

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Regulatory & Regeneration

Tendering Committee: 5 June 2024

Subject: Contract Authorisation Report – Maintenance of Fire, CCTV & Intruder Alarms

1. Purpose

1.1 The purpose of this report is to seek the approval of the Tendering Committee to conclude the award of the contract for Maintenance of Fire, CCTV & Intruder Alarms.

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 Maintenance of Fire, CCTV & Intruder Alarms to ADT Fire & Security plc.
- b) Note that the contract shall be for a period of two years with the option of a two years extension and at a value of £336,786 inclusive of VAT over two years and £673,572 inclusive of VAT should the contract be extended.. The estimated commencement date of the contract is 6 June 2024.

3. Background

3.1 West Dunbartonshire Council has a requirement to appoint a suitably experienced contractor to carry out Maintenance of Fire, CCTV & Intruder Alarms.

3.2 The overall budget for Maintenance of Fire, CCTV & Intruder Alarms was approved at the West Dunbartonshire Council Committee on 1 March 2023. The budget for this specific contract is allocated from the Central Repairs Allocation which is a reoccurring budget.

3.3 This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 18 July 2023.

4. Main Issues

4.1 The Contract Strategy identified that the best route to market was an open procedure to increase competition and allow the Council to fully and better define the scope of services and requirements rather than using one of the available frameworks.

4.2 A contract notice was published on the Public Contracts Scotland advertising portal and the Find a Tender Service on 4 March 2024. Thirty-Three potential bidders expressed an interest, with four bidders submitting a response by the deadline on 11 April 2024.

4.3 The four tender submissions were evaluated by representatives from Asset Management and Corporate Procurement Unit against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Four tender submissions passed the selection criteria.

4.4 Four tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 70% / 30%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	ADT Fire and Security plc	Churches Fire Security Ltd	DMi Fire and Security	Fortress Security Ltd
Quality (30%)					
Method Statement	(4.2%)	4.2%	3.15%	3.15%	2.1%
Programme	(3%)	1.5%	0.75%	2.25%	2.25%
Phasing of Works	(1.8%)	1.35%	0.9%	1.35%	1.35%
Emergency Response	(1.8%)	1.8%	0.9%	1.8%	1.35%
Escalation Process	(1.2%)	0.9%	0.9%	0.9%	0.9%
Contract Service Delivery Team – Structure	(1.125%)	0.843%	0.843%	0.843%	0.562%
Contract Service Delivery Team – Skills	(6.375%)	6.375%	4.781%	6.375%	4.781%
Business Continuity Arrangements & Communication	(1.8%)	1.35%	1.35%	1.35%	1.35%
Service Continuity	(1.2%)	0.9%	0.9%	0.9%	0.9%

Phase Out Plan & Exit Strategy	(3%)	3%	0%	3%	1.5%
Social Benefits	(2.7%)	1.35%	2.7%	1.35%	2.7%
Sustainability	(0.9%)	0.675%	0.675%	0.675%	0.675%
Fair Work First	(0.9%)	0.675%	0.675%	0.675%	0.675%
Quality Sub-Total %:	(30%)	24.918%	18.524%	24.618%	21.093%
Price (70%)					
Price	(70%)	£280,655	£484,757.20	£394,390.00	£402,957.96
Price Sub Total %	(70%)	70%	40.526%	49.812%	48.753%
Total Score	100%	94.918%	59.052%	74.431%	69.846%

4.5 It is recommended that the contract is awarded to ADT Fire & Security plc, of Leicester, who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option of a two years extension and at a value of £336,786 inclusive of VAT over two years and £673,572 exclusive of VAT should the contract be extended.

4.6 ADT Fire & Security plc has committed to paying all staff as a minimum the real Living Wage (£11.44 per hour) and promotes Fair Working Practices across their organisation. Further, ADT Fire & Security plc has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Use of West Dunbartonshire based organisations for sub-contracting opportunities;
- Facilitate quarterly work experience opportunities covering a range of work based skills;
- Any other measurable and committed support for local small and medium sized enterprises as part of this contract;
- Donation of goods to local food-share scheme;
- Provision of volunteers to support a local community project.

The social benefits will be discussed at the implementation meeting with ADT Fire & Security plc and actions to take these forward will be agreed.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of this Contract will be met from the approved Central Repairs Allocation reoccurring budget which sits within Asset Management.

6.2 The figures in the recommendations have been provided as inclusive of VAT in line with Scottish Government guidance. As the Council is able to recover VAT it may be of interest to note that the prices referred to in Paragraph 2.1(b) exclusive of VAT will be £280,655 over two years and £561,310 over four years.

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

7. Risk Analysis

7.1 ADT Fire & Security plc 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 which determined a full equalities impact assessment was not required.

9. Consultation

9.1 Asset Management, Finance Services and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

12.1 The Maintenance of Fire, CCTV & Intruder Alarms will contribute to the delivery of the Council's strategic priorities:

- Our communities are resilient and thriving;
- Our environment promotes a greener future;
- Our economy is strong and flourishing

Name: Alan Douglas

Designation: Chief Officer – Regulatory & Regeneration

Date:

Person to Contact:

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Background Papers:

Contract Strategy
EIA Screening

Wards Affected: All