

**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.