

Supplementary Agenda



Tendering Committee

Date: Wednesday, 12 May 2021

Time: 09:15

Format: Zoom Video Conference

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

Dear Member

ITEM TO FOLLOW

I refer to the agenda for the above Meeting of the Tendering Committee which was issued on 28 April 2021 and now attach for your attention a copy of the undernoted report relating to Item 7 which was not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

| | | |
|----------|---|----------------|
| 7 | CONTRACT AUTHORISATION REPORT – CLEANING SERVICES FOR HOMELESS AND VOID PROPERTIES | 21 – 27 |
|----------|---|----------------|

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 contracts for the Cleaning Services for Homeless and Void Properties – Lot 1 (Homeless Properties) and Lot 2 (Void Properties).

Distribution:

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

All other Councillors for information

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

Date of Issue: 6 May 2021

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: Wednesday, 12 May 2021

Subject: Contract Authorisation Report – Cleaning Services for Homeless and Void Properties

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 contracts for the Cleaning Services for Homeless and Void Properties - Lot 1 Homeless Properties and Lot 2 Void Properties.

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 contracts for the Cleaning Services for Homeless and Void Properties Lot 1 Homeless Properties and Lot 2 Void Properties to Campbell Cleaning Services;
 - b) Note that the contract for the Cleaning Services for Homeless and Void Properties - Lot 1 Homeless Properties, shall be for an initial two year duration and at a value of £292,609 ex VAT. Each one x 12 month extension has a value of £146,304 giving a total four year contract value of £585,216;
 - c) Note that the contract for the Cleaning Services for Homeless and Void Properties - Lot 2 Void Properties, shall be for an initial two year duration and at a value of £247,260 ex VAT. Each one x 12 month extension has a value of £123,630 giving a total four year contract value of £494,520; and
 - d) Note the contracts commencement dates of 28 May 2021.

3. Background

- 3.1** The Council requires homeless and void accommodation to be cleaned to requirements. Levels of cleaning required can vary from a standard clean to deep or trauma clean, each of which is priced in the contract pricing schedule that forms the basis for subsequent orders as required. The efficient and effective turnaround of homeless accommodation is business critical. Delays can impact on income and the provision of emergency and temporary accommodation to allow the Council to meet its full statutory homeless duties.
- 3.2** The budget for Homeless Services Lot 1 – Homeless Properties is allocated from the Homeless Services budget: Financial Year 2021/22: £91,000 and Building Services revenue budget from Repairs and Maintenance: £734,546, of which £220,000 per annum is the allocated budget for Lot 2 – Void Properties. These spend and tendering requirements were approved at Housing &

Communities Committee 1 May 2019 and at Housing & Communities Committee on 14 August 2019, respectively. This tendering process has been delayed due to a required switch of focus from March 2020 until recently, to support the continued delivery of services and increase in provision of temporary accommodation during the COVID-19 pandemic.

- 3.3** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2015* for Services. A Contract Strategy document was also approved on the 16 December 2020.

4. Main Issues

- 4.1** A Contract notice was published on the Public Contracts Scotland advertising portal and the Find a Tender Service (FTS) on 22 January 2021.
- 4.2** For Lot 1 - Homeless Properties, 10 potential bidders expressed an interest, with seven bidders submitting a response by the deadline for the submissions on 3 March 2021. The seven submissions were evaluated by representatives from Housing and Employability, Building Services, 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. Seven submissions passed the selection criteria.
- 4.3** The seven submissions in Lot 1 were evaluated against a set of award criteria which was based on Price / Quality ratio of 60% / 40%. The scores relative to the award criteria of each tenderer are as displayed in Appendix 1.
- 4.4** For Lot 2 - Void Properties, 10 potential bidders expressed an interest, with seven bidders submitting a response by the deadline for the submissions on 3 March 2021. The seven submissions were evaluated by representatives from Housing and Employability, Building Services, 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. Seven submissions passed the selection criteria.
- 4.5** The seven submissions in Lot 2 were evaluated against a set of award criteria which was based on Price / Quality ratio of 60% / 40%. The scores relative to the award criteria of each tenderer are as displayed in Appendix 2.
- 4.6** It is recommended that the contracts for Lot 1 - Homeless Properties and Lot 2 - Void Properties are awarded to Campbell Cleaning Services of 5 Broomlea Crescent, Inchinnan, Renfrewshire, Pa4 9PJ, who have provided the most economically advantageous tender submissions. The contracts for the full four year term will have a total value of £1,079,736 ex VAT. The value across four years for Lot 1 and Lot 2 are as follows:
- Lot 1- £585,216
 - Lot 2- £494,520
- 4.7** The yearly value of Lot 1, £146,304, is above the budget for Homeless

Services, £91,000, by £55,304.

COVID-19 has increased homeless presentations which necessitates additional units/cleans. Deep cleans are also now necessary where previously standard cleans would suffice. The first element above would be covered by the additional Housing Benefit income from occupants of additional units. The second element would be classified as COVID-19 costs. This would therefore be offset against Scottish Government COVID-19 funding. It is anticipated that deep cleans required as a result of Scottish Government COVID-19 guidance will reduce as per revision of restrictions/ guidance. Levels of cleaning required can vary from a standard clean to deep or trauma clean, each of which is priced in the contract pricing schedule that forms the basis for subsequent orders as required. The annual value of Lot 2, £123,630, is within the Building Services revenue budget from Repairs and Maintenance: £220,000 per annum.

4.8 Campbell Cleaning Services pay staff above the real Living Wage (minimum of £9.50 per hour) and promote fair and safe working practices. Further, Campbell Cleaning Services has committed to delivery of the following social benefits as a direct result of delivery of these contracts:

- Recruitment of two of members staff from within the West Dunbartonshire geographical area;
- Use of two West Dunbartonshire based organisations for sub-contracting opportunities;
- Measurable and committed support for local community benefits as part of this contract;
- Donation of £300 per £100,000 of contract value to local food-share scheme;
- Donation of £300 per £100,000 of contract value of materials to support a local community project;
- Donation of two persons for one day or one person for two days per £100,000 of contract value for labour to support a local community project;
- Provision of two persons for one day or one person for two days per £100,000 of contract value, for volunteer support a local community project;
- One year sponsorship of a local sports team;
- Fairtrade products, eliminating low cost exploitatively sourced products in the supply chain, use of sustainably sourced materials such as wood;
- One community operated transport which helps reduce CO2 emissions or carbon footprint per year of the contracts and a single community or school event mini bus hire; and
- Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

The social benefits will be discussed at the implementation meeting with Campbell Cleaning Services 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 The yearly value of Lot 1, £146,304, is above the budget for Homeless Services (£91,000). COVID-19 has increased homeless presentations which necessitates additional units/cleans. Deep cleans are also now necessary where previously standard cleans would suffice. The first element above would be covered by the additional Housing Benefit income from occupants of additional units. The second element would be classified as COVID-19 costs. Members will be aware that for 2021/22 the Scottish Government has provided Councils with funding to cover additional costs as a result on COVID-19. Therefore this additional cost will charged to this funding. The value of Lot 2 is within the Building Services revenue budget from Repairs and Maintenance: £220,000 and will generate a cost reduction per year (assuming a steady demand for the services) of £96,370..

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 and Building Services officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 Campbell Cleaning Services has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should the Tendering Committee decide not to proceed as recommended then this will delay the project and may have reputational implications.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report to determine if there is an equalities impact. The results where that there is no equalities impact.

9. Consultation

9.1 Consultation has taken place with Housing and Employability, Building Services, Finance Services and Legal Services.

10. Strategic Assessment

10.1 This requirement supports the following aspects of the Council's Strategic Plan 2017-2022:

- A Strong local economy and improved employment opportunities.
- Supported individuals, families and carers living independently and with dignity.
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property Services

Date: 7 May 2021

Person to Contact: Patrick Gahagan – Procurement Officer, Corporate Procurement Unit. Email: Patrick.Gahagan@west-dunbarton.gov.uk

Appendices: Appendix 1 and 2 – Award Criteria Scores

Background Papers: The Contract Strategy

Wards Affected: All Wards.

Appendix 1

| Lot 1 - | Weighting | Campbell Cleaning Services | Confida FM Limited | Greenerleaf Estate Maintenance | Mario Group Facility Management Limited | Orbis Protect Limited | SPS Doorguard Limited | VPS UK Ltd |
|-----------------------------|--------------|----------------------------------|-----------------------|--------------------------------------|---|--------------------------|--------------------------|---------------|
| Cost | 4% | 3% | 2% | 4% | 2% | 3% | 2% | 3% |
| Quality | 20% | 19% | 14.5% | 19.5% | 10% | 14.5% | 9.5% | 19.5% |
| Service | 12% | 10.2% | 7.2% | 9.6% | 6% | 9% | 6% | 9% |
| Social Benefits | 4% | 4% | 4% | 4% | 4% | 4% | 4% | 4% |
| Quality Sub-Total %: | (40%) | 36.2% | 27.7% | 37.1% | 22% | 30.5% | 21.5% | 35.5% |
| Price Sub Total % | (60%) | 60% | 31.7% | 28.9% | 24.2% | 33.5% | 18.7% | 38.9% |
| Total Score | 100% | 96.2% | 59.4% | 66.0% | 46.2% | 64.0% | 40.2% | 74.4% |

Appendix 2

| Lot 2 - | Weighting | Campbell Cleaning Services | Confida FM Limited | Greenerleaf Estate Maintenance | Mario Group Facility Management Limited | Orbis Protect Limited | SPS Doorguard Limited | VPS UK Ltd |
|-----------------------------|--------------|----------------------------------|-----------------------|--------------------------------------|---|--------------------------|--------------------------|---------------|
| Cost | 4% | 3% | 2% | 4% | 2% | 3% | 2% | 3% |
| Quality | 20% | 19% | 14.5% | 19.5% | 10% | 14.5% | 9.5% | 19.5% |
| Service | 12% | 10.2% | 7.2% | 9.6% | 6% | 9% | 6% | 9% |
| Social Benefits | 4% | 4% | 4% | 4% | 4% | 4% | 4% | 4% |
| Quality Sub-Total %: | (40%) | 36.2% | 27.7% | 37.1% | 22% | 30.5% | 21.5% | 35.5% |
| Price Sub Total % | (60%) | 60% | 32.3% | 30.4% | 39.1% | 27.7% | 23.1% | 28.6% |
| Total Score | 100% | 96.2% | 60.0% | 67.5% | 61.1% | 58.2% | 44.6% | 64.1% |