

# Agenda



## Tendering Committee

**Date:** Wednesday, 20 September 2023

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**Time:** 09:15

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**Venue:** 'The Bridge' Meeting Room,  
Council Offices, 16 Church Street, Dumbarton

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**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220. Email: [scott.kelly@west-dunbarton.gov.uk](mailto:scott.kelly@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above.

The business is shown on the attached agenda.

Yours faithfully

**PETER HESSETT**

Chief Executive

**Distribution:**

Councillor John Millar (Chair)  
Councillor James McElhill  
Councillor June McKay (Vice Chair)  
Councillor Karen Murray Conaghan  
Councillor Lawrence O'Neill  
Councillor Chris Pollock  
Councillor Hazel Sorrell  
Councillor Clare Steel

All other Councillors for information

Chief Officer – Regulatory and Regeneration

Date of Issue: 7 September 2023

## TENDERING COMMITTEE

WEDNESDAY, 20 SEPTEMBER 2023

### 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 17 May 2023.

**4 OPEN FORUM**

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

**5 DESIGN DEVELOPMENT AND PROJECT MANAGEMENT SERVICES AT THE ARTIZAN SITE 7 – 10**

Submit report by the Chief Officer – Regulatory and Regeneration advising of the award of the contract for Design Development and Project Management Services at the Artizan Site which was approved on 23 June 2023 by the Chief Executive in consultation with the Leader of the Council, the Leader of the Opposition and the Convener of the Tendering Committee.

**6 CONTRACT AUTHORISATION REPORT – DESIGN AND BUILD OF NEW SUPPORTED HOUSING AT MOUNT PLEASANT 11 – 13**

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Design and Build of New Supported Housing at Mount Pleasant, Ashtree Court, Old Kilpatrick.

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**7      CONTRACT AUTHORISATION REPORT – PROVISION OF      15 – 17**  
**CALLCONFIRM LIVE SUPPORT**

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Provision of CallConfirm Live Support.

**8      CONTRACT AUTHORISATION REPORT – PROVISION OF      19 – 22**  
**SMALL PLANT AND HAND OPERATED TOOLS HIRE**

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Provision of Small Plant and Hand Operated Tools Hire.

**9      CONTRACT AUTHORISATION REPORT – PROVISION OF      23 – 26**  
**WELFARE HIRE**

Submit report by the Chief Officer – Regulatory and Regeneration seeking approval to conclude the award of the contract for the Provision of Welfare Hire.

**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in 'The Bridge' Meeting Room, Council Offices, 16 Church Street, Dumbarton on Wednesday, 17 May 2023 at 9.18 a.m.

**Present:** Councillors June McKay, John Millar, Lawrence O'Neill, Chris Pollock and Hazel Sorrell.

**Attending:** Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; Laura Adams, Business Partner – Strategic Procurement; Natasha Brooks and Michelle McCorrisken, Facilities Officers; Emma Pollock, Customer Services and Support Co-ordinator; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Karen Conaghan, James McElhill and Clare Steel.

**Councillor John Millar 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 15 March 2023 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 – SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to conclude the award of the contract for the Supply of Personal Protective Equipment.

Following discussion and having heard the Business Partner – Strategic Procurement, the Procurement Manager and the Chief Officer – Supply, Distribution and Property in explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note that paragraph 2.1 of the report contained a typographical error and that the correct value of the contract was £244,969 inclusive of VAT per year with the four year total being £979,876 inclusive of VAT;
- (2) to authorise the Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract utilising the Scotland Excel Framework Agreement (06-21) for the Supply of Personal Protective Equipment, Lot 9 – 'Catering and Food Industry Clothing, Safety, Work Wear, Weather Wear and Foot Wear' to Healthy Bean; and
- (3) to note: (i) that the contract shall be for a period of four years at £244,969 inclusive of VAT per year with the four year total being £979,876 inclusive of VAT; and (ii) that the estimated commencement date of the contract was 1 June 2023.

The meeting closed at 9.29 a.m.

**WEST DUNBARTONSHIRE COUNCIL**

**Reported by Chief Officer – Regulatory and Regeneration**

**Tendering Committee: 20 September 2023**

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**Subject: Design Development and Project Management Services at the Artizan Site**

**1. Purpose**

**1.1** The purpose of this report is to advise Members of the award of the contract for the Design Development and Project Management Services at the Artizan Site. The contract was approved on 23 June 2023 by the Chief Executive in consultation with the Leader, Opposition Leader of the Council and the Convener of the Tendering Committee.

**2. Recommendations**

**2.1** It is recommended that the Members note the appointment of Design Development and Project Management Services at the Artizan Site to Turner & Townsend Project Management Services Limited; and

**2.2** The award of this contract shall be for a period of four years however, the contract shall end on completion of the defects period of subsequent construction projects, which may be before or after the four year term. The value of the contract is £824,659 exclusive VAT.

**3. Background**

**3.1** Like many town centres nationally, Dumbarton town centre has been shaped by a number of factors over the recent years, including the ongoing trend of internet shopping and retail parks as well as most recently, the impact of the pandemic. The decline of retail in town centres is predicted to continue, requiring intervention, to reimagine and repurpose how town centres are used and perceived.

**3.2** The Council successfully applied to the UK Government for Levelling Up Fund (LUF) monies to tackle the decline of the town centre and deliver three key projects in Dumbarton: Glencairn House; Connecting Dumbarton and the acquisition, part-demolition and costs towards the redevelopment of the Artizan Centre. The funding was confirmed in October 2021.

**3.3** Since November 2021, the Council undertook a number of studies to engage with the local community as well as internal and external stakeholders, including NHS and the Health and Social Care Partnership, and to determine the best viable proposal for the Artizan site redevelopment.

**3.4** The LUF funded Artizan redevelopment works have to be delivered by the end of March 2025, and the estimated budget is £6m. The requirement was to

appoint a lead consultant to provide design and project management services for the agreed redevelopment works. The scope was to also include, but not be limited to, Artizan site masterplan including Planning Permission in Principle, public realm, property improvements and civil engineering works.

**3.5** The overall LUF bid was approved at the IRED Committee on 10 June 2021. The IRED Committee approved the budget for this specific contract, which is a Capital budget, on 27 September 2022.

**3.6** This procurement exercise has been conducted in accordance with the Council's Standing Orders, Financial Regulations, and the Public Procurement Regulations. A Contract Strategy document was also approved on 6 June 2023.

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

**4.1** Due to restricted timescales, the quickest route to market was via an already established framework agreement. The LUF Board agreed to contract using a direct award process from the Crown Commercial Services Framework Agreement for Construction Professional Services, and to appoint Turner & Townsend Project Management Services Limited as a lead consultant and Threesixty Architecture as sub-consultant.

**4.2** Turner & Townsend Project Management Services Limited are already the consultants for Glencairn House therefore, they are up to speed with the Levelling Up processes and procedures. Threesixty Architecture have an extensive specialist expertise in town centre regeneration and have the background knowledge of Dumbarton regeneration context. Thus, the team had the capacity to carry out the project within the restricted timescales.

**4.3** The contract was awarded to Turner & Townsend Project Management Services Limited of Leeds, West Yorkshire based on the approval of the Chief Executive of the Council. The contract is for a period of four years however, the contract shall end on completion of the defects period of subsequent construction projects, which may be before or after the four year term.

**4.4** The value of the contract is £824,659 exclusive of VAT, based on the estimated construction costs which were calculated in the following way:

- £20-25m construction cost for the scope of the Masterplan/Planning Permission in Principle (up to RIBA Stage 2/3) which will cover the whole Artizan site and provide a detailed framework for future (post-LUF) medium and long term development;
- £6m construction cost for LUF funded works (RIBA Stage 2/3-7), development and delivery of which will be managed by the consultants.



**4.5** The commencement date of the contract was 23 June 2023.

**4.6** Turner & Townsend Project Management Services Limited has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. Further, Turner & Townsend Project Management Services Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Deliver quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment;
- Facilitate quarterly work experience opportunities covering a range of work based skills;
- Any other measurable and committed support for local Third Sector organisation(s) as part of this contract.

The social benefits will be discussed at the implementation meeting with Turner & Townsend Project Management Services Limited and actions to take these forward will be agreed.

## **5. People Implications**

**5.1** There are no personnel issues.

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

**6.1** Financial costs in respect of this contract will be met from the LUF monies of £22.1m.

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

## **7. Risk Analysis**

**7.1** If the contract was not awarded on 23 June 2023, then the LUF grant could not be drawn down within the timescales required (March 2025), or a risk that not all the funding would be made available. This would result in further deterioration of Dumbarton town centre, and the Council being unable to fund the redevelopment of Artizan. There was also reputational risk to the Council if the LUF outputs were not delivered.

**7.2** Turner & Townsend Project Management Services Limited has no known links to Serious and Organised Crime, which would have significant political and reputational ramifications for the Council.

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

**8.1** An equalities screening was undertaken for this report to determine if there was an equalities impact. The results were that there is an equalities impact.

## **9. Consultation**

**9.1** Regeneration and Regulatory services were consulted on the contents of this report.

## **10. Strategic Assessment**

**10.1** The Design Development and Project Management Services at the Artizan Site 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 and Regeneration

**Date:** 05 September 2023

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**Person to Contact:** Daniel O'Donnell, Corporate  
Corporate Procurement Unit  
Email: [daniel.o'donnell@west-dunbarton.gov.uk](mailto:daniel.o'donnell@west-dunbarton.gov.uk)

**Background Papers:** Contract Strategy

**Wards Affected:** Dumbarton

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Regulatory and Regeneration****Tendering Committee: 20 September 2023**

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**Subject: Contract Authorisation Report - Design and Build of New Supported Housing at Mount Pleasant****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 Design and Build of New Supported Housing at Mount Pleasant, Ashtree Court, Old Kilpatrick.

**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 Design and Build of New Supported Housing at Mount Pleasant to CCG(Scotland) Ltd
- b) Note that the contract shall be for a period of 60 weeks with a further 52 week defect period, at a value of £4,606,022 exclusive of VAT. The estimated commencement date of the contract is March 2024.

**3. Background**

**3.1** The purpose of the contract is to appoint an experienced contractor to provide full design and build services, RIBA stages 2-7, for the creation of 19 dwellings, comprising of cottage and tenement flats and terraced bungalows.

**3.2** The overall four year Housing Revenue Capital budget was approved at the Housing and Communities Committee on 24 August 2022.

**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 2 June 2023.

**4. Main Issues**

**4.1** There were a number of framework agreements that were reviewed however, due to tight timescales to secure Scottish Government funding it was determined that a direct award to CCG (Scotland) Limited utilising lot 3 of Scotland Excel's New Build Residential Construction framework agreement was the best route to market.

**4.2** CCG (Scotland) Ltd are the number one ranked supplier on aforementioned lot and framework agreement having scored highest on both technical and commercial evaluation:

Contractor	Technical (40%)	Commercial (60%)	Overall (100%)
CCG (Scotland) Ltd	38	60	98
Hadden Construction Limited	33.8	55.7	89.5
D McLaughlin & Sons Limited	33.8	55.2	89
McTaggart Construction Ltd.	25.3	58.5	83.8

**4.3** It is recommended that the contract is awarded to CCG (Scotland) Ltd of Glasgow. The contract shall be for a period of 60 weeks with a further 52 week defect period, at a value of £4,606,022 exclusive of VAT. The estimated commencement date of the contract is March 2024.

**4.4** CCG (Scotland) Ltd has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. Further, CCG (Scotland) Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruitment of 2 members of staff from within the West Dunbartonshire geographical area;
- Use West Dunbartonshire based organisations for sub-contracting opportunities

The social benefits will be discussed at the implementation meeting with CCG (Scotland) Ltd and actions to take these forward will be agreed.

## **5. People Implications**

**5.1** There are no people implications.

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

**6.1** Financial costs in respect of this contract will be met from the approved Housing Capital budget of Housing & Employability (£2,972,022) and Scottish Government Affordable Housing Supply Grant (£1,634,000).

**6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Housing and Employability officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Public Procurement Regulations.

## **7. Risk Analysis**

7.1 CCG (Scotland) Ltd 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 for this report to determine if there is an equalities impact consequently a full EIA was carried out.

**9. Consultation**

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

**10. Strategic Assessment**

The CCG (Scotland) Ltd will contribute to the delivery of the Council's strategic priorities:

- Our communities are resilient and thriving;
- Our economy is strong and flourishing

**Name:** Alan Douglas

**Designation:** Chief Officer – Regulatory & Regeneration

**Date:** 30 August 2023

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**Person to Contact:** Daniel O'Donnell  
Procurement Officer  
Daniel.O'Donnell@west-dunbarton.gov.uk

**Background Papers:** Contract Strategy  
EIA Screening

**Wards Affected:** Kilpatrick



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Regulatory and Regeneration****Tendering Committee: 20 September 2023**

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**Subject: Contract Authorisation Report – Provision of CallConfirm Live Support****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 Provision of CallConfirm Live Support.

**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 Health and Social Care Partnership (WD HSCP), the award of the Contract for Provision of CallConfirm Live Support to Access UK Ltd.
- b) Note that the contract shall be for a period of two years with the option of a one year extension and at a value of £339,552.48 inclusive of VAT over two years and £509,328.72 inclusive of VAT should the contract be extended. The estimated commencement date of the contract is 2 October 2023.

**3. Background**

**3.1** CallConfirmLive is the scheduling system used within Care at Home. The system has been live for a number of years and is a business critical system used to schedule and manage care delivery by home carers to service users in their homes. Monthly licensing costs have been paid on the basis of a rolling monthly contract. In addition to the need to have a contract in place, the provider has notified the WD HSCP that they are moving to a new 3-tier support model which may increase monthly costs.

**3.2** The overall budget for Provision of CallConfirm Live Support was approved at the HSCP Integrated Joint Board on 15 March 2023. The budget for this specific contract is from the General Revenue budget. 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 22 August 2023.

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

**4.1** The Corporate Procurement Unit undertook an assessment of the G-Cloud 13 framework agreement to identify any providers of CallConfirm Live Support. WD HSCP carried out an assessment of their specific requirements against what the providers were offering as part of the G-Cloud 13 framework agreement. It was identified that Access UK Ltd was the only provider that met the WD HSCP requirements.

**4.2** It is recommended that the contract is awarded to Access UK Ltd, of Loughborough. The contract shall be for a period of two years with the option of a one year extension and at a value of £339,552.48 inclusive of VAT two years and £509,328.72 inclusive of VAT should the contract be extended. The value of the contract is above the value approved by the HSCP Integrated Joint Board and the extra funding will be provided by the Winter Monies reserves.

**4.3** Access UK Ltd has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. Further, Access UK Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Two quarterly workshops which covers career skills, mock interviews etc., within a school or community learning environment;

The social benefits will be discussed at the implementation meeting Access UK Ltd and actions to take these forward will be agreed.

#### **5. People Implications**

**5.1** There are no people implications.

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

**6.1** Financial costs in respect of this contract will be met from the approved General Revenue budget of WD HSCP.

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

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

**7.1** Access UK Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

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

**8.1** An equalities impact assessment screening was undertaken by WD HSCP which determined a full equalities impact assessment was not required.



## 9. Consultation

9.1 Consultation has taken place with WD HSCP, Finance Services and Legal Services.

## 10. Strategic Assessment

10.1 The Provision of CallConfirm Live Support will contribute to the delivery of the WD HSCP strategic priorities:

- Caring Communities;
- Safe and thriving communities;
- Equal Communities;
- Healthy Communities

**Name:** Alan Douglas

**Designation:** Chief Officer – Regulatory and Regeneration

**Date:**

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**Person to Contact:** Michelle McKenzie, Senior Procurement Officer,  
Corporate Procurement Unit  
Telephone 01389 737484  
Email: [michelle.mckenzie@west-dunbarton.gov.uk](mailto:michelle.mckenzie@west-dunbarton.gov.uk)

**Background Papers:** Contract Strategy  
EIA Screening

**Wards Affected:** None.



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Regulatory and Regeneration****Tendering Committee: 20 September 2023**

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**Subject: Contract Authorisation Report – Provision of Small Plant and Hand Operated Tools Hire****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 the provision of Small Plant and Hand Operated Tools Hire.

**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 Provision of Small Plant and Hand Operated Tools Hire to Alex Mather Ltd.
  - b) Note that the contract shall be for a period of two years with the option of a two x 12 month extensions and at a budget of £170,000 inclusive of VAT over two years and £340,000 inclusive of VAT should the contract be extended for two years. The estimated commencement date of the contract is October 2023.

**3. Background**

- 3.1** The aim of this project is to establish a suitable provider to meet the ongoing Building Service business needs for the provision of Small Plant and Hand Operated Tools Hire at various work locations throughout West Dunbartonshire.
- 3.2** The budget for small plant and hand operated tools hire, is contained within the Housing Revenue Account and was approved by the Council meeting 1 March 2023. The period of the budget is for four years.
- 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 7 March 2023.

**4. Main Issues**

- 4.1** The procurement route to market compared two framework agreements. When carrying out the market analysis, the Scottish Procurement Alliance framework agreement and Scotland Excel framework agreement both did not cover off all the requirements for the provision of Small Plant and Hand Operated Tools

Hire. Additional market analysis was conducted by reviewing the Grow Local tool to see if any local suppliers could deliver this requirement. It was agreed with the service area that an open tender would be conducted as there were multiple local providers who could fulfil this contract.

- 4.2** A contract notice was published on the Public Contracts Scotland advertising portal on 16 May 2023. 22 potential bidders expressed an interest, with four bidders submitting a response by the deadline on 15 June 2023.
- 4.3** The tender submissions were evaluated by representatives from Building Services and the Corporate Procurement Unit 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.
- 4.4** Three tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 80% / 20%. The scores relative to the award criteria of each tenderer are as follows:

	<b>Weighting</b>	<b>Alex Mather Ltd</b>	<b>Sunbelt Rentals Limited</b>	<b>Hire Station Ltd</b>
<b>Quality (20%)</b>				
Cost	<b>(4%)</b>	3%	3%	3%
Quality	<b>(6%)</b>	3%	3.75%	3.75%
Service	<b>(4%)</b>	3%	3%	3%
Social Benefits	<b>(6%)</b>	3.5%	3.5%	4.5%
<b>Quality Sub-Total %:</b>	<b>(20%)</b>	<b>12.5%</b>	<b>13.25%</b>	<b>14.25%</b>
<b>Price (80%)</b>				
<b>Price Sub Total £</b>	-	<b>£1,128.55</b>	<b>£3,164.74</b>	<b>£1,279.80</b>
<b>Price Sub Total %</b>	<b>(80%)</b>	<b>80%</b>	<b>28.53%</b>	<b>70.55%</b>
<b>Total Score</b>	<b>100%</b>	<b>92.5%</b>	<b>41.78%</b>	<b>84.80%</b>

- 4.5** It is recommended that the contract is awarded to Alex Mather Ltd of Dumbarton, who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option of a two x 12

month extensions and at a value of £170,000 inclusive of VAT over two years and £340,000 inclusive of VAT should the contract be extended for two years.

**4.6** Alex Mather Ltd has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. Further, Alex Mather Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation to a community group or charity that supports health and wellbeing within the community; and
- Donation to support a local community project

The social benefits will be discussed at the implementation meeting with Alex Mather Ltd and actions to take these forward will be agreed.

## **5. People Implications**

**5.1** There are no people implications.

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

**6.1** Financial costs in respect of this contract will be met from the approved Housing Revenue Account (Revenue) budget of Building Services.

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

## **7. Risk Analysis**

**7.1** Alex Mather Ltd 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** There was no equalities screening required.

## **9. Consultation**

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

## **10. Strategic Assessment**

**12.1** The Provision of Small Plant and Hand Operated Tools Hire will contribute to the delivery of the Council's strategic priorities:

- Our environment promotes a greener future;
- Our economy is strong and flourishing

**Name:** Alan Douglas

**Designation:** Chief Officer – Regulatory & Regeneration

**Date:** August 2023

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**Person to Contact:** Ellie Street  
Procurement Officer  
[Ellie.Street@west-dunbarton.gov.uk](mailto:Ellie.Street@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** Contract Strategy

**Wards Affected:** All council Wards.

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Chief Officer – Regulatory and Regeneration**

**Tendering Committee: 20 September 2023**

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**Subject: Contract Authorisation Report – Provision of Welfare Hire**

**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 the provision of Welfare Hire.

**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 the provision of Welfare Hire to Sunbelt Rentals Limited.
  - b) Note that the contract shall be for a period of two years with the option of a two x 12 month extensions and at a budget of £112,000 inclusive of VAT over two years and £224,000 inclusive of VAT should the contract be extended for two years. The estimated commencement date of the contract is October 2023.

**3. Background**

- 3.1** The aim of this project is to establish a suitable provider to meet the ongoing Building Service business needs for the provision of Welfare Hire at various work locations throughout West Dunbartonshire. Welfare units are portable cabins that should provide a small office space, seating for four to eight operatives, kitchenette facilities, a toilet and an integrated or separate but associated generator.
- 3.2** The budget for welfare hire, is contained within the Housing Revenue Account and was approved at the Council meeting on 1 March 2023. The period of budget was for four years.
- 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 7 March 2023.

**4. Main Issues**

- 4.1** The procurement route to market compared two framework agreements. When carrying out the market analysis, the Scottish Procurement Alliance framework agreement and Scotland Excel framework agreement both did not cover off all the requirements for the provision of Welfare Hire. Additional market analysis was conducted by reviewing the Grow Local tool to see if any local suppliers

could deliver this requirement. It was agreed with the service area that an open tender would be conducted as there were multiple local providers who could potentially fulfil this contract.

**4.2** A contract notice was published on the Public Contracts Scotland advertising portal on 16 May 2023. 13 potential bidders expressed an interest, with six bidders submitting a response by the deadline on 15 June 2023.

**4.3** The six tender submissions were evaluated by representatives from Building Services and Corporate Procurement Unit against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Five tender submissions passed the selection criteria.

**4.4** Five tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 80% / 20%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Jarvie Plant Group Ltd	John Nixon Ltd	Palmaris Services	Sibcas Ltd	Sunbelt Rentals Limited
<b>Quality (20%)</b>						
Cost	(4%)	2%	3%	3%	1%	3%
Quality	(6%)	2.25%	4.5%	3%	3%	3.75%
Service	(4%)	2%	3%	2%	2%	3%
Social Benefits	(6%)	5%	4%	4%	5%	3.5%
<b>Quality Sub-Total %:</b>	<b>(20%)</b>	<b>11.25%</b>	<b>14.5%</b>	<b>12%</b>	<b>11%</b>	<b>13.25%</b>
<b>Price (80%)</b>						
<b>Price Sub Total £</b>	-	<b>£40,123.60</b>	<b>£47,467</b>	<b>£43,982.85</b>	<b>£41,408.57</b>	<b>£38,485.25</b>
<b>Price Sub Total %</b>	<b>(80%)</b>	<b>76.73%</b>	<b>64.86%</b>	<b>70%</b>	<b>74.35%</b>	<b>80%</b>
<b>Total Score</b>	<b>100%</b>	<b>87.98%</b>	<b>79.36%</b>	<b>82%</b>	<b>85.35%</b>	<b>93.25%</b>

**4.5** It is recommended that the contract is awarded to Sunbelt Rentals Limited, of Glasgow, Hillington, who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option of a two x 12 month extensions and at a budget of £112,000 inclusive of VAT over two x



12 month and £224,000 inclusive of VAT should the contract be extended for two years.

**4.6** Sunbelt Rentals Limited has committed to paying all staff as a minimum the real Living Wage (£10.90 per hour) and promotes Fair Working Practices across their organisation. Further, Sunbelt Rentals Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation of goods to local food-share scheme
- Donation of materials to support a local community project
- Providing volunteers to support a local community project

The social benefits will be discussed at the implementation meeting with Sunbelt Rentals Limited 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 budget of Housing Maintenance Building Services.

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

## **7. Risk Analysis**

**7.1** Sunbelt Rentals Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

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

**8.1** There was no equalities screening taking place.

## **9. Consultation**

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

## **10. Strategic Assessment**

**10.1** The provision of Welfare Hire will contribute to the delivery of the Council's strategic priorities:

- Our environment promotes a greener future;
- Our economy is strong and flourishing

**Name:** Alan Douglas

**Designation:** Chief Officer – Regulatory & Regeneration

**Date:** August 2023

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**Person to Contact:** Ellie Street  
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**Background Papers:** Contract Strategy

**Wards Affected:** All Council Wards.