager, West Dunbartonshire Health & Social Care Partnership; and Scott Kelly, Committee Officer.

**Apology:** An apology for absence was intimated on behalf of Provost William Hendrie.

**Councillor Ian Dickson in the Chair**

**DECLARATIONS OF INTEREST**

Councillor Docherty declared an interest in the item under the heading 'Contract Authorisation Report – Insurance Services for Right to Buy Block Buildings Administered by West Dunbartonshire Council', being a user of the services, and intimated that she would leave the meeting during consideration of that item.

**RECORDING OF VOTES**

The Committee agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

**MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Tendering Committee held on 12 January 2022 were submitted and approved as a correct record, subject to the spelling of Councillor O'Neill's name being corrected in the list of those in attendance at the meeting.

## **OPEN FORUM**

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

## **DECLARATION OF INTEREST**

Councillor Docherty, having earlier declared an interest in the following item of business, left the meeting at this point.

### **CONTRACT AUTHORISATION REPORT – INSURANCE SERVICES FOR RIGHT TO BUY BLOCK BUILDINGS ADMINISTERED BY WEST DUNBARTONSHIRE COUNCIL**

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 Insurance Services for Right to Buy Block Buildings Administered by West Dunbartonshire Council.

After discussion and having heard Mr McLean, Business Partner – Strategic Procurement, in further explanation of the report and in answer to a Member's 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 Insurance Services for Right to Buy Block Buildings Administered by the Council to Protector Insurance; and
- (2) to note that the contract shall be for a period of three years with the option of two one-year extensions and at a value of £2,805,378 ex VAT over three years at the current annual premium offered, and £4,675,630 ex VAT should the contract be extended, this calculated at the current annual premium offered; and
- (3) to note that the estimated commencement date of the contract was 1 April 2022.

Note: Councillor Docherty re-entered the meeting at this point.

### **CONTRACT AUTHORISATION REPORT – OFFICE AND STORAGE FIT OUT – 11 LEVENSIDE BUSINESS COURT, ALEXANDRIA**

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 Office and Storage Fit Out – 11 Levenside Business Court, Alexandria.

Having heard Mr Cameron, Business Partner – Strategic Procurement, and the Procurement Manager in further explanation of the report and in answer to a Member's question, 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 Office and Storage Fit Out – 11 Levenside Court, Alexandria to W H Kirkwood Ltd; and
- (2) to note that the contract shall be for a period of three weeks at a value of £67,984 ex VAT and that the estimated commencement date was 17 March 2022.

#### **CONTRACT AUTHORISATION REPORT – SESSION INITIATION PROTOCOL (SIP) TRUNKING**

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 SIP Trunking.

Having heard Mr McLean, Business Partner – Strategic Procurement, and the Section Head, ICT Infrastructure in further explanation of the report and in answer to a Member's 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 SIP Trunking to Capita Business Services Ltd;
- (2) to note that the contract shall be for a period of 36 months with an option to extend for an additional two twelve-month periods (a maximum period of 60 months); and
- (3) to note that the value of the contract over 36 months was £195,051 and over sixty months £278,573 ex VAT, and that the estimated commencement date was 15 March 2022.

#### **CONTRACT AUTHORISATION REPORT – MANAGED WORK FOR HOUSING BENEFIT AND COUNCIL TAX REDUCTION CLAIMS**

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 Managed Work for Housing Benefit and Council Tax Reduction Claims.

Following discussion and having heard Mr McLean, 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 Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Managed Work for Housing Benefit and Council Tax Reduction Claims to NEC Software Solutions UK Limited;
- (2) to note that the contract shall be for a period of two years with the option to extend for an additional two years (maximum 48 months) and at a value of £115,383.24 ex VAT over two years and £230,766.48 ex VAT should the contract be extended; and
- (3) to note that the estimated commencement date of the contract was 15 March 2022.

### **CONTRACT AUTHORISATION REPORT – GLENCAIRN HOUSE REFURBISHMENT ARCHITECTURAL SERVICES**

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 Glencairn House Refurbishment Architectural Services.

Following discussion and having heard Mr McLean, Business Partner – Strategic Procurement, and the Assets Co-ordinator in further explanation of the report and in answer to a Member's 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 Glencairn House Refurbishment Architectural Services to Turner and Townsend Project Management Ltd;
- (2) to note that the contract shall be to the conclusion of RIBA Stage 4 (estimated duration of four months for Stage 4 completion), and that the value of the contract over four months was £150,000 ex VAT;
- (3) to note that, depending on performance, the Council may retain Turner and 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, and that should this be the case then a further report would be submitted to a future meeting of the Tendering Committee; and
- (4) to note the estimated commencement date of the contract was 28 February 2022.

The meeting closed at 4.40 p.m.



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 20 April 2022**

---

**Subject: Contract Authorisation Report – Specialist Roofing (Flat Roofing and Metal Roofing)****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 Specialist Roofing (Flat Roofing and Metal Roofing).

**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 Specialist Roofing (Flat Roofing and Metal Roofing) to Hugh L S McConnell Limited.
  - b) Note that the contract shall be for a period of two years at an estimated value of £2,000,000 with two x 12 month options to extend at an estimated value of £4,000,000 ex VAT. The estimated commencement date of the contract is 29 April 2022.

**3. Background**

- 3.1** Building Services are the Council's in-house repair and maintenance provider, responsible for the delivery of maintenance and improvement works to ensure the Council's housing and non-housing properties are well maintained at a reasonable cost, providing value for money, and are kept in a good and safe state of repair. This also ensures that the Council is extending the useful life of assets and is increasing the market value of the Council's assets.
- 3.2** Where works of a specialist nature are required (including roofing works), a specialist contractor is employed. The project was developed in response to notification that the previous Flat Roofing and Metal Roofing contractor (Allander Roofing Limited) would cease trading.
- 3.3** A report was presented at the Infrastructure Regeneration and Economic Development Committee (IRED) on the 12 May 2021 and on the 17 November 2021 seeking approval to authorise the commencement of a programme of Subcontractor Procurements for the Council. The Committee authorised these reports. The budget for Subcontractor Procurements for the Council was included in the wider budget approved at the West Dunbartonshire Council Meeting on 03 March 2021, as part of the Housing Revenue Account (HRA) Capital Plan for 2021/25.

**3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulation. A Contract Strategy document was also approved on 6 December 2021.

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

**4.1** Due to tight time constraints an agreement was reached that the Specialist Roofing (Flat Roofing and Metal Roofing) contract would be removed from the overarching Back-Up Contractors FA structure, owing to more immediate timelines.

**4.2** Whilst conducting market research a bespoke Council framework agreement (FA) / Dynamic Purchasing System (DPS) or a bespoke Council contract was discounted as the contract is time-bound for urgently required works. There was no collaborative DPS found that could meet this requirement. Research into collaborative FAs available determined that the Scottish Procurement Alliance (SPA) Roofing Systems and Works FA (RS4) includes Lot 1 {Traditional Flat Roofing and Metal Roofing, and associated works including Profiled Metal Roofing}. The FA term is from 01 June 2021 to 31 May 2025. This collaborative FA allows the Council to source specialist suppliers for the design, supply and installation of traditional Flat Roofing and Metal Roofing and pitched roofing systems and associated works.

**4.3** It is recommended that the contract is awarded to Hugh L S McConnell Limited, of 6 Inkerman PI, Kilmarnock KA1 2RL. The contract shall be for a period of two years at an estimated value of £2,000,000 with two x 12 month options to extend at an estimated value of £4,000,000 ex VAT. The estimated commencement date of the contract is 29 April 2022.

**4.4** Hugh L S McConnell Limited has committed to paying all staff as a minimum the real Living Wage £9.90 per hour and promotes Fair Working Practices across their organisation. Further, Hugh L S McConnell Limited has committed to delivery of social benefits that will be discussed at the implementation meeting and examples will be:

- Use of West Dunbartonshire based organisations for sub-contracting opportunities;
- Measurable and committed support for local small and medium sized enterprises
- Donation of support a local community project;
- Community operated transport which helps reduce CO2 emissions or carbon footprint; and
- Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

#### **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 Capital budget of Infrastructure Regeneration and Economic Development Committees.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Building Services and the provisions of Contract Standing Orders, the Financial Regulations and relevant Public Procurement Regulation.

## **7. Risk Analysis**

- 7.1** Hugh L S McConnell Limited 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 impact screening was undertaken and identified that an Equalities Impact Assessment was required

## **9. Consultation**

- 9.1** Building Services, Finance Services and Legal Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

- 10.1** The Council has responsibility for the Housing Capital Programme until 2025. As part of that responsibility the Council must meet the demand for roofing including; domestic properties, commercial properties, maintenance and repairs.

**Name:** Angela Wilson

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

**Date:** February 2022

---

**Person to Contact:** Susan Todd – Senior Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: N/A  
Email: [Susan.Todd@west-dunbarton.gov.uk](mailto:Susan.Todd@west-dunbarton.gov.uk)

Martin Feeney – Building Services Manager  
Email: [Martin.Feeney@west-dunbarton.gov.uk](mailto:Martin.Feeney@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** Contract Strategy

## Equalities Impact Assessment

**Wards Affected:** West Dunbartonshire