

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Housing Environmental & Economic Development

Tendering Committee – 20th April 2010

Subject: Tender for the Repairs to Catering & Cleaning Equipment

1. Purpose

- 1.1 This report seeks Committee approval to award contracts for the Repairs to Catering, Refrigeration and Cleaning Equipment.

2. Background

- 2.1 The contract for the Repairs to Catering (Refrigeration) & Cleaning Equipment had been previously developed and managed by Scotland Excel on behalf of a number of Local Authorities, including West Dunbartonshire Council. The period of the contract ran from 1 November 2006 to 31st October 2009.
- 2.2 The Scotland Excel contract for Repairs to Catering (Refrigeration) equipment expired on 31st March 2010. The Repairs to Cleaning equipment contract expired on 31st October 2009.
- 2.3 A request for approval to tender was agreed by the Tendering Committee on 11th November 2009. An advert was placed in OJEU on 3 December 2009 and in the local press the following week.
- 2.4 The tender is split into 3 Lots:
1. Repairs to Catering Equipment
 2. Repairs to Refrigeration Equipment
 3. Repairs to Cleaning Equipment

3. Main Issues

- 3.1 Using the Restricted tender procedure 15 suppliers expressed an interest and issued with a pre qualification questionnaire (PQQ). Further to a first stage evaluation of the PQQs, 11 companies were issued with Invitation to Tender (ITT) documents. 10 tenders were received from the following bidders:
- Arrows Supplies (Scotland) Ltd, 3 Muirhall Road, Larbert, Falkirk, FK5 4RF (**LOT 3**)
 - Catering Supplies and Repairs Ltd, 122 Muirhall Road, Larbert FK5 4AP (**LOT 1 & 2**)
 - C&M Environmental Ltd, 52 Strathmore Road, Balmore Industrial Estate, Glasgow, G22 7DW (**LOT 2**)

- DMG Floorcare Ltd, Unit 26 Evans Business Park Centre, 68-74 Queen Elizabeth Avenue, Glasgow G52 4NQ (**LOT 3**)
- ECG Facilities Services, Unit 11 First Road, Blantyre Industrial Estate, Lanarkshire, G72 OND (**LOT 1 & 2**)
- Fast Fixx Catering Engineers Ltd, Unit 9, 95 Boden Street, Glasgow G40 3QF (**LOT 1 & 2**)
- Prochem Scotland, Unit 2/2 Cappielow Industrial Estate, Greenock, Inverclyde, PA15 2TQ (**LOT 3**)
- React Catering Services Ltd, Unit 28, Evans Business Centre, 68-74 Queen Elizabeth Avenue, Hillington, Glasgow, G52 4NQ (**LOT 1**)
- ScoMac Catering Equipment Ltd, 1 Bell Square, Brucefield Industrial Park, Livingston, EH54 9BY (**LOT 1**)
- WR Refrigeration Ltd, Bridge Park Plaza, Bridge Park Road, Thurmaston, Leicester, LE4 8BL (**LOT 2**)

3.2 The 10 bids were comprehensively evaluated by Facilities Management and Corporate Procurement using the following criteria:

Financial 60%,

Quality 40% (Quality of Service, Contract Administration, Added Value)

3.3 Prochem Scotland provided an incomplete Quality submission and was therefore excluded from the evaluation process.

3.3 The completed evaluation scores for each Lot are attached for information at Appendix 1. The winning bids are ranked as No 1 in their respective Lot.

4. Personnel Issues

4.1 There are no personnel issues.

5. Financial Implications

5.1 It is not possible to forecast the number of repairs which will be required over the lifetime of the contract however based on historical spend patterns and in line with existing budgetary provision, it is estimated to be £60,000 per annum.

5.2 A comparison of old contract Scotland Excel rates and the new tender rates per quarter hour are provided for reference.

	Scotland Excel (old)	WDC Tender (new)
Lot 1 – Catering	£6.50	£6.50
Lot 2 – Refrigeration	£6.50	£6.75
Lot 3 – Cleaning	£4.75	£4.00

6. Risk Analysis

- 6.1 If the winning bids are not approved, the existing suppliers will be able to supply the services however rates may be subject to fluctuation. Having a contract in place enables the rates to be set for the term of the contract and has ensured compliance with EU Public Procurement regulations.

7. Equalities Impact

- 7.1 No significant issues were identified in a screening for potential equality impact of this service.

8. Conclusions and Recommendations

- 8.1 The tendering process has successfully identified 3 suppliers that can provide the best service at a competitive price for the Council over the period of the contract.
- 8.2 The Committee is invited to approve the award of the contract for a period of 2 years with an option to extend for a further 12 months to the companies listed below:
- Lot 1 Repairs to Catering Equipment - Fast Fixx
 - Lot 2 Repairs to Refrigeration Equipment - C&M Environmental
 - Lot 3 Repairs to Cleaning Equipment - Arrow Supplies

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Date: 13 April 2010

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Appendix 1: Award Criteria Summary Scores

Background Papers: None

Ward Affected: All

Appendix 1 Award Criteria Summary Scores

Lot 1 - Repairs to Catering Equipment

Award criteria	Sup 1	Sup 2	Sup 3	Sup 4	Sup 5
Financial	40.7	7.3	60	17.5	46.3
Quality	24.3	14.1	15.5	30	21.8
Total	65	21.4	75.5	47.4	68.1
Rank	3	5	1	4	2

Lot 2 - Repairs to Refrigeration Equipment

Award criteria	Sup 1	Sup 2	Sup 3	Sup 4	Sup 5
Financial	41.8	59	60	37.4	51.9
Quality	24.3	19.3	15.5	30	21.8
Total	66.1	78.3	75.5	67.4	73.7
Rank	5	1	2	4	3

Lot 3 - Repairs to Cleaning Equipment

Award criteria	Sup 1	Sup 2
Financial	60	57.3
Quality	27.5	28.7
Total	87.5	86
Rank	1	2