

Agenda



Tendering Committee

Date: Wednesday, 24 April 2019

Time: 09:30

Venue: Clyde Room, Clydebank Town Hall,
Dumbarton Road, Clydebank

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 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

JOYCE WHITE

Chief Executive

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

Strategic Director - Transformation & Public Service Reform
Strategic Lead - Regulatory

Date of Issue: 8 April 2019

WEDNESDAY, 24 APRIL 2019

1 APOLOGIES

3	MINUTES OF PREVIOUS MEETING	5 – 6
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Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Construction of Antonine Wall Play Park.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Brock Meeting Room, Council Offices, 16 Church Street, Dumbarton on Wednesday, 20 March 2019 at 9.30 a.m.

Present: Provost William Hendrie and Councillors Ian Dickson, Diane Docherty, Marie McNair and Lawrence O'Neill.

Attending: Stephen West, Strategic Lead - Resources; Annabel Travers, Procurement Manager; Alison Wood, Business Partner - Strategic Procurement; Christine Fraser, Senior Procurement Officer; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Gail Casey, Jim Finn and Brian Walker.

Councillor Ian Dickson in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in the item of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 27 February 2019 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: FRAMEWORK AGREEMENT FOR PROVISION OF CATERING SERVICES FOR CLYDEBANK TOWN HALL

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the Framework Agreement for the Provision of Catering Services for Clydebank Town Hall.

After discussion and having heard the Senior Procurement Officer and relevant officers in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude the award of the Framework Agreement (FA) for the Provision of Catering Services for the Clydebank Town Hall to Regis Banqueting, Top Class Catering and Venue Caterers;
- (2) to note that the FA shall be for a period of two years from 1 April 2019 to 31 March 2021 with an option to extend up to an additional 12 month period until 31 March 2022; and
- (3) to authorise the Strategic Lead - Regulatory to conclude, on behalf of the Council, any call-off FA contracts for the Provision of Catering Services for the Clydebank Town Hall for up to 3 years.

The meeting closed at 9.35 a.m.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 24th April 2019

Subject: Contract Authorisation Report - Pilot Community Link Worker Service

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the Direct Award of the contract for a Pilot Community Link Worker Service.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council, the Direct Award of the contract for a Pilot Community Link Worker Service to West Dunbartonshire Council for Voluntary Services.
- b) Note that the contract shall be for a period of 12 months and at a value of £100,980 ex VAT.

3. Background

- 3.1** The requirement is for the provision of a Pilot Community Link Worker Service for people within the West Dunbartonshire area who may be experiencing complex social circumstances. The service will be aimed at improving the efficiency and effectiveness of frontline services within General Practice (GP) and the additional services being developed to improve the everyday lives of residents. The service will support people to achieve personal health and wellbeing outcomes through strengthening connections between community resources and primary care by assisting them to navigate service pathways aimed at releasing time for GP's to concentrate on their role as an expert medical generalist.
- 3.2** The service will be delivered in partnership with GP practices, the West Dunbartonshire Health and Social Care partnership (WD HSCP) and the third sector who have experience and knowledge of delivering these services.
- 3.3** The provision of a Pilot Community Link Worker Service is in accordance with WD HSCP Board's Strategic Plan for 2016 – 2019. The budget for the Pilot Community Link Worker Service (as part of the Primary Care Improvement Plan (PCIP)) was approved at the WD HSCP Integrated Joint Board on 8th

August 2018. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 (below the EU threshold) for Care and Support Services, following the 'Light Touch Regime' (LTR) for Care and Support requirements. These regulations permit a Direct Award by negotiation with selection and award criteria which has been explained in the evaluation guidance within the procurement documents. A Contract Strategy document was also approved by the Business Partner Strategic Procurement (People) on 11th March 2019.

4. Main Issues

- 4.1** A contract notice for this Direct Award was published on the Public Contracts Scotland advertising portal on 12th March 2019. The invited Direct Award provider, West Dunbartonshire Council for Voluntary Services, submitted a response by the deadline of 12 noon on 22nd March 2019.
- 4.2** The invited Direct Award provider submission was evaluated by representatives from Community Health and Care Services (Prescribing and Clinical Pharmacy) and WD HSCP Quality Assurance, Corporate Procurement Unit and Finance Services, against pre-determined selection criteria forming part of the published Direct Award documents which assessed competence, experience, and capacity. The invited Direct Award provider submission passed the selection criteria.
- 4.3** The invited Direct Award provider submission was evaluated against a set of award criteria which was based on Quality. The scores relative to the award criteria of the invited Direct Award provider, are as follows:

Quality	Weighting	West Dunbartonshire Council for Voluntary Services
Service Delivery / Methodology	50%	31.3%
Training and Supervision	20%	15%
Experience and Methodology (Quality Management)	10%	7.5%
Risks	10%	7.5%
Business Continuity, Phase Out and Exit Strategy	5%	3.8%
Social Issues	5%	4.8%
Total Quality Score %:	100%	69.9%

This is a new funding initiative and the 12 month pilot will establish current need and future demand for the service including any potential procurement to the wider health and social care provider market. The Provider will be contracted to deliver the Pilot Community Link Worker Service with provision of 3 (three) Community Link Workers for this service.

4.4 It is recommended that the contract is awarded to West Dunbartonshire Council for Voluntary Services, of Arcadia Business Centre, Miller Lane, Clydebank G81 1UJ. The contract shall be for a period of 12 months at a value of £100,980, ex VAT. The value of the contract is below the value approved by the WD HSCP Integrated Joint Board on 8th August 2018.

4.5 West Dunbartonshire Council for Voluntary Services has committed to follow Fair Working Practices through being a Scottish Living Wage accredited employer with a minimum hourly rate of £9.50.

4.6 West Dunbartonshire Council for Voluntary Services have committed to delivery of the following social benefits as a result of delivery of this contract:

- As a minimum recruit one member of staff from within the West Dunbartonshire geographical area;
- Facilitate quarterly work experience opportunities covering a range of work based skills for one person; and
- Provide 5 volunteers to support local community projects.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of this Pilot Community Link Worker are in line with the funding for this work which is funded by the Scottish Government which is within the approved revenue budgets of WD HSCP- Primary Care Improvement Plan.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Community Health and Care Services (Prescribing and Clinical Pharmacy) and WD HSCP Quality Assurance officers and the provisions of Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 The successful provider 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, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. There were no negative impacts identified and a positive impact is expected as the Community Link Worker is designed to support socio-economically deprived communities where the social impacts of poor health can impact more on individuals. This new service is expected to be targeted towards people living in deprived areas in West Dunbartonshire.

9. Consultation

- 9.1** Finance, Legal and Community Health and Care Services have been consulted during every stage of this process.

10. Strategic Assessment

- 10.1** This Direct Award for the provision of a Pilot Community Link Worker Programme contributes to the Council's strategic priorities for 2017 – 2022:

- A Strong local economy and improved employment opportunities.

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 28 March 2019

Person to Contact:

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Procurement Officer
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Dana Scullion
Quality Assurance Officer
Hartfield Clinic
01389 812308
Dana.scullion@west-dunbarton.gov.uk

Pamela MacIntyre
The Lead for Prescribing & Clinical Pharmacy
WD HSCP
The Vale Centre for Health and Care
01389 828293
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Appendices: No additional appendices.

Background Papers: The Contract Strategy
EIA Screening

This section should provide details of all documents referred to within the report but not if the document is included as an appendix to the report.

Wards Affected: All.

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 24 April 2019

Subject: Contract Authorisation Report - Antonine Wall Play Park

1. Purpose

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Construction of Antonine Wall Play Park.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract under the Scotland Excel Framework Agreement (FA) (02-15) for Outdoor Play Equipment and Artificial Surfaces for the Antonine Wall Play Park to Sutcliffe Play (Scotland) Ltd.; and
 - b) Note that the contract shall be for a period of sixteen weeks and at a value of £114,000 (excluding VAT).

3. Background

- 3.1** At the Planning Committee on 15 November 2017 a report entitled “Antonine Wall Heritage Lottery Fund Playpark Tender” was approved authorising the procurement of design and build play park in Old Kilpatrick at Goldenhill Park. However progress on this was reliant on the outcome of a funding bid to the Heritage Lottery Fund (HLF). The report identified £25,000 Council funding to support this project.
- 3.2** At the Planning Committee on 30 May 2018 a report was approved: *“Rediscovering the Antonine Wall Project – Submission of Stage 2 Heritage Lottery Fund Bid”*. Thereafter the bid was approved and the projects within the bid are now progressing. One of the projects identified in that Committee report was to develop a new play park in Old Kilpatrick, which had been previously been approved for tender at the Planning Committee on 15 November 2017.
- 3.3** Following this further work has allowed other funding to be accessed to support this project and the Antonine Wall Play Park will now be part funded by WREN (distributor of a landfill tax fund) and the Heritage Lottery Fund (HLF), with the Council financing the remainder of the cost as part of the match-funding that was part of the HLF bid.

- 3.4** The purpose of the project is to raise awareness of the Antonine Wall locally and amongst visitors, leading to social, cultural and economic benefits for the Council and the other Antonine Wall partner authority areas which are East Dunbartonshire Council, Glasgow City Council, North Lanarkshire Council, and Falkirk Council.
- 3.5** The requirement is to procure the services of a contractor(s) to install a pre-approved Roman themed design Play Park at Goldenhill Park, Duntocher, Clydebank. The Antonine Wall forms part of the Frontiers of the Roman Empire World Heritage Site.
- 3.6** 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 Works. A Contract Strategy document was also approved by the Business Partner for Strategic Procurement (Place) on 1 March 2019.
- 3.7** The Contract Strategy identified that the preferred procurement route was a mini competition call-off from the Scotland Excel Framework Agreement for Outdoor Play Equipment and Artificial Surfaces. All eleven contractors on the relevant Lot within the framework (Lot 1) were invited to bid for the Council's requirement through the Public Contracts Scotland Tender portal on 6 March 2019. One contractor submitted a response by the deadline for the submissions of 12:00pm on 26 March 2019.

4. Main Issues

- 4.1** The tender submission was evaluated by representatives from Planning, Greenspace Service Departments, Corporate Procurement Unit and Ironside Farra the consultants for the design of this project, against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. The submitted tender passed this stage of the process.
- 4.2** The tender submission was then evaluated against a set of award criteria which was based on Most Economically Advantageous Tender with 90% of the overall evaluation score given to Quality and 10% of the overall evaluation score given to Price (quality:cost ratio). The scores relative to the award criteria of each tenderer, are as follows:

	Weighting	Sutcliffe Play (Scotland) Ltd
Quality (90%)		
Project Team	9%	6.75%
Methodology & Resources	9%	6.75%
Programme	9%	6.75%
Play & Interpretation Product Information	45%	22.5%
Communication & Engagement	9%	6.75%
Community Benefits & Corporate Responsibilities	9%	2.25%
Quality Sub-Total %:	(90%)	51.75%
Price (10%)		
Total Price	(10)%	£114,000
Price Sub Total £	100%	100%
Price Sub Total %	(10%)	10%
Total Score	100%	100%

4.3 Based on the above it is recommended that the contract is awarded to Sutcliffe Play (Scotland) Ltd, Dundee, who has provided the most economically advantageous tender. The contract shall be for a period of sixteen weeks at a value of £114,000, excl. VAT.

4.4 Sutcliffe Play (Scotland) Ltd has committed to follow Fair Working Practices by paying above the living wage.

4.5 Sutcliffe Play (Scotland) Ltd have committed to deliver the following social benefits as a result of delivery of this contract:

- Run onsite visits and construction awareness visits to local primary schools and community groups;
- Employing a local play contractor to carry out the installation and onsite management of this area; and
- Using local contractors, landscape and aggregate material to support the installation.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 The cost of these works of £114,000 will be funded as follows:

- WREN £80,000;
- HLF £10,776; and
- WDC £23,224.

The Council funding is from the Council match-funding as identified in the report to Planning Committee on 30 May 2018. The Council element of the funding is at the level required to fund the cost of the project and therefore there is no under or overspending to report and the remainder of the £25,000 identified in the 15 November 2017 report will be used as match-funding for other aspects of the HLF bid.

- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Transformation & Public Service Reform officers and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.

7. Risk Analysis

- 7.1** The successful supplier 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, may have financial implications.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities screening has been carried out and there is no equalities impact.

9. Consultation

- 9.1** West Dunbartonshire's Planning Services have been consulted regarding the contents of this report.

10. Strategic Assessment

- 10.1** The construction of the Antonine Wall Play Park will contribute to the following Council strategic objective:
- Improving the wellbeing of communities.

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 5 April 2019

Person to Contact: Victoria Wilson, Assistant Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, 01389 737395

Emma McMullen, Antonine Wall Project Manager,
Planning and Building Standards, 16 Church Street,
Dumbarton, 01389 737445

Appendices:

None

Background Papers:

Planning Committee Report 30 May 2018: Rediscovering
the Antonine Wall Project – Submission of Stage 2
Heritage Lottery Fund Bid;
The Contract Strategy; and
EIA Screening.

Wards Affected:

4 - Kilpatrick