

Agenda

Tendering Committee

Date: Wednesday, 4 August 2021

Time: 09:15

Format: Zoom Video Conference

Contact: Scott Kelly, Committee Officer
Email: scott.kelly@west-dunbarton.gov.uk

Dear Member

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

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and so Members will attend the meeting remotely.

The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

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

All other Councillors for information

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

Date of Issue: 22 July 2021

TENDERING COMMITTEE
WEDNESDAY, 4 AUGUST 2021

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 – 9

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 2 June 2021.

4 OPEN FORUM

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

5 CITRIX NETSCALER LICENSES 11 – 13

Submit report by the Chief Officer – Supply, Distribution and Property advising of a contract that was approved by the Chief Officer of People and Technology in consultation with the Convener of the Tendering Committee and the Procurement Manager, for Citrix Netscaler Licenses.

**6 CONTRACT APPROVED BY THE CHIEF EXECUTIVE 15 – 17
FOR CLYDEBANK TOWN HALL GALLERY REDESIGN
CONSULTANCY**

Submit report by the Chief Officer – Supply, Distribution and Property advising of a contract that was approved by the Chief Executive, after consultation with the Leader of the Council and the Convener of the Cultural Committee, for the appointment of Brown & Wallace LLP to undertake Clydebank Town Hall Gallery Redesign Consultancy.

7

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of Window Cleaning Services for Council Buildings.

8

Submit report by the Chief Officer – Supply, Distribution and Property advising of a framework agreement that was approved by the Chief Officer – Education and the Chief Officer – West Dunbartonshire Health and Social Care Partnership in consultation with the Convener of the Tendering Committee for the Provision of Corporate Taxis Services and the awarding of contracts as listed in Appendix 1.

9

Submit report by the Chief Officer – Supply, Distribution and Property advising of a contract for Server Maintenance that was approved by the Chief Officer – People and Technology in consultation with the Convener of the Tendering Committee.

10

Submit report by the Chief Officer – Supply, Distribution and Property advising of a contract that was approved by the Chief Officer – Regulatory and Regeneration in consultation with the Convener of the Tendering Committee for the Provision of a Replacement Boiler at St Mary's Primary School.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 2 June 2021 at 9.15 a.m.

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

*Arrived later in the meeting.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; Derek McLean, Business Partner – Strategic Procurement; and Scott Kelly, Committee Officer.

Councillor Jim Finn 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 12 May 2021 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 – LIBRARY REFURBISHMENT

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Library Refurbishment.

After discussion and having heard the Business Partner – Strategic Procurement and the Procurement Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the Contract for Library Refurbishment to FG Library Products; and
- (2) to note: (i) that the contract shall be for a period of 12 months and at a value of £205,585 ex VAT, this value being based on indicative examples for evaluation purposes; (ii) that the full value of the remaining capital budget of £278,000 was anticipated to be spent; and (iii) that the estimated commencement date of the contract was 1 July 2021.

Note: Councillor McColl entered the meeting during consideration of this item.

DELEGATED AUTHORITY TO APPROVE CONTRACTS/Framework AGREEMENT AWARDS DURING SUMMER RECESS

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of proposals to approve the award of contracts and framework agreements during the summer recess.

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

- (1) to grant delegated authority to the required Chief Officers, in consultation with the Convenor of the Tendering Committee, to approve the award of the contracts and framework agreements detailed in the Appendix to these Minutes during the summer recess;
- (2) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, and where required, the West Dunbartonshire Health and Social Care Partnership, the award of the contracts and framework agreements detailed in the Appendix to these Minutes; and
- (3) to note that a report detailing the outcome would be submitted for noting to the next appropriate meeting of the Tendering Committee, in accordance with Standing Order 35(b) iv.

The meeting closed at 9.40 a.m.

Appendix: Approval Of Contracts / Framework Agreement Awards During Summer Recess

Service	Contract Title	Procurement Procedure	Estimated Contract Value (Pre Extension)	Estimated Contract Value (Including Extension)	Contract Period (Pre Extension)	Contract Period (Including Extensions)	Budget	Award Criteria Ratios
Education Learning & Attainment (ELA) / WD HSCP	Provision of Corporate Taxes	Framework Agreement	£2,471,953	£2,471,953	4 years	4 years	<p>General Revenue budget approved at the Education Services Committee on 10 March 2021. The period of budget was for 4 years.</p> <p>General Revenue budget approved at the WD HSCP Audit Committee on 25 March 2021. The period of budget was for 1 year.</p>	Price / Quality ratio of 80% / 20%

Regulatory and Regeneration	Provision of Business Gateway Workshops & Expert Help Services	Contract with Open Procedure	£98,600	£147,900	2 years	3 years	General Revenue budget approved at the West Dunbartonshire Council on 22 March 2021. The period of budget was for 3 years.	Price / Quality ratio of 30% / 70%
Citizen, Culture and Facilities	Clydebank Museum Exhibition Design & Install	Contract with Open Procedure	£75,000	£75,000	9 months	9 months	General - Capital budget of £575,000 was approved at the Cultural Committee on 25 November 2019. The £75,000 is part of the budget for Professional Fees. The period of budget was for 1 year.	Price / Quality ratio of 60% / 40%
People and Technology	Provision of Citrix Netscaler Licenses	Mini competition utilising a Crown	£194,687	£194,687	1 year	1 year	General Revenue budget approved at the	Price / Quality ratio of 90% / 10%

		Commercial Services Framework Agreement					Corporate Services Committee on 17 February 2021. The period of budget was for 1 year.	
People and Technology	Provision of Server Maintenance	Direct Award utilising a Scottish Government Framework Agreement	£51,766	£51,766	1 year	1 year	General Revenue budget approved at the Corporate Services Committee on 17 February 2021. The period of budget was for 1 year.	Price / Quality ratio of 30% / 70%
Regulatory and Regeneration	Boiler Replacement at St Mary's Primary School	Contract with Open Procedure	£235,000	£235,000	4 Months	4 Months	Capital budget approved as Council on 4 March 2021. The Budget period was for one year.	Price / Quality Ratio of 70% / 30%

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 4 August 2021

Subject: Citrix Netscaler Licenses

1. Purpose

- 1.1** The purpose of this report is to advise Members of a contract that was approved by the Chief Officer of People and Technology in consultation with the Convener of Tendering Committee for Citrix Netscaler Licenses.

2. Recommendations

- 2.1** It is recommended that the Members note the award of the contract for Citrix Netscaler Licenses to XMA Limited with the period of 12 months and at a value of £173,727 ex VAT. The commencement date of the contract was 30 June 2021.

3. Background

- 3.1** The Council had a requirement to renew the existing Citrix Licences to allow continued use of the existing Citrix XenDesktop environment to facilitate flexible and mobile working practice. It was also required to support projects such as the Office Rationalisation project. The previous contract was with XMA Limited.
- 3.2** The budget and approval to procure for Citrix Netscaler Licenses was approved at the Corporate Service Committee on 17 February 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations; and the Procurement Regulations for Goods and Services. A Contract Strategy document was also approved on 24 April 2021.
- 3.3** A report on Contracts to be Awarded During the Summer Recess was approved at the Tendering Committee on 2 June 2021 to grant delegated authority to the Chief Officer – People and Technology in consultation with the Convener of Tendering Committee to approve the award of the contract for Citrix Netscaler Licenses. The Chief Officer - Regulatory & Regeneration was to conclude the award. A further report detailing the outcome of the contract for Citrix Netscaler Licenses was to be submitted to the next appropriate Tendering Committee for noting, in accordance with Standing Orders 35(b) iv.

4. Main Issues

- 4.1** The Contract Strategy identified that a reverse e-auction – online and in real time, under a Crown Commercial Services (CCS) framework agreement (FA) for Technology Products & Associated Services RM6068, Lot 3 – Software and Associated Services, was the best route to market for Citrix Netscaler Licenses.
- 4.2** On 6 May 2021, two compliant bids were received. The two bids were from Phoenix Software Ltd and XMA Limited. An e-auction was held to determine the most economically advantageous offer. XMA Limited offered a bid that was

assessed by representatives from ICT Services as the optimal technical solution at the most competitive rates. The Corporate Procurement Unit facilitated this process.

- 4.3** The two bids were evaluated against a set of award criteria which was based on Price / Quality ratio of 90% / 10%. The scores relative to the award criteria of each bidder are as follows:

	Weighting	Phoenix Software Ltd	XMA Limited
Best Value	(10%)	7.5%	7.5%
Quality Sub-Total %	(10%)	7.5%	7.5%
Price Sub Total £	-	£175,151.90	£173,726.82
Price Sub Total %	(90%)	89.3%	90%
Total Score	100%	96.8%	97.5%

- 4.4** The Chief Officer – People and Technology in consultation with the Convener of Tendering Committee approved the award of contract for Citrix Netscaler Licenses on 14 July 2021 to XMA Limited, of Unit 44 Wilford Industrial Estate, Ruddington Lane, Wilford, Nottingham, NG11 7EP who provided the most economically advantageous offer. The Chief Officer - Regulatory & Regeneration concluded the award. The contract is for a maximum period of 12 months at a value of £173,727 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee.
- 4.5** XMA Limited has committed to paying all staff as a minimum the real Living Wage (£9.50 per hour) and promotes Fair Working Practices across their organisation. There are no specific social benefits associated with this contract, however further social benefits will be discussed with XMA Limited and any actions to take any social benefits forward will be agreed and will be monitored as part of the Contract and Supplier Management Policy.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services. The value of the contract is below the value approved by the Corporate Services Committee which represents a saving of £20,960.

7. Risk Analysis

7.1 Failure to implement a Citrix Netscaler renewal would have left the Council staff with no access to continue with Remote and Flexible Working.

7.2 XMA Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact assessment screening was undertaken by the ICT Services which determined a full equalities impact assessment was not required.

9. Consultation

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

10. Strategic Assessment

10.1 The Provision of Citrix Netscaler Licenses will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 04/08/2021

Person to Contact: Michelle McKenzie, Procurement Officer
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Appendices: N/A

Background Papers: EIA Screening

Wards Affected: All Wards

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 4 August 2021

Subject: Contract Approved by the Chief Executive for Clydebank Town Hall Gallery Redesign Consultancy**1. Purpose**

- 1.1** The purpose of this report is to advise Members of a contract that was approved by the Chief Executive, after consultation with the Leader and the Convener of Cultural Services Committee, for the appointment of Brown & Wallace LLP to undertake Clydebank Town Hall Gallery Redesign Consultancy.

2. Recommendations

- 2.1** It is recommended that the Members note the appointment of Brown & Wallace LLP for the Clydebank Town Hall Gallery Redesign Consultancy incorporating (1) RIBA Stages 2 (Concept Design), 3 (Spatial Co-ordination) and 4 (Technical Design) together with the Principal Designer role and, subject to performance, and the project proceeding, Stages 5-7 (“Manufacturing and Construction”, “Handover and Close Out” and “In Use”).

3. Background

- 3.1** In March 2018 the Council agreed to create a £4m Cultural Capital Fund to invest in West Dunbartonshire’s cultural and heritage infrastructure in order to unlock regeneration, increase tourism and raise the reputation of the area. The 2018/19 Budget Document pointed to the transformation of the waterfront at Clydebank and the opportunity this created to undertake new projects that revitalise Council assets and change the way people look at our area. Officers were asked to focus upon renewing the historic Clydebank Town Hall making it a venue that residents can be proud of.
- 3.2** The Council’s Clydebank Town Hall refurbishment programme includes the re-design of the Town Hall Gallery to increase the footprint of the gallery space; improve sightlines throughout the existing interconnected galleries; improve overall accessibility; and install sector standard environmental monitoring and control equipment to ensure collections care and preservation standards are met for all objects on display. The redesign is a central element in answering the expressed desire of Elected Members to see Clydebank Town Hall operate as a civic centre, to the benefit of the communities of Clydebank and visitors to the area.
- 3.3** In terms of Paragraph 14 of Part 4A of the Scheme of Delegation *“If a decision which is not delegated to officers requires to be made urgently between meetings of the Council or relevant Committee, the Chief Executive, in consultation (i) with the Provost or Leader of the Council as appropriate, and (ii) the Convener of the relevant Committee, may take action, subject to the matter being reported to the next meeting of the Council or relevant Committee.”* The

Standing Orders at Paragraph 35(b)(ii) to (iv) makes similar provision for approval of urgent matters.

4. Main Issues

- 4.1** It was identified that a contract utilising the South Lanarkshire Council framework agreement for the Provision of Professional Services within a Multi-Disciplinary Consultancy was the most economically advantageous route to awarding the contract. However the framework agreement expired on 30 June 2021.
- 4.2** The Chief Executive approved the appointment of Brown & Wallace LLP to undertake Clydebank Town Hall Gallery Redesign Consultancy on 30 June 2021, after consultation with the Leader and the Convener of Cultural Services Committee.
- 4.3** The desired timescale to complete the Clydebank Town Hall refurbishment is no later than March 2022. A delay to the continued appointment of Brown & Wallace LLP could have put that date in jeopardy as the design information would be unlikely to be available to permit the construction contract to be let timeously.

5. People Implications

- 5.1** There are no people implications.

6. Financial Implications

- 6.1** The cost of these services up to and including Stage 4 is £55,650, which encompasses a fee of £2,400 for principal designer services. The provisional sums are included to inform the overall project budget/mitigate risk. The sums may not be required, but are considered a reasonable allowance in the context of the wider project. Provisional sums will only be expended upon instruction. As the design process progresses requirements will become more defined. If it becomes clear that these sums are not required, they can be deleted and budget allocated elsewhere. The costs approved are fully funded from the approved budget for the project.
- 6.2** It is anticipated that the contract will be extended to include the RIBA Stage 5 and beyond. To inform the client, Brown & Wallace LLP were asked for the potential budget for RIBA Stages 5 and 6 fees. This was offered at c.£40,000.. It is not a percentage based fee, so will not increase/decrease depending on construction cost to follow. It is based on the knowledge to date of feasibility work undertaken and assumes full service of the design disciplines required in Stages 5 and 6.
- 6.3** Once the design works are progressed to an acceptable point, a fee will be formally requested. There will be options to adjust this depending on the level of service deemed necessary. This will be informed by the form of contract; Town Hall improvement works as a whole; the programme on site; etc.

6.4 Further cost information will be provided to Tendering Committee on the likely extent of this consultancy. These costs together with the construction contract to be separately tendered will be funded through the Cultural Capital Fund.

7. Risk Analysis

7.1 Any delay to the appointment was likely to mean that the works will not be completed by March 2022. The appointment subject to homologation at a subsequent committee helps to address this. Further work will be required to prepare to tender the construction works.

7.2 The use of the framework agreement Terms and Conditions removes the prospect of any procurement challenge and ensures that the design works are instructed on a robust and appropriate basis.

8. Equalities Impact Assessment (EIA)

8.1 There are no direct EIA implications as a result of this paper. Equalities issues will be addressed in terms of the design considerations.

9. Consultation

9.1 The Chief Officer for Supply, Distribution and Property, the Chief Officer for Citizen, Culture and Facilities and the Manager of Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

10.1 The early engagement of strategic services is critical in meeting the timescales of the Cultural Capital Fund programme of works.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 02/07/2021

Person to Contact: Derek McLean, Business Partner
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Appendices: N/A

Background Papers: EIA Screening

Wards Affected: Clydebank Waterfront

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 4 August 2021**

Subject: Contract Authorisation Report – Provision of Window Cleaning Services for Council Buildings**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Provision of Window Cleaning Services for Council Buildings.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Conclude on behalf of West Dunbartonshire Council (the Council) the award of the contract for Provision of Window Cleaning Services for Council Buildings to Glasgow Window Cleaning Company Limited;
 - b) Note that the contract shall be for a period of two years with the option of two x 12 month extensions and at a value of £8,750 ex VAT over two years. Each one x 12 month extension has a value of £4,375 giving a total four year contract value of £17,500; and
 - c) Note the estimated commencement date of the contract is 16 August 2021.

3. Background

- 3.1** The Council has a requirement for window cleaning for the following buildings:

- 16 Church Street, Dumbarton
- Bridge Street, Dumbarton
- Municipal Buildings, Dumbarton
- Aurora House, Clydebank
- Clydebank Town Hall

- 3.2** These buildings are the front facing hubs for staff and public and are therefore maintained to a high standard of cleanliness. The requirement is currently procured locally on an ad hoc basis and historically, there has been no regular schedule or specific company used for all buildings. It was recognised that a scheduled cleaning regime with a specified contractor would provide a more reliable and cost effective service to keeping the building in a presentable condition.

- 3.3** The overall budget for provision of Window Cleaning Services for these council buildings is £40,604 and is held within the General Services revenue budget for Office Accommodation for 2021/22 and onwards.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders, Financial Regulations and the Procurement Regulations. A Contract Strategy document was also approved on 8 February 2021.
- 3.5** Historically, there has been no regular schedule for window cleaning and no specific company used for all buildings therefore it was unknown what the total cost of the service would be. The requirement was therefore published as an Open Tender on Public Contracts Scotland.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal on 14 May 2021. The contract notice stipulated that the procurement would be assessed in accordance with the need to ensure quality, continuity, accessibility, affordability, availability and comprehensiveness of the services. 13 potential bidders expressed an interest, with six bidders submitting a response by the deadline on 14 June 2021.
- 4.2** The six tender submissions were evaluated by representatives from Citizen Culture Facilities and Corporate Procurement Unit against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Six tender submissions passed the selection criteria.
- 4.3** Six 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	Caledonian Cleaning	Dysart Cleaning Services	Glasgow Window Cleaning Company Ltd	J Kyle Cleaning Services Ltd	Mario Group Facilities Management Limited	Struan Window Cleaning
Quality (30%)							
Cost	(4.5%)	3.4%	3.4%	2.3%	3.4%	3.4%	3.4%
Quality	(18.0%)	18.0%	13.5%	10.1%	11.3%	18.0%	13.5%
Specification	(4.5%)	3.4%	3.4%	3.4%	3.4%	4.5%	3.4%
Social Benefits	(3.0%)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Quality Sub-Total %:	(30%)	27.8%	23.3%	18.8%	21.0%	28.9%	23.3%
Price (70%)							

Tendered Price		£18,295	£9,820	£4,375	£4,885	£42,560	£4,880
Price Sub Total %	(70%)	16.7%	31.2%	70.0%	62.7%	7.2%	62.8%
Total Score	100%	44.5%	54.4%	88.8%	83.7%	36.1%	86.0%

4.4 It is recommended that the contract is awarded to Glasgow Window Cleaning Company Limited of Glasgow who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option of two x 12 month extensions and at a value of £8,750 ex VAT over two years and a total contract value of £17,500 ex VAT should the contract be extended.

4.5 Glasgow Window Cleaning Company Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruitment of 1 member of staff from within the West Dunbartonshire geographical area (25 Social Benefit points);
- Donation of estimated £500 to a community group or charity that supports health and wellbeing within the community. Tennis Summer Camp at Whitecrook Park as per clarification. (5 Social Benefit points);
- Donation of estimated £500 to support a local community project. Tennis coaching school project, offering up to 6 hours coaching for each interested primary school as per clarification. (5 Social Benefit points)

The social benefits will be discussed at the implementation meeting with Glasgow Window Cleaning Company Limited and actions to take these forward will be agreed. 35 Social Benefit points have been offered in total for this Contract, which exceeds the minimum expected amount of 15.

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 £40,604 per annum. The annual contract value is £4,375 which is £36,229 under this budget.

6.2 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Citizen Culture Facilities officers and the provisions of Contract Standing Orders and the Financial Regulations.

7. Risk Analysis

7.1 Glasgow Window Cleaning Company 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 is an equalities impact. The results were that there is no equalities impact.

9. Consultation

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

10. Strategic Assessment

10.1 The Glasgow Window Cleaning Company will contribute to the delivery of the Council's strategic priorities:

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

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property Service

Date: 04 August 2021

Person to Contact: Patrick Gahagan,
Procurement Officer,
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Appendices: None

Background Papers: Contract Strategy
EIA Screening

Wards Affected: All Wards

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 4 August 2021**

Subject: Provision of Corporate Taxis Services

1. Purpose

- 1.1** The purpose of this report is to advise Members of a framework agreement (FA) that was approved by the Chief Officer - Education and the Chief Officer - West Dunbartonshire Health and Social Care Partnership (WD HSCP) in consultation with the Convener of Tendering Committee for Provision of Corporate Taxis Services and the awarding of contracts utilising this FA as listed in Appendix 1.

2. Recommendations

- 2.1** It is recommended that Members note the appointment of providers listed in 4.3 and 4.6 for the FA for the Provision of Corporate Taxis Services. The Members are to further note that award through this FA shall be for a period of four years and at an indicative cost of £3m. This is based on £2,311,364 ex VAT for Education, Learning and Attainment (ELA) for four years and £160,589 ex VAT per year initially for WD HSCP. The estimated commencement date of the FA is 27 July 2021.
- 2.2** It is recommended that the Members note the appointment of the providers listed in Appendix 1 for the contracts specified in the same Appendix and notes that any other contract requirement arising due to need and utilising this FA for Provision of Corporate Taxis Services from £50,000, will be subject to the Tendering Committee approval procedure before award.

3. Background

- 3.1** A tendering exercise was undertaken to secure services for scheduled and non-scheduled taxi journeys for the following requirements:
- ELA – for pupils with additional support needs to attend educational establishments to meet their requirements; and
 - WD HSCP – to assist service users, with or without escort, from pick-up points to required destinations both within and outside the Council area.
- 3.2** The tender process for the Provision of Corporate Taxi Services was approved at the Education Services Committee on 10 March 2021 and WD HSCP Audit Committee on 25 March 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations; and the *Public Contracts (Scotland) Regulations 2015* (above the financial threshold) for Services. A Contract Strategy document was also approved on 29 April 2021.

- 3.3** A contract notice was published on the Public Contracts Scotland advertising portal on 30 April 2021. Sixteen potential bidders expressed an interest, with six bidders submitting a response by the deadline for the submissions of 12 noon on 4 June 2021; with six bidders for Lot 1, ELA and three bidders for Lot 2, WD HSCP.
- 3.4** A report on *Contracts to be Awarded During the Summer Recess* was approved at the Tendering Committee on 2 June 2021 to grant delegated authority to the Chief Officer - Education and the Chief Officer - WD HSCP in consultation with the Convener of Tendering Committee to approve a FA for the Provision of Corporate Taxis Services. The Chief Officer - Regulatory & Regeneration was to conclude the awards. A further report detailing the outcome of the FA for the Provision of Corporate Taxis Services was to be submitted to the next appropriate Tendering Committee for noting, in accordance with Standing Orders 35(b) iv.

4. Main Issues

Lot 1: Education, Learning and Attainment

- 4.1** The six tender submissions were evaluated by representatives from ELA, Corporate Procurement Unit and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. The six tender submissions fully met the selection criteria.
- 4.2** The six tender submissions were evaluated against a set of award criteria which was based on a Price / Quality ratio of 80% / 20%:

	Weighting	Alexandria & Dumbarton TOA Ltd	Andrew Buist	Clydebank Taxis	OK Taxi Group	The Wright Taxi Co (Scotland) Ltd	Titan Taxis Limited
Quality (20%)							
Quality of Service	(40%)	20%	30%	30%	30%	20%	20%
Invoicing	(10%)	10%	10%	10%	10%	10%	10%
Customer Care	(15%)	11.2%	15%	7.5%	11.2%	11.2%	7.5%
Sustainability	(10%)	6.2%	6.2%	5%	7.5%	7.5%	5%
Social Benefits	(25%)	12.5%	0%	0%	0%	25%	0%
Quality Sub-Total %:	(20%)	12%	12.2%	10.5%	11.7%	14.7%	8.5%
Price (80%)							
Price	80%	80%	25.6%	46.2%	38.5%	28.2%	76.8%

Total Score	(100%)	92%	37.8%	56.7%	50.2%	42.9%	85.3%
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- 4.3** It was recommended that Lot 1: ELA of the FA be established with the providers in the table below who had provided the most economically advantageous tender responses. This was approved by the Chief Officer - Education in consultation with the Convener of Tendering Committee. The Chief Officer - Regulatory & Regeneration concluded the award.

Provider	Town
Alexandria & Dumbarton TOA Ltd	Alexandria
Titan Taxis Limited	Clydebank
Clydebank & District Toars Ltd T/A Clydebank Taxis	Clydebank
OK Taxi Group	Dumbarton
The Wright Taxi Co (Scotland) Ltd	Alexandria
Andrew Buist	Alexandria

Lot 2: WD HSCP

- 4.4** The three tender submissions were evaluated by representatives from WD HSCP, Corporate Procurement Unit and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. The three tender submissions fully met the selection criteria.
- 4.5** The three tender submissions were evaluated against a set of award criteria which was based on a Price / Quality ratio of 80% / 20%:

	Weighting	Alexandria & Dumbarton TOA Ltd	Clydebank Taxis	The Wright Taxi Co (Scotland) Ltd
Quality (20%)				
Quality of Service	(40%)	20%	40%	40%
Invoicing	(10%)	10%	10%	10%
Customer Care	(15%)	11.2%	11.2%	11.2%
Sustainability	(10%)	6.2%	10%	8.7%
Social Benefits	(25%)	12.5%	0%	25%
Quality Sub-Total %:	(20%)	12%	14.2%	19%
Price (80%)				
Price	(80%)	80%	50%	67.3%

Total Score	100%	92%	64.2%	86.3%
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- 4.6** It was recommended that Lot 2: WD HSCP of the FA be established with the providers in the table below who had provided the most economically advantageous tender responses. This was approved by the Chief Officer – WD HSCP in consultation with the Convener of Tendering Committee. The Chief Officer - Regulatory & Regeneration concluded the award.

Provider	Town
Alexandria & Dumbarton TOA Ltd	Alexandria
The Wright Taxi Co (Scotland) Ltd	Alexandria
Clydebank & District Toars Ltd T/A Clydebank Taxis	Clydebank

- 4.7** The contracts utilising this FA for Provision of Corporate Taxis Services will be done either by direct award for ad-hoc journeys based on the award criteria scoring determined at the formation of the FA, or by mini-competition for planned journeys. Any contract from £50k, will be subject to the Tendering Committee approval procedure before award.
- 4.8** It was recommended that the contracts utilising this FA, as detailed in Appendix 1, be awarded for Lot 1: ELA. This was approved by the Chief Officer - Education in consultation with the Convener of Tendering Committee. The Chief Officer - Regulatory & Regeneration concluded the awards.
- 4.9** As this requirement is predominantly self-employed sole traders, a fair working practice question was not included within the tender.
- 4.10** The social benefits will be discussed with the individual providers 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 Provision of Corporate Taxi Services will be met from the approved revenue budgets of ELA and WD HSCP.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in consultation with ELA and WD HSCP officers and the provisions of the Council's Contract Standing Orders and the Financial Regulations; and the relevant Procurement Regulations.

7. Risk Analysis

- 7.1** The successful providers have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council and the WD HSCP.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening has been undertaken which has identified that there is no equalities impact.

9. Consultation

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

10. Strategic Assessment

10.1 Delivery of this Service will support the following Council and WD HSCP strategic objectives:

- Supported individuals, families and carers living independently and with dignity; and
- Support people to exercise choice and control in the achievement of their personal outcomes.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 04/08/2021

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Appendices: N/A

Background Papers: EIA Screening

Wards Affected: All Wards

Appendix 1:

Provider	Contract No. ELA
Alexandria & Dumbarton TOA Ltd	WDO01N
Titan Taxis Limited	WDO02N
The Wright Taxi Co (Scotland) Ltd	WDO03N
The Wright Taxi Co (Scotland) Ltd	WDO04N
The Wright Taxi Co (Scotland) Ltd	WDO05N
The Wright Taxi Co (Scotland) Ltd	WDO06N
Titan Taxis Limited	WDO07N
Alexandria & Dumbarton TOA Ltd	WDO08N
OK Taxi Group	WDO10N
OK Taxi Group	WDO11N
Titan Taxis Limited	WDN012N
Titan Taxis Limited	WDN10N
Titan Taxis Limited	WD014N
Titan Taxis Limited	WD015N
Titan Taxis Limited	WD016N
Titan Taxis Limited	WD018N
The Wright Taxi Co (Scotland) Ltd	WD019N
OK Taxi Group	WDP03N
Titan Taxis Limited	WDS01N
Alexandria & Dumbarton TOA Ltd	WDS02N
The Wright Taxi Co (Scotland) Ltd	WDS03N
Alexandria & Dumbarton TOA Ltd	WDS04N
The Wright Taxi Co (Scotland) Ltd	WDS05N
The Wright Taxi Co (Scotland) Ltd	WDS07N
Titan Taxis Limited	WDS07N
Titan Taxis Limited	WDS12N
Titan Taxis Limited	WDS14N
Alexandria & Dumbarton TOA Ltd	WDS15N
Andrew Buist	WDS15N
Andrew Buist	WDS16N
Andrew Buist	WDS17N
Titan Taxis Limited	WDS18N
Alexandria & Dumbarton TOA Ltd	WDS21N
Alexandria & Dumbarton TOA Ltd	WDS22N
Andrew Buist	WDS23N
Andrew Buist	WDS24N
Andrew Buist	WDS25N
OK Taxi Group	WDH01N
Alexandria & Dumbarton TOA Ltd	WDH02N
The Wright Taxi Co (Scotland) Ltd	WDH03N
Titan Taxis Limited	WDH04N

Andrew Buist	WDH05N
Alexandria & Dumbarton TOA Ltd	WDH07N
Titan Taxis Limited	WDH08N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDP01N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDP02N
Titan Taxis Limited	WD013N
Titan Taxis Limited	WD013N
Titan Taxis Limited	WD017N
Titan Taxis Limited	WD017N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS08N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS08N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS08N
Titan Taxis Limited	WDS13N
Titan Taxis Limited	WDS13N
Titan Taxis Limited	WDS13N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS20N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS20N
Titan Taxis Limited	WDH06N
Titan Taxis Limited	WDH06N
Titan Taxis Limited	WDH06N
Andrew Buist	WDH09N
Andrew Buist	WDH09N

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 4 August 2021

Subject: Server Maintenance
1. Purpose

- 1.1** The purpose of this report is to advise Members of a contract for Server Maintenance that was approved by the Chief Officer – People & Technology in consultation with the Convener of Tendering Committee.

2. Recommendations

- 2.1** It is recommended that the Members note the appointment of Park Place Technologies Ltd for the contract for Server Maintenance. The Members are to further note that the contract is for a period of 12 months and at a value of £54,070 ex VAT. The estimated commencement date of the contract is 4 September 2021.

3. Background

- 3.1** The Council has a requirement to procure Server Maintenance. The support contract is required to provide cover for hardware infrastructure which is beyond the original warranty period. The contract will have the inbuilt facility and flexibility to allow hardware items to be added and to be deleted during the annual period with change debits (warranty additions) to be invoiced and change credits (warranty deletions) to be applied pro-rata. The current contract is with Park Place Technologies.
- 3.2** The budget for Server Maintenance was approved at the Corporate Services Committee on 17 February 2021. The procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Legislation for Goods and Services. A Contract Strategy document was approved on 28 June 2021.
- 3.3** A report on *Contracts to be Awarded During the Summer Recess* was approved at the Tendering Committee on 2 June 2021 to grant delegated authority to the Chief Officer – People & Technology in consultation with the Convener of Tendering Committee to approve the award of the contract for Server Maintenance. The Chief Officer - Regulatory & Regeneration was to conclude the award. A further report detailing the outcome of the contract for Server Maintenance was to be submitted to the next appropriate Tendering Committee for noting, in accordance with Standing Orders 35(b) iv.
- 4. Main Issues**
- 4.1** The Scottish Government framework agreement for Server and Infrastructure Maintenance 2019-2021 was identified as providing best value after comparison was undertaken between the available framework agreements for this requirement. As there is one provider on this framework agreement, a

direct award procedure was the only available route.

- 4.2** The Chief Officer – People and Technology in consultation with the Convener of Tendering Committee approved the award of contract for Server Maintenance on 14 July 2021 to Park Place Technologies Ltd Clydesdale House, 300 Springhill Pkwy, Baillieston, Glasgow G69 6GA United Kingdom. The Chief Officer - Regulatory & Regeneration concluded the award. The contract shall be for a period of 12 months at a value of £54,070 ex VAT.

- 4.3** Park Place Technologies Ltd has not committed to follow Fair Working Practices as part of this tender but are subject to those committed to as part of the framework agreement formation process, which includes recognising employees rights to be part of a union, collective bargaining with the union, paying an appropriate wage respective to the country of employment, and elimination of slave and indentured labour for example.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services. The value of the contract is below the value approved by the Corporate Services Committee which represents a saving of £930.00.

7. Risk Analysis

- 7.1** Failure to implement a Server Maintenance renewal would have left the Council with no access to vital maintenance.

- 7.2** Park Place Technologies 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 the ICT Services which determined a full equalities impact assessment was not required.

9. Consultation

- 9.1** Consultation has taken place with ICT Services, Finance Services and Legal Services.

10. Strategic Assessment

- 10.1** At its meeting on 25 October 2017, the Council agreed that its five main strategic priorities for 2017 - 2022 are as follows:

- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 04/08/2021

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Appendices: N/A

Background Papers: EIA Screening

Wards Affected: All Wards

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 4 August 2021

Subject: Provision of a Replacement Boiler at St Mary's Primary School**1. Purpose**

- 1.1** The purpose of this report is to advise Members of a contract that was approved by the Chief Officer – Regulatory and Regeneration in consultation with the Convener of Tendering Committee for the Provision of a Replacement Boiler at St Mary's Primary School.

2. Recommendations

- 2.1** It is recommended that Members note the appointment of James Ramsey (Glasgow) Ltd for the Provision of a Replacement Boiler at St Mary's Primary School, the contract shall be for a period of 12 weeks and at a total value of £148,868 ex VAT. The estimated commencement date of the contract is 20 July 2021.

3. Background

- 3.1** The works comprise of replacing the existing plant to condensing gas boilers for heating and an independent gas fired water for hot water production. The works to convert from oil to gas will take place only during the school summer break, whilst the School is closed.
- 3.2** The budget for a Replacement Gas Boiler at is a Capital Budget that was included as part of the General Services Plan that was approved on the 4 March 2020. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations. A Contract Strategy document was also approved on the 12 May 2021.
- 3.3** A report on *Contracts to be Awarded During the Summer Recess* was approved at the Tendering Committee on 2 June 2021 to grant delegated authority to the Chief Officer – Regulatory and Regeneration in consultation with the Convener of Tendering Committee to approve the award of the contract for the Provision of a Replacement Boiler at St Mary's Primary School. The Chief Officer - Regulatory & Regeneration was to conclude the award. A further report detailing the outcome of the contract for Provision of a Replacement Boiler at St Mary's Primary School was to be submitted to the next appropriate Tendering Committee for noting, in accordance with Standing Orders 35(b) iv.

4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal on the 12 May 2021 and 13 potential bidders expressed an interest, with

six bidders submitting a response by the deadline for the submissions of 12 noon on 2 June 2021.

4.2 The six tender submissions were evaluated by representatives from the Energy Compliance Team, Corporate Procurement Unit, Health & Safety Services and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Six tender submissions passed the selection criteria.

4.3 Six 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	Valley Group	Soron Limited	Truedeal Limited	SFM Scotland Limited	James Ramsey Glasgow Ltd	ECG Building Maintenance Ltd
Quality (30%)							
Service Delivery & Methodology	(6%)	4.5%	3%	4.5%	3%	4.5%	3%
Project Plans	(6%)	4.5%	4.5	6	4.5%	6%	3%
Quality Management	(6%)	4.5%	4.5%	4.5%	3%	4.5%	3%
Key Risks	(3%)	2.25%	1.5%	1.5%	0.75%	1.5%	3%
Coronavirus	(3%)	2.25%	1.5%	3%	1.5%	2.25%	3%
Social Benefits	(4.5%)	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%
e-Procurement	(1.5%)	1.13%	0.38%	1.5%	1.5%	1.5%	1.5%
Quality Sub-Total %:	(30%)	23.63%	19.88%	25.5%	18.75%	24.75%	24%
Price (70%)							
Price	(70%)	£156,862	£213,749.54	£189,837	£190,870.90	£148,868	£143,787
Total Score	100%	87.8%	66.1%	78.5%	71.5%	92.4%	91%

4.4 The Chief Officer – Regulatory and Regeneration in consultation with the Convener of Tendering Committee approved the award of contract for Provision of a Replacement Boiler at St Mary's Primary School on 16th July 2021 to James Ramsey (Glasgow) Ltd of Glasgow who had provided the most economically advantageous tender. The Chief Officer - Regulatory &

Regeneration concluded the award. The contract is for a maximum period of 12 weeks at a value of £148,848, ex VAT. The value of the contract is below the value approved at in the General Services Capital Plan.

4.5 James Ramsey (Glasgow) Ltd has committed to paying all staff as a minimum, the real Living Wage (£9.50 per hour) and promotes Fair Working Practices across their organisation. Further, James Ramsey (Glasgow) Ltd has committed to delivery of 50 Social Benefits Points a direct result of delivery of this contract:

- Use of a West Dunbartonshire based organization for sub-contracting opportunities;
- Donation of goods to local food-share scheme;
- Donation to the Community Fund to provide support for victims of domestic abuse; and
- Donation of hours of labour to support a local community project

The social benefits will be discussed at the implementation meeting with James Ramsey (Glasgow) 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 capital of the Energy Compliance Team. Out of a Budget of £235,000 the cost provided by the Supplier was £148,848 so a total saving of £86,152.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in consultation with Energy Compliance officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Procurement Legislation.

7. Risk Analysis

7.1 James Ramsey (Glasgow) 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 the Energy Compliance Team to identify if there Equalities Impact. The result was that there was no Equalities Impact.

9. Consultation

9.1 Consultation has taken place with Energy Compliance, Legal Services and Finance Services.

10. Strategic Assessment

10.1 Provision of a Replacement Boiler at St Mary's Primary School will contribute to the Council's strategic priorities

- A Strong local economy and improved employment opportunities;
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 04/08/2021

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Appendices: N/A

Background Papers: EIA Screening

Wards Affected: Leven