

# Agenda



## Tendering Committee

**Date:** Wednesday, 15 November 2017

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**Time:** 09:15

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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: 2 November 2017

**TENDERING COMMITTEE**  
**WEDNESDAY, 15 NOVEMBER 2017**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the item 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 6 September 2017.

**4 CONTRACT AUTHORISATION REPORT – FACILITATED PURCHASE CARD EPAYMENT SOLUTION 9 – 11**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Facilitated Purchase Card ePayment Solution.

**5 CONTRACT AUTHORISATION REPORT – ONLINE SCHOOL PAYMENT SERVICES 13 – 17**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Provision of Online School Payment Services.

**6 CONTRACT AUTHORISATION REPORT – INSTALLATION OF NEW MULTI-USE GAMES AREA (MUGA) AT CLYDEMUIR PRIMARY SCHOOL 19 – 21**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the installation of new Multi-Use Games Area (MUGA) at Clydemuir Primary School.

**7      CONTRACT AUTHORISATION REPORT – CONTRACTS FOR      23 – 27**  
**THE UPGRADES OF FIVE PLAY PARKS**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the awards of the contracts for the upgrades of five play parks.

**8      CONTRACT AUTHORISATION REPORT – CLYDEBANK      29 – 32**  
**CREMATORIUM BUNGALOW CONVERSION**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Clydebank Crematorium Bungalow Conversion.

**9      CONTRACT AUTHORISATION REPORT – ICT DEVICE      33 – 35**  
**REPLACEMENT FOR CORPORATE AND EDUCATION**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of contracts for replacement of ICT Devices.

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**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 6 September 2017 at 9.15 a.m.

**Present:** Provost William Hendrie and Councillors Ian Dickson, Diane Docherty, Jim Finn, Lawrence O'Neill and Brian Walker.

**Attending:** Angela Wilson, Strategic Director - Transformation & Public Service Reform; Stephen West, Strategic Lead - Resources; Annabel Travers, Procurement Manager, David Aitken, Business Partner - Strategic Procurement; Claire Cusick, Acting Senior Education Officer; Alex Grace, Senior Procurement Officer; Rebecca Hall, Senior Procurement Officer; Angus Cameron, Procurement Officer; Susan Mullin, Transport Co-ordinator, Education, Learning & Attainment; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Gail Casey and Marie McNair.

**Councillor Jim Finn in the Chair**

**DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in the item of business on the agenda.

**MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Tendering Committee held on 28 June 2017 were submitted and approved as a correct record.

**CONTRACT AUTHORISATION REPORT: DESIGN AND BUILD BIODIVERSITY PARK – SITE OF FORMER ST EUNAN'S 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 Design and Build Biodiversity Park at the site of the former St Eunan's Primary School.

Having heard the Procurement Officer in further explanation of the report, the Committee agreed to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for the Design and Build of a Biodiversity Park at the site of the former St Eunan's Primary School, Melfort Avenue Clydebank, to Robertson Construction Group Civil Engineering.

### **CONTRACT AUTHORISATION REPORT: REFURBISHMENT OF FERRYFIELD EARLY LEARNING AND CHILDCARE CENTRE**

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 Refurbishment of Ferryfield Early Learning & Childcare Centre.

After discussion and having heard the Business Partner - Strategic Procurement and the 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 for the Refurbishment of Ferryfield Early Learning & Childcare Centre, to Go-Wright Limited.
- (2) to note that the contract shall be for a period of 6 weeks at a value of £195,544.98 excluding VAT.

### **CONTRACT AUTHORISATION REPORT: MEASURED TERM CONTRACT – PLANNED AND REACTIVE MAINTENANCE OF FIRE FIGHTING EQUIPMENT**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of a Measured Term Contract for the Planned and Reactive Maintenance of Fire Fighting Equipment.

Having heard Ms Hall, 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, on behalf of West Dunbartonshire Council, the award of a Measured Term Contract for the Planned and Reactive Maintenance of Fire Fighting Equipment to M&S Fire Protection Limited;
- (2) to note that the contract shall be for a period of two years with the option to extend for a further two 12 month periods and subject to a ceiling value of £120,000, over 4 years excluding VAT; and
- (3) to note that any decision to extend will be made by the Budget Holder and the Contract Manager - Asset Management, in conjunction with the Corporate Procurement Unit, based on satisfactory contractor performance.

## **CONTRACT AUTHORISATION REPORT FOR THE DEMOLITION OF FORMER COUNCIL OFFICES, ROSEBERY PLACE, CLYDEBANK**

A report was submitted by the Strategic Lead - Resources notifying of the contract award to demolish the former Council Offices at Rosebery Place, Clydebank.

After discussion and having heard Mr Grace, Senior Procurement Officer, in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to note the delegated authority granted to the Chief Executive, the Leader of the Council and the Convener of the Tendering Committee; and
- (2) to note the contents of the report and the contract award for the demolition of the former Council offices at Rosebery Place, made to Caskie Limited for a period of 16 weeks at a value of £218,250, excluding VAT based on the approval granted by those to whom delegated powers had been provided.

## **CONTRACT AUTHORISATION REPORT: GLENCAIRN HOUSE REFURBISHMENT**

A report was submitted by the Strategic Lead - Resources informing of the award of the contract for Glencairn House Refurbishment by the Strategic Lead - Regulatory.

Having heard Mr Grace, Senior Procurement Officer, in further explanation of the report, the Committee agreed:-

- (1) to note the delegated authority granted to the Chief Executive, Leader of the Council and Convener of the Tendering Committee; and
- (2) to note the contents of the report and the contract award for the Glencairn House Refurbishment, made to Go-Wright Limited for a period of 10 weeks at a value of £151,639.94 excluding VAT based on the approval granted by those to whom delegated powers had been provided.

## **SCHOOL TRANSPORT TENDERING PROCEDURES SESSION 2017/18**

A report was submitted by the Chief Education Officer seeking approval to award contracts for mainstream school transport and the transport provision for the relocation of Our Lady and St Patrick's High School from October 2017 and up the end of June 2022.

Having heard the Transport Co-ordinator in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

- (1) to note that mainstream contracts not exceeding £50,000, listed in Appendix 1 to the report, had been awarded from the start of the current school session;

- (2) to authorise the Chief Education Officer in liaison with Strathclyde Partnership for Transport (SPT), to conclude the award of contracts for the provision of mainstream school transport to Our Lady and St Patrick's High School from October 2017 as detailed in Appendix 2 to the report;
- (3) to note the decision not to award two contracts for Our Lady and St Patrick's High School, namely 8040M1 (2 pupils) and 8153A1 (9 pupils), because these contracts did not represent best value; and
- (4) to authorise the Chief Education Officer in liaison with SPT to make the necessary arrangements for contract provision for these two contracts.

The meeting closed at 9.25 a.m.

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**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 15<sup>th</sup> November 2017**

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**Subject: Contract Authorisation Report - Facilitated Purchase Card ePayment Solution**

**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 Facilitated Purchase Card ePayment Solution.

**2. Recommendations**

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

- a) Authorises the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Facilitated Purchase Card ePayment Solution to Basware Holdings Limited; and
- b) Notes that the contract shall be for a period of 24 Months and at a value of £48,800 ex VAT. With the option to extend by a further 24 months for an additional £28,800. The potential 4 year contract has a total value of £77,600.

**3. Background**

- 3.1** The Council is looking to engage with a third party provider to transmit orders and receive invoices on the Council's behalf as well as pay suppliers through the Council's Royal Bank of Scotland (RBS) Master Card Agreement. This is part of the Purchase to Pay Project Phase 2 implementation which was approved at the Corporate Services Committee on the 23<sup>rd</sup> August 2017.
- 3.2** 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 document was also approved by the Corporate Procurement Manager on 12th September 2017.
- 3.3** The contract is a Direct Award call off from the Crown Commercial Services G-Cloud 9 Framework Agreement, where there was only one applicable provider.

**4. Main Issues**

- 4.1** An evaluation was carried out of the Crown Commercial Services G-Cloud Framework Agreement for providers to offer this funding solution. There is one

company that matched the criteria of the search parameters, Basware Holdings Limited, and offers the most economically advantageous outcome to the Council.

**4.2** The contract shall be for an initial period of 24 Months at a value of £48,800, ex VAT with the option to extend by a further 24 months at a value of £28,800. The total value is potentially £77,600 over a 4 year contract. The value of the contract is below the value approved by the Corporate Services Committee.

**4.3** Basware Holdings Limited has committed to Fair Working Practices.

## **5. People Implications**

**5.1** There are no People implications.

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

**6.1** The estimated cost of this requirement pre tender was a one-off implementation cost of £11,500 and a recurring annual cost of £14,400 and this was approved by Corporate Services Committee in August 2017. The actual tendered price for implementation was higher than estimated at £20,000 however, this can be offset by a decrease in the year 1 costs from £14,400 to £3,624. Year 1 costs of £23,624 are still within the indicative cost of £25,900.

**6.2** The recurring full year costs of £14,400 will be more than offset by the estimated £44,000 card rebate per annum from year 2 as reported previously.

**6.3** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

## **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** There is a risk that the supplier uptake will be lower than anticipated resulting in lower rebate. This is being mitigated by conservative onboarding estimates, and preparation to engage the supply base and team members identified to onboard suppliers as part of their role.

**7.3** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, and reduce the Council's potential to make savings and rebate from the contract.

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

**8.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. It has been determined that there are equalities impacted in a positive way.

## **9. Consultation**

- 9.1** The P2P Transformation Project board has approved the commercial proposal for submission to the Tendering Committee for approval.

## **10. Strategic Assessment**

- 10.1** This report contributes to the Council's Strategic Priorities and particular towards improving economic growth and employability.
- 10.2** The initiative is primarily targeted towards providing the council with revenue from maximising rebate from card spend. A secondary consideration is that it allows supplier to receive early payment for goods and services purchased by the Council.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 1 November 2017

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<b>Person to Contact:</b>	Derek McLean, Garshake Road, Dumbarton. Telephone 01389 7377290, Email: derek.mclean@west-dunbarton.gov.uk
<b>Appendices:</b>	None
<b>Background Papers:</b>	Contract Strategy Lite_Facilitated ePayment solution_V2 EIA - Facilitated purchase card ePayment solution Corporate Services Committee, 23 <sup>rd</sup> August 2017, Item 9 "Purchase to Pay (P2P) Project - Phase 2 Implementation"
<b>Wards Affected:</b>	All wards affected



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 15<sup>th</sup> November 2017**

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**Subject: Contract Authorisation Report: Online School Payment 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 for the Provision of On-Line School Payment Services.

**2. Recommendations**

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

- a) Authorises the Strategic Lead Regulatory to conclude, on behalf of West Dunbartonshire Council (the Council), the award for the Provision of On-Line School Payment Services to Parentpay Limited and;
- b) Notes that the contract shall be for two years and six months (which shall include a 6 months pilot) with the option to extend for a further 12 month period and subject to a ceiling value of £103,208.00 over 3.5 years excluding VAT. Any decision to extend will be made by the Budget Holder and the Education Services Manager, in conjunction with the Corporate Procurement Unit (CPU), based on satisfactory contractor performance.

**3. Background**

- 3.1** The project's primary aim is to promote and maximise the use of an online payment system for parents allowing full home-to-bank transactions for all types of school payments. Recognising that not all parents may have access to online payment facilities, the following additional payment options will also be available:

- Paypoint (Cashless)
- School Office (Cash)

- 3.2** Currently, revaluation machines are used in all of the Council's secondary schools. Pupils put cash into these machines which then 'credits' a card which they present at lunchtime in exchange for school meals. While this system provides a small degree of cashless operation at the point-of-sale, the cash generated has to be removed by courier from the school office on a regular basis. It is envisaged that a 'parent-to-bank' payment option would reduce and eventually remove the requirement for the machines and would provide cost savings on their rental, maintenance and updating to accommodate changes to coins or notes. The long term plan / intention is to phase out the revaluation machines as uptake increases of the Online School Payments system.
- 3.3** The proposal to carry out a tendering exercise for an online schools payment system was approved by the Educational Services Committee on 14th June 2017. A contract strategy document was approved by the CPU, Education and Finance in August 2017. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement (Scotland) Regulations 2016 (below the EU threshold) for Services.
- 3.4** A contract notice was published on Public Contracts Scotland to all three suppliers on the Scotland Excel Framework Agreement. Two of the three suppliers submitted their response to the Capability & Capacity Assessment by the deadline of 12 noon on the 4 September 2017.

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

- 4.1** As this is a direct award from the Scotland Excel Online School Payments framework, the Council followed Scotland Excel's recommended evaluation methodology and issued an unscored capability and capacity assessment to all three framework agreement providers to determine which of these best met the Council's requirements.
- 4.2** The pricing schedule was based on assumed volumes, types of transactions and uptake and an estimated annual income of £2 million. In addition, the assessment included details of the Council's mandatory and desirable requirements in relation to system configuration, end user and Council user functionality.
- 4.3** Two responses were received from Parentpay Limited and CRB Cunningham and were reviewed by representatives from Education, Facilities Management, ICT, Audit (Data Security), Legal and the CPU. Although both responses satisfied the Council's mandatory requirements, Parentpay's solution was deemed to offer additional value in relation to ease of use for customers, accommodation of future additional requirements such as after-school activities and music tuition at no extra cost and an online shop for school uniforms. In addition, all transaction costs are included in the rates offered.

**4.4** The contract shall be for two years and six months (which shall include a 6 months pilot) with the option to extend for a further 12 month period and subject to a ceiling value of £103,208.00 over 3.5 years excluding VAT.

**4.5** Parentpay Ltd has confirmed that it provides Fair Working Practices, for example:

- ParentPay is a living wage employer and offers a flexible, family friendly working environment with part time, term time and job share contracts which are taken up by many of their team;
- Clear and accessible line management structure with continuous personal development; and
- Operation of a successful apprenticeship scheme Promotion of equality of opportunity in employment in accordance with relevant Codes of Practice and legislation.

**4.6** Parentpay has offered to provide the following community benefits:

- Employability workshop or event in a school, college or community group (employability session, career information, mock interviews);
- Training sessions to Council apprentices (or other nominated representatives) on use of products or relevant health and safety courses; and
- Weekly or monthly work experience placements to a nominated school pupil or Council apprentice.

The benefits noted above will only be offered if a specific level of spend is achieved through the framework per year.

## **5. People Implications**

**5.1** There are no people implications.

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

**6.1** The estimated value of the Parentpay Ltd bid is equivalent to around £29,488 per calendar year. Officers responsible for the control of these budgets will be required to manage spend within budget limits.

The annual contract value exceeds the value of £25,000 which was approved by the Education Committee on the 14<sup>th</sup> June 2017. The project will be funded from an earmarked balance for cashless catering in the first two years, with the remainder of the contract being funded from a revenue budget. This revenue budget will be available due to reductions in costs for cash uplifts from the schools.

**6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

## **7. Risk Analysis**

- 7.1** The successful contractor 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 report to determine if there is an equalities impact. The result was there is no equalities impact.

## **9. Consultation**

- 9.1** Education, ICT, Legal, Finance and Facilities Management have been consulted regarding the contents of this report.
- 9.2** Corporate Communications have been consulted on the publicity requirements to maximise the eventual uptake of any new system. They will continue to be involved in advising the project team on the best approach to positively engage with parents of children in the pilot schools.

## **10. Strategic Assessment**

- 10.1** This report contributes to the Council's Strategic Priorities and in particular towards:
- The Scottish Government's report 'A Digital Strategy for Scotland' makes clear the requirement for Councils to realise Scotland's full potential through plans which ensure that local authorities put digital technology at the core of reforms to public services.
  - As part of the Council's own digital strategy, an online payments system for schools has been identified as part of the Channel Shift programme to maximise the proportion of digital transactions and reduce the need for cash handling within schools. Currently there are no facilities available allowing parents to make payments to their child's school online.

**Name:** Stephen West  
**Designation:** Strategic Lead - Resources  
**Date:**

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<b>Person to Contact:</b>	<p>Christina Fraser – Senior Procurement Officer, Corporate Procurement Unit, Council Offices Garshake, Dumbarton. Telephone: 01389 737857, e-mail <a href="mailto:Christina.fraser@west-dunbarton.gov.uk">Christina.fraser@west-dunbarton.gov.uk</a></p> <p>Andrew Brown, Education Services Manager -Education Learning &amp; Attainment, 01389 776970, <a href="mailto:Andrew.brown@west-dunbarton.gov.uk">Andrew.brown@west-dunbarton.gov.uk</a></p>
<b>Appendices:</b>	Nil
<b>Background papers:</b>	<p>Education Committee 14<sup>th</sup> June 2017; Agenda item 7 (Page 43 - 47)</p> <p>Contract Strategy - Provision of On-Line School Payment Services</p> <p>Equalities Impact Assessment screening - Provision of On-Line School Payment Services</p>
<b>Wards Affected:</b>	All



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: Wednesday 15<sup>th</sup> November 2017**

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**Subject: Contract Authorisation Report – Installation of new Multi-Use Games Area (MUGA) at Clydemuir Primary School**

**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 Installation of a new Multi Use Games Area (MUGA) at Clydemuir Primary School.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorises the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Installation of a new MUGA at Clydemuir Primary School, to Ecosse Sports Ltd.; and
  - b) Notes that the contract shall be for a period of 14 weeks and at a value of £221,498 ex VAT.

**3. Background**

- 3.1** The purpose of this tender exercise was to commission the upgrade of a red blaes pitch situated within the grounds of Clydemuir Primary School, Clydebank to a 3G Multisport synthetic turf facility.
- 3.2** The budget for the installation of a new MUGA at Clydemuir Primary School was approved at the full Council meeting on 6 February 2013 through the recurring Building Upgrades budget. Projects within this recurring budget are prioritised over a rolling three-year period, and funding for new MUGA at Clydemuir Primary School was allocated in 2016/17.
- 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 on 14 June 2017.
- 3.4** A contract notice was published on the Public Contracts Scotland advertising portal on 21 June 2017. 12 suppliers expressed an interest, with four suppliers submitting a response by the deadline for the submissions of 12 noon on 12

July 2017.

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

- 4.1** The four tender submissions were evaluated by representatives from Consultancy Services, Corporate Procurement Unit, Health & Safety and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Three tender submissions passed the selection criteria.
- 4.2** Three tender submissions were evaluated against a set of award criteria which was based on a price / quality ratio of 70% / 30%. The scores relative to the award criteria of each tenderer, are as follows:

<b>Tenderer Name</b>	<b>Quality Score (30%)</b>	<b>Price Score (70%)</b>	<b>Total Score (100%)</b>	<b>Total Tender Sum</b>
Ecosse Sports	18.15	70	88.15	£221,498
Doe Sports	15	58.72	73.72	£264,040
Landscapes & Contracts	18	54.23	72.23	£285,884

- 4.3** It is recommended that the contract is awarded to Ecosse Sports Ltd who has provided the most economically advantageous tender. The contract shall be for a period of 14 weeks at a value of £221,498, ex VAT. The value of the contract is £1,498 above the budget approved by Council, however will be met from within the Building Upgrades budget provision.
- 4.3** Ecosse Sports Ltd has committed to follow Fair Working Practices, including a commitment to support the Living Wage.

#### **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.
- 6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

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

**7.1** 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 no equalities impacts were identified.

## **9 Consultation**

**9.1** Finance, Legal and Consultancy Services have been consulted in relation to the content of this report.

## **10. Strategic Assessment**

**10.1** This report contributes to the Council's Strategic Priorities and particular towards:

- Improve life chances for children and young people.

**10.2** Delivery of this contract will help modernise and improve outdoor sports facilities within West Dunbartonshire. This is in line with providing fit for purpose facilities to help deliver sports activities and further establish the Council's commitment to providing fit for purpose education facilities at its Schools

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 17 October 2017

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<b>Person to Contact:</b>	Claire McGlynn, Procurement Officer, Garshake Road, 01389 737830, <a href="mailto:claire.mcglynn@west-dunbarton.gov.uk">claire.mcglynn@west-dunbarton.gov.uk</a>  Marie Haworth, Capital Programme Officer, Bridge Street, 01389 737229, <a href="mailto:marie.haworth@west-dunbarton.gov.uk">marie.haworth@west-dunbarton.gov.uk</a>
<b>Appendices:</b>	Nil
<b>Background Papers:</b>	Contract Strategy - Installation of new multi-use games areas (MUGA) at Clydemuir Primary School  EIA Screening - Installation of new multi-use games areas (MUGA) at Clydemuir Primary School
<b>Wards Affected:</b>	Clydebank Waterfront



## WEST DUNBARTONSHIRE COUNCIL

### Report by Strategic Lead – Resources

Tendering Committee: 15<sup>th</sup> November 2017

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**Subject: Contract Authorisation Report: Contracts for the upgrades of five play parks**

#### **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 awards of the contracts for the upgrades of five play parks.

#### **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 awards of the contracts for the upgrades to five play parks, as detailed at 4.1 below:
  - b) Notes that each contract shall be for a period of 12 weeks.

#### **3. Background**

- 3.1** The purpose of these contracts is to appoint a qualified company(s) to design, develop and install a suitable upgrade to the play areas detailed above. This will provide better facilities that are more accessible, safer and designed for a wider community group.
- 3.2** The budget for the upgrades of five play parks was approved at the IRED Committee on September 2014. 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. The contract strategy document was approved on 22 March 2017
- 3.3** These contracts are mini competitions conducted in accordance with Scotland Excel's framework agreement for Outdoor Play Equipment and Artificial Surfaces. Eleven suppliers expressed an interest, with suppliers submitting a response by the deadline for the submissions of 12 noon on 7<sup>th</sup> September 2017.

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

- 4.1** The mini competitions submissions: Site 1 – two submissions, Site 2 – one submission, Site 3 – five submissions, Site 4 – five submissions and Site 5 six

submissions, were evaluated against a set of award criteria which was based on a price / quality ratio of 10% / 90 %. The scores relative to the award criteria of each tenderer are as follows:

<b>Suppliers Name</b>	<b>Quality Score (90%)</b>	<b>Price Score (10%)</b>	<b>Total Score (100%)</b>	<b>Total Sum (excl. VAT)</b>
<b>Site 1 – Bowling</b>				
Hawthorn Heights Ltd	100	98.01	99.80	£49,997
Sutcliffe Play (Scotland) Ltd	95	100	95.5	£49,000
<b>Site 2 – Braeside Drive</b>				
Hawthorn Heights Ltd	87.5	100	88.75	£69,999
<b>Site 3 – Mill Dam</b>				
All Play Ireland Ltd	85	99.82	86.48	£69,917
Hawthorn Heights Ltd	87.5	99.71	88.72	£69,997
Kompan Scotland Ltd	100	99.71	99.97	£69,999
Scotplay Ltd	90	100	91	£69,794
Sutcliffe Play (Scotland) Ltd	95	99.71	95.47	£70,000
<b>Site 4 – Mollanbowie Estate</b>				
All Play Ireland Ltd	90	98.01	90.80	£49,994
Hawthorn Heights Ltd	82.5	98.00	84.05	£49,999
Kompan Scotland Ltd	95	98.74	95.37	£49,628
Scotplay Ltd	92.5	98.08	93.06	£49,959
Sutcliffe Play (Scotland) Ltd	100	100	100	£49,000
<b>Site 5 – Skypoint</b>				
All Play Ireland Ltd	95	98.78	95.38	£79,976
Hawthorn Heights Ltd	87.5	98.751	88.625	£79,999
Kompan Scotland Ltd	95	98.751	95.375	£79,999
Proludic Ltd	87.5	98.75	88.625	£80,000
Scotplay Ltd	100	98.933	99.893	£79,852
Sutcliffe Play (Scotland) Ltd	85	100	86.5	£79,000

It is recommended that the contracts are awarded to the most economically advantageous suppliers, as follows:

- Site 1, Bowling: Hawthorn Heights Ltd, £49,997;
- Site 2, Braeside Drive: Hawthorn Heights Ltd, £69,999;
- Site 3, Mill Dam: Kompan Scotland Ltd, £69,999;
- Site 4, Mollanbowie Estate: Sutcliffe Play (Scotland) Ltd, £49,000; and
- Site 5, Skypoint: Scotplay Ltd, £79,852

**4.2** Each contract shall be for a period of 12 weeks. A total budget of £790,000 was approved by the IRED committee for 14 play parks. The value of the contracts included in this tendering exercise is below the estimated value identified for each site.

**4.3** All successful suppliers have committed to following Fair Working Practices

**4.4** The following suppliers, as part of their community benefits, have committed to:

- Site 1: Hawthorn Heights Ltd - relocation of equipment currently on site;
- Site 3: Kompan Scotland Ltd - £1,500 free equipment to be donated to a school of the Council's choice;
- Site 4: Sutcliffe Play (Scotland) Ltd - £1,000 community benefits package & 3 monthly operational inspections included free of charge; and
- Site 5: Scotplay Ltd - committed their staff for 1 day to help to tidy up & develop the allotment & donate seeds for growing plants & vegetables.

## **5. People Implications**

**5.1** There are no People implications.

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

**6.1** The total financial cost of these works is £318,846 – which is within the approval capital budget of £790,000.

Site	Location	Baseline from Budget	Minus Contract Value	Savings
Site 1,	Bowling	(£50,000)	£49,997	£3
Site 2,	Braeside Drive	(£70,000)	£69,999	£1
Site 3,	Mill Dam	(£70,000)	£69,999	£1
Site 4,	Mollanbowie Estate	(£50,000)	£49,000	£1,000
Site 5,	Skypoint	(£80,000)	£79,852	£148

**Total saving - £1,154.35**

**6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

## **7. Risk Analysis**

**7.1** Police Scotland checks confirmed that the successful suppliers have no 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 report to determine if there is an equalities impact. The results where there was no equalities impacts identified.

## **9. Consultation**

**9.1** Finance, Legal and Greenspace have been consulted in relation to the content of this report.

## **10. Strategic Assessment**

**10.1** This report contributes to the Council's Strategic Priorities and particular towards:

- Improve the well-being of communities and protect the welfare of vulnerable people.

**10.2** Delivery of this contract contributes to the Council's Strategic Priorities and in particular towards improving the well-being of communities and local residents. The project will provide an open space which will promote healthy living in the local community through an increase in physical activity and access to an improved open space.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 17 October 2017

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**Person to Contact:**

Jenna McCrum, Senior Procurement Officer, Council  
Office, Garshake Road, Dumbarton G823LG  
[jenna.mccrum@west-dunbarton.gov.uk](mailto:jenna.mccrum@west-dunbarton.gov.uk)

<b>Appendices:</b>	None
<b>Background Papers:</b>	Contract Strategy; and EIA Screening
<b>Wards Affected:</b>	Kilpatrick/Lomond



**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 15<sup>th</sup> November 2017**

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**Subject: Contract Authorisation Report - Clydebank Crematorium Bungalow Conversion**

**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 Clydebank Crematorium Bungalow Conversion.

**2. Recommendations**

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

- a) Authorises the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Clydebank Crematorium Bungalow Conversion to Go-Wright Ltd.; and
- b) Notes that the contract shall be for a period of 12 weeks and at a value of £130,348 ex VAT.

**3. Background**

- 3.1** The bungalow at Clydebank Crematorium will be converted into office accommodation for bereavement services when they relocate next year. The new offices must be fully accessible to the general public which will include disabled access.
- 3.2** The budget for Clydebank Crematorium Bungalow Conversion was approved at the Council meeting on 24 Feb 2016. 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 on 10 May 2017.
- 3.3** A contract notice was published on the Public Contracts Scotland advertising portal on 27 June 2017. 14 suppliers expressed an interest, with 5 suppliers submitting a response by the deadline for the submissions of 12 noon on 19 July 2017.

**4. Main Issues**

- 4.1** The 5 tender submissions were evaluated by representatives from Architectural Services, Consultancy Services, Corporate Procurement Unit, Health & Safety

and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. All five tender submissions passed the selection criteria.

- 4.2** Five tender submissions were evaluated against a set of award criteria which was based on a price / quality ratio of 70% / 30%:

<b>Tenderer Name</b>	<b>Quality Score (30%)</b>	<b>Price Score (70%)</b>	<b>Total Score (100%)</b>	<b>Total Tender Sum (excl VAT)</b>
Go-Wright Ltd	66.25	100	89.875	130,348
W H Kirkwood Ltd	65	81.468	81.468	147,243
City Gate Construction Ltd	71.25	78.496	78.496	159,736
Advanced Refurbishment Contracts Ltd	47.5	66.854	66.854	173,452
Procast Building Contractors Ltd	61.25	62.552	62.552	206,538

- 4.3** It is recommended that the contract is awarded to Go-Wright Ltd. who has provided the most economically advantageous tender. The contract shall be for a period of 12 weeks at a value of £130,348.
- 4.4** Go-Wright Ltd has committed to follow Fair Working Practices, including a pay policy that makes a commitment to support the Living Wage. They have also committed to liaising with local schools to offer work placement as part of their community benefits offering.

## **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.
- 6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

## **7. Risk Analysis**

**7.1** Police Scotland checks confirmed that the successful supplier has no 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 where there was no equalities impacts identified.

## **9. Consultation**

**9.1** Finance, Legal and Greenspace have been consulted in relation to the content of this report.

## **10. Strategic Assessment**

**10.1** This report contributes to the Council's Strategic Priorities and particular towards:

- Improve the well-being of communities and protect the welfare of vulnerable people.

**10.2** Delivery of this contract contributes to the Council's Strategic Priorities and in particular towards improving the well-being of communities and local residents. The project will provide an open space which will promote healthy living in the local community through an increase in physical activity and access to an improved open space.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 17 October 2017

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**Person to Contact:** Jenna McCrum, Senior Procurement Officer, Garshake Road, 01389 737856, [Jenna.McCrum@west-dunbarton.gov.uk](mailto:Jenna.McCrum@west-dunbarton.gov.uk)

Ian Bain, Greenspace Manager, Elm Road, 01389 608405, [Ian.Bain@west-dunbarton.gov.uk](mailto:Ian.Bain@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** Contract Strategy; and  
EIA Screening

**Wards Affected:** Kilpatrick

**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Tendering Committee: 15 November 2017**

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**Subject: Contract Authorisation Report – ICT Device Replacement for Corporate and Education**

**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 contracts for replacement of ICT Devices.

**2. Recommendations**

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

- a) Authorise the Strategic Lead – Regulatory, to award contracts on behalf of West Dunbartonshire Council (the Council) to the following Scottish Government ICT framework agreement (FA) suppliers:

FA Name	Supplier Name	Estimated Total Cost 2017/18
Web Based and Proprietary Devices (Tablets)	XMA Limited	£170,000
Desktop Client Devices (PCs and Monitors)	HP Inc. UK Ltd	£130,000
Thin Client Devices	Dell Corporation Ltd	£20,000

**3. Background**

- 3.1** Through the capital plan, approval has been given to the replacement of approximately 1500 ICT Devices per annum for Corporate and Education services. The approved budget of £350,000.00 for this requirement in 2017/18 was formally noted by Corporate Services Committee on 8th February 2017. At this meeting, it was agreed to refer all contract awards above £50,000 to Tendering Committee.
- 3.2** 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. A Contract Strategy document was also approved by the Business Partner (Corporate Indirects).

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

- 4.1** The Council currently calls off from the Scottish Government ICT FA's for a range of ICT requirements. For the device replacements in 2017/18, it is proposed to use the following FA's:

<b>FA Name</b>	<b>Supplier Name</b>	<b>Estimated Total Cost</b>
Web Based and Proprietary Devices (Tablets)	XMA Limited	£170,000
Desktop Client Devices (PCs and Monitors)	HP Inc. UK Ltd	£130,000
Thin Client Devices	Dell Corporation Ltd	£20,000
<b>Total</b>		<b>£320,000</b>

- 4.2** The three Scottish Government ICT FA's have a single supplier on each FA. The Price and Quality ratio was determined at the time that the FA's were tendered. As such, the Quality aspect has already been assessed and the Price captured in catalogues which the Council has access to. The Contract Strategy determined that the Scottish Government ICT FA's were the best route to market.
- 4.3** XMA Ltd, HP Inc.UK Ltd. and Dell Corporation Ltd. have all committed to Fair Working Practices and opportunities for community benefits will be agreed at the point of contract award.

#### **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 budgets for People and Technology.
- 6.2** The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement.

#### **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 and may have implications on the Council's ability to progress capital spend and will impact teaching and learning as many devices are no longer fit for purpose.

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

**8.1** An equalities screening was undertaken for the original Committee report and there were no equalities implications. Where specific needs are identified, adjustments are made to the device specification.

## **9. Consultation**

**9.1** Legal, ICT and the Section 95 Officer have been consulted on the content of this paper.

## **10. Strategic Assessment**

**10.1** High quality IT equipment and services contribute to the Council's strategic priority of delivering fit for purpose estate and facilities and delivers a positive response to staff feedback in the annual ICT Customer Satisfaction Survey

**Name:** Stephen West

**Designation:** Strategic Lead – Resources

**Date:** 25 October 2017

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<b>Person to Contact:</b>	Alison Wood, Business Partner, Strategic Procurement 01389 737664 / 07968 623213 <a href="mailto:alison.wood@wdc.gcsx.gov.uk">alison.wood@wdc.gcsx.gov.uk</a>  John Martin, ICT Section Head 07876 475583 <a href="mailto:john.martin@west-dunbarton.gov.uk">john.martin@west-dunbarton.gov.uk</a>
<b>Appendices:</b>	None
<b>Background Papers:</b>	Corporate Services Committee – 8 <sup>th</sup> February 2017. Item 9 “People and Technology Contracts and Spend 2017-18” Contract Strategy Lite – ICT Devices EIA Screening – ICT Device Replacement Capital Spend 2017-18
<b>Wards Affected:</b>	None