

Agenda



Tendering Committee

Date: Wednesday, 14 November 2018

Time: 09:15

Venue: Civic Space,
Council Offices, 16 Church Street, Dumbarton

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 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: 1 November 2018

TENDERING COMMITTEE
WEDNESDAY, 14 NOVEMBER 2018

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 – 6

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 10 October 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: DIRECT AWARD 7 – 11
FOR HOUSING SUPPORT FOR CARE LEAVERS SERVICE**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the direct award of the contract for Housing Support for Care Leavers Service.

**6 CONTRACT AUTHORISATION REPORT: PROVISION OF 13 – 17
HEAVY GOODS VEHICLES (HGVs) AND REFUSE
COLLECTION VEHICLES (RCVs) AND ASSOCIATED SERVICES**

Submit report by the Strategic Lead – Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contracts for Provision of Heavy Goods Vehicles (HGVs) and Refuse Collection Vehicles (RCVs) and Associated Services.

7 CONTRACT AUTHORISATION REPORT: PROVISION OF LEASING AND MAINTENANCE OF VENDING MACHINES 19 – 22

Submit report by the Strategic Lead - Resources providing an update on the outcome of a recent process to procure a provider for leasing and maintenance of vending machines.

8 CONTRACT AUTHORISATION REPORT: PUBLIC REALM IMPROVEMENT WORKS AT BALLOCH VILLAGE SQUARE 23 – 28

Submit report by the Strategic Lead – Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Public Realm Improvement Works at Balloch Village Square.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 10 October 2018 at 9.17 a.m.

Present: Provost William Hendrie and Councillors Ian Dickson and Diane Docherty.

Attending: Stephen West, Strategic Lead - Resources; Annabel Travers, Procurement Manager; David Aitken, Business Partner - Strategic Procurement; Claire McGlynn, Procurement Officer; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Gail Casey, Jim Finn, Marie McNair, Lawrence O'Neill 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 19 September 2018 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: THE REDEVELOPMENT AND UPGRADE OF THREE 3G PITCHES

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 redevelopment and upgrade of 3G pitches at Carleith Primary School, Clydebank; St Patrick's Primary School, Dumbarton; and Levenvale Primary School, Alexandria.

After discussion and having heard the Procurement Officer in further explanation of the report and in answer to a Member's questions, 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 Outdoor Play Equipment and Artificial Surfaces (0215) for the redevelopment and upgrade of all three 3G pitches to Allsports Construction and Maintenance Ltd; and
- (2) to note that the contract shall be for a period of 26 weeks and at a value of £734,214, excluding VAT.

CONTRACT AUTHORISATION REPORT: DEMOLITION OF HALDANE PRIMARY SCHOOL

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 Haldane Primary School.

After discussion and having heard the Procurement Officer and the Business Partner - Strategic Procurement in further explanation of the report and in answer to Members' questions, 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 Haldane Primary School to Reigart Contracts Limited; and
- (2) to note that the contract shall be for a period of 14 weeks and at a value of £143,498, excluding VAT.

The meeting closed at 9.23 a.m.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 14th November 2018

Subject: Contract Authorisation Report – Direct Award for Housing Support for Care Leavers Service

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 direct award of the contract for Housing Support for Care Leavers Service.
- 1.2** The direct award is part of a process to allow the Council to safeguard current provision for the contractual period and thereafter, if best value indicators and market conditions allow, proceed to a full tender exercise at a later date.

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 direct award of the contract for Housing Support for Care Leavers Service to CATCH Scotland Ltd.;
 - b) Note that the contract shall be for a period of 12 months with an option to extend for up to an additional 12 months and at a total contract value of £440,000 including any extension period; and
 - c) Note the process in place to proceed to full tender.

3. Background

- 3.1** The requirement is the delivery of a housing support service for male and female Care Leavers aged 16-25 years. This service is intended to provide a smooth transitional arrangement from a care environment into West Dunbartonshire Health and Social Care Partnership (WD HSCP) Throughcare Service within an agreed six month period placement. This Service is intended to provide Care Leavers with the opportunity to increase control over their daily lives, improve self-esteem by achieving and maintaining maximum possible independence and preventing social isolation. Referrals to the service are usually recognised to be the most challenging of individual placements.

- 3.2** The 'Light Touch Regime' (LTR) for Care and Support requirements within EU procurement rules and regulations permits Direct Award without Advertising up to full contract value of 750,000 euros or £615,278 sterling. The objective in adopting the LTR direct award approach to this exercise is to ensure that appropriate procurement due diligence processes and procedures are followed, promote the preparation and analysis of credible market intelligence, allowing greater insight into future service development and to ensure that WD HSCP has robust contractual arrangements in place. In developing service specification, technical questions, Individual Placement Agreements (IPA's) which will detail financial commitment and also a robust set of Terms and Conditions (T&C's), it is anticipated that this will not only save individual placement costs but reduce service breakdown and any associated additional costs when transitioning to Throughcare Services. This short term contract arrangement will enable a contract review and options appraisal exercise to be conducted including potential competitive market opportunities for future service delivery.
- 3.3** The costs for Housing Support for Care Leavers Service are included in the Looked After and Accommodated Children (LAAC) budget which was approved at the West Dunbartonshire Health and Social Care Partnership Board on 2nd May 2018.
- 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 for Care and Support Services, following the Light Touch Regime (LTR) guidance. A Contract Strategy document was also approved by the Procurement Manager on 5th February 2018.
- 3.5** The direct award documentation was published on the Public Contracts Scotland advertising portal on 17th August 2018. The invited provider submitted a response by the deadline of 12 noon on 4th September 2018.

4. Main Issues

- 4.1** The invited direct award provider submission was evaluated by representatives from WD HSCP, Corporate Procurement Unit (CPU) and Finance against pre-determined selection criteria forming part of the published direct award documents which assessed competence, experience, and capacity. The invited direct award provider submission passed the selection criteria.
- 4.2** The invited direct award provider submission was evaluated 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 Provider, are as follows:

	Weighting	CATCH Scotland Ltd
Quality (70%)	%	%
Service Continuity	9.80%	7.35%
Communications with Purchasers & Partnership Agencies	9.80%	4.90%
Support to Young People	9.80%	9.80%
Engagement with Young People	7.35%	5.52%
Transitions	7.35%	5.52%
Business Continuity	4.90%	2.45%
Sustainability - Recruitment	10.50%	7.88%
Sustainability – Staff Consistency and Recruitment	10.50%	5.26%
Quality Sub-Total %:	70%	48.66%
Price (30%)		
Total cost, inclusive of all charges for Service Provision	30%	30%
Price Sub Total %	30%	30%
Total Score	100%	78.66%

4.3 It is recommended that the contract is directly awarded to CATCH Scotland Ltd, of Paisley. The contract shall be for a period of 12 months with an option to extend for up to a further 12 months. The value of the contract is £440,000, including any potential extension period, ex VAT.

4.4 CATCH Scotland Ltd has committed to follow Fair Working Practices as below:

- CATCH Scotland pay above the Scottish Living Wage rate and are currently going through the process of becoming an accredited Living Wage employer.

4.5 CATCH Scotland Ltd have committed to delivery of the following social benefits as a result of delivery of this contract:

- Two placement opportunities for HNC Social Care students attending West College Scotland .

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this direct award for Housing Support for Care Leavers Service will be met from the approved LAAC Services budget of WD HSCP. No efficiency savings have been identified as a result of this exercise.
- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with WD HSCP officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

- 7.1** The successful provider 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** WD HSCP considered EIA requirements and completed the relevant EIA form in accordance with policy.

9. Consultation

- 9.1** WD HSCP have been consulted with at every stage of this process.

10. Strategic Assessment

- 10.1** The direct award to safeguard existing provision and commitment to move to a full tender process contributes to all five priorities but more significantly supports Council strategic priorities for 2017 – 2022 as follows:
- Supported individuals, families and carers living independently and with dignity.
 - Meaningful community engagement with active empowered and informed citizens who feel safe and engaged.

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 26 October 2018

Person to Contact: Suzanne Stenhouse Callaghan

Procurement Officer
1st Floor, 16 Church Street, Dumbarton
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Suzanne.callaghan@west-dunbarton.gov.uk

Frank McCollum
Team Leader – Residential Services
Aurora House
01389 776428
Frank.mccollum@wdc.gcsx.gov.uk

Appendices: No additional appendices.

Background Papers: The Contract Strategy
Equalities Impact Assessment

Wards Affected: All.

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead – Resources****Tendering Committee: 14th November 2018**

Subject: Contract Authorisation Report – Provision of Heavy Goods Vehicles (HGVs) and Refuse Collection Vehicles (RCVs) 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 Provision of Heavy Goods Vehicles (HGVs) and Refuse Collection Vehicles (RCVs) 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), the award of the contract under the Scotland Excel Framework Agreement (FA) 03/17 for Provision of HGVs and RCVs and associated services to Imperial Commercials Ltd as Build Co-ordinator for the vehicle components required under Lot 1 (Chassis), Lot 2 (Palfinger Hook Lifts for Buckets), Lot 8 (Heil –Bodies for refuse collection vehicles) and Lot 11(Terberg for Bin lifts); and
 - b) Note that the contract shall be awarded in December 2018 with an estimated delivery date for the vehicles of May 2019 for the Hooklift and August 2019 for the RCVs. The contract duration will be 3 years to cover the minimum warranty period with two optional extensions of up to twelve months for extended warranty options. The overall estimated value of these build coordinated contracts is £795,000 ex VAT.

3. Background

- 3.1** The Council's Asset Management Plan – Vehicle Fleet 2016-2021, noted by the Infrastructure, Regeneration & Economic Development (IRED) Committee in March 2017, set out the plans for vehicle replacement up to year 2020/21.
- 3.2** Five heavy vehicles in the Council's fleet are due for replacement in the current year as part of the Vehicle Replacement Programme i.e. three 26,000kg RCVs, one 18,000kg RCV and one Hooklift vehicle for large skip containers.
- 3.3** All five vehicles being replaced in the current year require a single contractor to be appointed to co-ordinate the build process involving the chassis which are procured through Lot 1 of the SXL FA, the hooklift which is procured through

Lot 2, the RCV bodies which are procured through Lot 8 and the bin lifting equipment which is procured through Lot 11. The chassis provider will act as Build Co-ordinator.

- 3.4 These contracts are for the outright purchase of HGVs and RCVs by the Council, however, an options appraisal to determine the funding of the purchase (i.e. leasing or outright purchase) will be carried out by the Council's Treasury advisers, Link Assets Services Ltd., once the price has been confirmed. The vehicles will be used for a period of approximately seven years or thereafter as part of the ongoing Fleet Replacement Programme.
- 3.5 The budget for Provision of Heavy Goods Vehicles (HGVs and RCVs) is part of the overall vehicle replacement budget which was confirmed at Council on 5 March 2018.
- 3.6 This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015 (above the EU threshold) for Goods / Services. A Contract Strategy document was also approved by the Procurement Manager on 15th October 2018.

4. Main Issues

- 4.1 The contract strategy recommended specific types of chassis, bodies and lifts to ensure consistency with existing fleet and with workshop tooling, spare parts holding and vehicle mechanics' training. The only providers of the recommended types who are on the SXL FA are detailed below.

Lot	Requirement	Manufacturer	Supplier
1	Chassis	DAF	Imperial Commercials Ltd
2	Hook Lift	Palfinger	Outreach Ltd.
8	RCV Body	Heil Farid	Farid Hillend
11	Bin Lift	Terberg	Dennis Eagle

The FA permits direct award where Councils can match their procurement requirements to specific products or services described in the FA Schedule and, in addition, can identify the specification, the price applicable to quantities required and the delivery period within the terms of the FA. As all of the above criteria apply to this requirement, the recommendation is to direct award to Imperial Commercials as Build Co-ordinator for all five vehicles.

- 4.2 The commercial and technical scores awarded to the suppliers that will be providing the specified vehicle build components through the FA were as follows:

	Imperial Commercials (Lot 1)	Outreach Ltd (Lot 2)	Farid Hillend (Lot 8)	Dennis Eagle (Lot 11)
Commercial (Bid prices) 65%	46.78	48.36	55.24	53.67

Commercial Questions

Price Stability (3 Max.)	0	0	0	0
Early Settlement Discounts (2 Max.)	0	0	0	0.50
Total Commercial Question points (5 Max.)	0	0	0	0.50

Technical Questions

Support Services (8 Max.)	8	6	8	8
Operational Processes (8 Max.)	8	4	8	4
Sustainability (4 Max.)	4	3	2	3
Community Benefits (4 Max.)	4	3.97	1	2.50
Spares (4 Max.)	3	0	3	3
Fair Work Practices (2 Max.)	1.5	1	2	1.5
Total Technical Points (30 Max.)	28.50	17.97	24.00	22.00
Total Technical and Commercial Points (35 Max.)	28.50	17.97	24.00	22.50

TOTAL SCORES	75.28	66.33	79.24	76.17
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4.3 It is recommended that the contract is awarded to Imperial Commercials Ltd, of Glasgow who will work with the other Scotland Excel FA suppliers named above and act as Build Co-ordinator to manage the process of assembling the completed vehicles. The contract shall be for a period of 36 months to cover the minimum warranty period with two optional extensions of up to twelve months for extended warranty options. The value of the contract is within the value of the budget confirmed by Council on 5 March 2018.

4.4 The suppliers that will be providing the vehicle components have committed to follow Fair Working Practices as below:

Imperial Commercials	Pay above the Living Wage
Outreach	Do not pay the Living Wage
Farid Hillend	Do not pay the Living Wage
Dennis Eagle	Do not pay the Living Wage

4.5 The suppliers that will be providing the vehicle components have offered a number of social benefits relating to Employability, Education, Economic Impact and Skills including:

- Employability workshops
- School/college events
- Training sessions
- Work experience for school children and further education students
- Sponsorship of local groups and initiatives
- Assist in community projects
- Donation of product vouchers
- Recruitment of modern apprentices (for higher value contracts)

The Council will 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** Financial costs in respect of these contracts will be met from the approved capital budgets for the Vehicle Replacement Programme.

- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with Fleet and Waste Services Officers and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.

- 6.3** The provision of HGVs and RCVs will contribute to delivery of the Council strategic priorities through the provision of efficient and effective frontline services that improve the everyday lives of residents. The contracts will support the success measures of *“Best use of technology, resources, assets and our estate to support service delivery”* and *“Recycling levels are improved across all communities”*.

- 6.4** Through the contracts provisions, a range of social benefits will be provided that support education, training, skills development and economic impact. In addition, the vehicles will support wider environmental benefits as they are more fuel efficient than the existing vehicles and therefore consume less non-renewable resource (crude oil) and generate less carbon dioxide (CO₂) which contributes to global warming and climate change. This will also benefit the local air quality in West Dunbartonshire.

7. Risk Analysis

- 7.1** The successful suppliers 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 there is no equalities impact.

9. Consultation

9.1 Service Leads from Environmental & Neighborhood Services have been consulted regarding the contract strategy. Finance and Legal Services have been consulted on the contents of the report.

10. Strategic Assessment

10.1 This contract supports the following Council strategic priority for 2017 - 2022:

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

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 17 October 2018

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

Appendix: None

Background Papers: Contract Strategy
EIA Screening

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead – Resources****Tendering Committee: 14 November 2018**

Subject: Contract Authorisation Report - Provision Leasing and Maintenance of Vending Machines.

1. Purpose

1.1 The purpose of this report is to update Tendering Committee on the outcome of a recent process to procure a provider for leasing and maintenance of vending machines.

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 for the Provision of Leasing and Maintenance of Vending Machines to Selecta UK Ltd.; and
- b) Note that the contract shall be for a period of 3 years from 26 November 2018 with the option to extend for up to an additional 2 x 12 month periods until 25th November 2023.

3. Background

3.1 As previously noted at Tendering Committee on 27 June 2018, the Corporate Procurement Unit (CPU) had recommended the retendering of Lot 1 of a wider tender for vending– Provision of Leasing and Maintenance of Vending Machines to ensure provision of brand new machines only. This requirement for vending machines had not been tendered for some time and was previously procured through a Scotland Excel framework agreement which is no longer in place. The Council has been operating under previous legacy agreements, extended on a rolling basis.

3.2 Approval to tender for the provision of vending machines was given at the Infrastructure Regeneration and Economic Development Committee held on 16 December 2016. The budget for the provision of leasing and maintenance of vending machines (previously Lot 1) is contained within the Facilities Management annual budget which was approved at the Council meeting held on the 5 March 2018.

3.3 This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts

(Scotland) Regulations 2015 for Goods and Services. A Contract Strategy document has been approved by the Procurement Manager.

- 3.4** A contract notice was published on the Public Contracts Scotland advertising portal on 8 August 2018. Eight suppliers expressed an interest with three submitting a response by the deadline for the submissions of 12 noon on 6 September 2018.

4. Main Issues

- 4.1** Three tender submissions were evaluated by representatives from Facilities Management, West Dunbartonshire Leisure Trust (WDLT), CPU and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Three tender submissions initially passed the selection criteria and were evaluated against the published award criteria however, clarifications confirmed that one of the three tenderers had submitted an incomplete bid and subsequently withdrew their bid.

- 4.2** The scores of the two remaining tenderers relative to the award criteria (based on a TCO / Quality ratio of 70% / 30%), are as follows:

	Weighting	Selecta	Myrtle
Quality (30%)			
Project Plan and Project Staffing Structure	3%	1.5	1.05
Service Delivery & Methodology	9%	4.5	4.5
Product Range	6%	3	3
Contract Monitoring and Management	3%	1.5	1.05
Business Continuity Planning, Reactive Repairs / Proactive Servicing Schedule	3%	1.5	0.75
Sustainability	1.5%	1.125	0.75
Social Benefits	2%	1	1.5
Phase Out Plan & Exit Strategy	1.5%	1.125	1.1
Commitment to Fair Working Practices	1%	0.75	0.5
Quality Sub-Total 30%:	30%	16	14.2
Commercial (70%)			
TCO Sub Total £		£99,700.40	£139,395.84
Lease & Maintenance (Inc Vend Banks, training)	70%	70	50.1
Total Score	100%	86	64.3

4.3 It is recommended that the contract for the Provision of Leasing and Maintenance of Vending Machines is awarded to Selecta UK Ltd of Ruislip, Middlesex who has provided the most economically advantageous tender. The contract shall be for a period of 3 years from 26 November 2018 with the option to extend for up to an additional two 12 month periods until 18 November 2023 with an overall cost of £99,700.40 for the duration of the contract.

4.4 Selecta UK Ltd has committed to follow Fair Working Practices as below:

- Pay living wage
- Currently employs around 20 full time staff from the Glasgow area

4.5 Selecta UK Ltd has committed to delivery of the following social benefits as a result of delivery of this contract:

- Support local sponsorship opportunities
- Sports teams - One off supply of products for events

4.6 The vending machines provided will be able to accommodate a variety of food and drinks containers and packaging which will enable the Facilities Management Service to meet the requirements of the Council's Single Use Plastic Motion.

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 budgets as noted within section 3.3. The costs will be spread over the five year term of the contract. The overall value of the contract is £99,700.40 which is below the budget of £150,000; this is an annual saving of £10,060, overall savings for the duration of the contract of £50,300.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with Facilities Management and WDLT 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 to determine if there is an equalities impact. The results were that there is no equalities impact.

9. Consultation

9.1 Facilities Management, WDLT and Finance and have been consulted regarding the contents of this report.

10. Strategic Assessment

10.1 The Provision of Vending Machines, Leased and Maintenance across five high schools 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: Stephen West
Designation: Strategic Lead - Resources
Date: 10 November 2018

Person to Contact: Christina Fraser - Senior Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton.
Telephone: 01389 737857

Lynda Dinnie - Facilities Management

Appendices: None

Background Papers: "Tender Outcome Report - Provision of Vending Machines – Leasing and Maintenance (Lot 1) & Fully Managed Services (Lot 2)" – Item 6 Tendering Committee - 27 June 2018
The Contract Strategy
EIA Screening

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 14 November 2018

Subject: Contract Authorisation Report – Public Realm Improvement Works at Balloch Village Square

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 Public Realm Improvement Works at Balloch Village Square.

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 for Public Realm Improvement Works at Balloch Village Square to P1 Solutions Limited; and
- b) Note that the contract shall be for a period of 21 weeks and at a value of £412,945.89 ex VAT.

3. Background

3.1 The purpose of the tender was to appoint an experienced contractor to deliver comprehensive public realm improvements in the area of Balloch adjacent to the Moss of Balloch and referred to as the 'Village Square'.

3.2 The budget for Public Realm Improvement Works at Balloch Village Square was approved at the Infrastructure, Regeneration and Economic Development Committee (IRED) on 16 August 2017.

3.3 This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 for Works. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement (Place), on 22 August 2018.

3.4 A contract notice was published on the Public Contracts Scotland advertising portal on 24 August 2018. 22 contractors expressed an interest, with 10 contractors submitting a response by the deadline for the submissions of 12 noon on 2 October 2018.

4. Main Issues

- 4.1** The 10 tender submissions were evaluated by representatives from Economic Development, the consultancy firm - Ironside Farrar, Corporate Procurement Unit (CPU), Health & Safety and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Nine tender submissions passed the selection criteria.

- 4.2** The nine tender submissions were evaluated against a set of award criteria which was based on a Price / Quality ratio of 50 % / 50 %. The scores relative to the award criteria of each tenderer, are as follows:

	Weight	P1 Solutions Ltd	Caley Construction Ltd	RJ McLeod	MacLay Civil Eng. Ltd	TSL Contractors Ltd	Luddon Construction Ltd	Go-Wright Ltd	Newlay Civil Eng. Ltd	Complete Paving Requ. Scotland
Quality (50%)										
Service Delivery & Methodology	40%	40%	20%	40%	30%	20%	10%	10%	20%	20%
Contract Delivery & Monitoring	30%	17.25%	9%	21%	24%	18.75%	15%	12.75%	11.25%	15%
Business Continuity	10%	7.5%	5%	7.5%	7.5%	7.5%	5%	7.5%	5%	5%
Team Structure	10%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	7.5%	5%
Social Benefits	5%	5%	2.5%	3.75%	2.5%	3.75%	5%	2.5%	5%	3.75%
Sustainability	3%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	1.5%
Fair Working Practices	1%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%
e-Procurement	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Quality Sub-Total	100%	81.25%	48.00%	83.75%	75.5%	61.5%	46.50%	44.25%	52.75%	52.00%
Quality Sub-Total – weighted (1)	(50%)	40.63%	24.00%	41.88%	37.75%	30.75%	23.25%	22.13%	26.38%	26.00%

Price (50%)										
Total Price	(50%)	£412,946	£377,246	£681,765	£613,824	£501,959	£496,006	£537,294	£647,704	£837,395
Price Sub Total	100%	91.35%	100.0%	55.33%	61.46%	75.15%	76.06%	70.21%	58.24%	45.05%
Price Sub Total – weighted (2)	(50%)	45.67%	50.00%	27.66%	30.73%	37.58%	38.03%	35.10%	29.12%	22.52%
Total Score (1)+(2)	100%	86.30%	74.00%	69.54%	68.48%	68.33%	61.28%	57.23%	55.50%	48.52%

Please note; all values in the above table are rounded to the nearest pound (GBP).

- 4.3** It is recommended that the contract is awarded to P1 Solutions Ltd, of Edinburgh, who has provided the most economically advantageous tender. The contract shall be for a period of 21 weeks at a value of £412,945.89, ex VAT. The value of the contract is £187,054.11 below the value approved by the IRED Committee on 16 August 2017.
- 4.4** P1 Solutions Limited has committed to follow Fair Working Practices by paying in excess of the living wage. They have also provided examples of initiatives which enhance staff development and communication and avoid exploitative practices.
- 4.5** P1 Solutions Limited have committed to delivery of the following social benefits as a result of delivery of this contract and will engage with the Council to identify candidates from the local area for each of the opportunities:
- a permanent full-time position for 1 Skilled Ground-worker or Hard Landscaping Operative;
 - 1 full-time unskilled position for at least the duration of the project, with a view to additional training and progression;
 - 1 apprentice position for Civil Engineering or Landscaping. The apprentice will be expected to attend college part time and on completion of key criteria, be offered permanent employment once the training is complete;
 - organise a public art project at the local primary school, with 3 winning designs to be printed at A1 and mounted on the site hoarding. During the competition the Contract Manager will also attend the school and give a presentation on the project and the benefits it will bring to the community, and also describe working in the construction industry;
 - 500 shrubs or 10 trees free of charge for additional planting either around Balloch village or in another area in West Dunbartonshire; and
 - Should West Dunbartonshire Council wish to hold an opening event, organise posters and flyers and ensure a senior manager is in attendance on the day to discuss the project.

5. Options Appraisal

- 5.1** The full options appraisal is contained within the IRED Report dated 16 August 2017. The appraisal included consultation in September 2016, November 2016, April 2017 and June 2017 led by Sustrans who have developed the concept designs for the project areas. The appraisal looked at the implications of carrying out the project against doing nothing. The outcome of the appraisal was to progress with the project.

6. People Implications

6.1 There are no people implications.

7. Financial and Procurement Implications

7.1 Financial costs in respect of this contract will be met from the approved capital budgets of Regeneration, Environment & Growth. The value of the contract is below the approved budget of £600,000.

7.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with Economic Development officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

8. Risk Analysis

8.1 The successful contractor has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8.2 There is a risk that if the tender is not let that the project would be delayed at least until Autumn 2020. Repair works to Lomond Bridge are planned to start in Autumn 2019 and will cause significant disruption to traffic in Balloch for at least 6 months. Balloch Village Square works could not be carried out at the same time. 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.

9. Equalities Impact Assessment (EIA)

9.1 An equalities screening was undertaken for this reports to determine if there is an equalities impact. The result is there is no equalities impact.

10. Consultation

10.1 The Balloch Squares project has been the subject of extensive consultation in September 2016, November 2016, April 2017 and June 2017 led by Sustrans who have developed the concept designs for the project areas.

10.2 Legal Services, Finance Services and Regeneration Environment & Growth have been consulted regarding the contents of this report.

11. Strategic Assessment

11.1 This report contributes to the Council's Strategic Priorities and in particular towards:

- A Strong local economy and improved employment opportunities.
- Meaningful community engagement with active empowered and informed citizens who feel safe and engaged.
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 30 October 2018

Person to Contact: Aileen Toland – Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: 01389 737596. Email aileen.toland@west-dunbarton.gov.uk

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Appendices: None

Background Papers: The Contract Strategy
EIA Screening Report
IRED Committee Report dated 16 August 2017, Item 5.

Wards Affected: Lomond