

# Agenda



## Tendering Committee

**Date:** Wednesday, 17 May 2023

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**Time:** 09:15

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**Venue:** 'The Bridge' Meeting Room,  
Council Offices, 16 Church Street, Dumbarton

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**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220. Email: [scott.kelly@west-dunbarton.gov.uk](mailto: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

**PETER HESSETT**

Chief Executive

**Distribution:**

Councillor John Millar (Chair)  
Councillor Karen Conaghan  
Councillor James McElhill  
Councillor June McKay (Vice Chair)  
Councillor Lawrence O'Neill  
Councillor Chris Pollock  
Councillor Hazel Sorrell  
Councillor Clare Steel

All other Councillors for information

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

Date of Issue: 3 May 2023

**TENDERING COMMITTEE**  
**WEDNESDAY, 17 MAY 2023**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in the item of business on this agenda and the reasons for such declarations.

**3 MINUTES OF PREVIOUS MEETING 5 – 7**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 15 March 2023.

**4 OPEN FORUM**

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

**5 CONTRACT AUTHORISATION REPORT – SUPPLY OF 9 – 12  
PERSONAL PROTECTIVE EQUIPMENT**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to conclude the award of the contract for the Supply of Personal Protective Equipment.



**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in 'The Bridge' Meeting Room, Council Offices, 16 Church Street, Dumbarton on Wednesday, 15 March 2023 at 9.15 a.m.

**Present:** Councillors Karen Conaghan, June McKay, John Millar and Chris Pollock.

**Attending:** Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; Angus Cameron and Laura Adams, Business Partners – Strategic Procurement; Magda Swider, Regeneration Officer and Lynn Straker, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors James McElhill, Lawrence O'Neill, Hazel Sorrell and Clare Steel.

**Councillor John Millar 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 15 February 2023 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 – SUPPLY OF FRESH FRUIT AND VEGETABLES**

A report was submitted 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 Supply of Fresh Fruit and Vegetables.

Having heard from the Business Partners – Strategic Procurement, 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 the Supply of Fresh Fruit and Vegetables utilising the Scotland Excel (SXL) Framework Agreement (FA) for Supply & Distribution of Fresh Fruit and Vegetables to McLay’s Limited; and
- (2) to: (i) note that the contract would be for a period of four years, with no extension, at a value of £639,166.26 inclusive of VAT; and (ii) that the estimated commencement date was 1 April 2023.

### **CONTRACT AUTHORISATION REPORT - CONNECTING DUMBARTON REGENERATION WORKS**

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 Connecting Dumbarton Regeneration Works.

Having heard from the Business Partners – Strategic Procurement, 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 a contract under the Scape Procure Scotland Limited framework agreement for Civil Engineering Scotland for Connecting Dumbarton Regeneration Works to Balfour Beatty Civil Engineering Limited; and
- (2) to note: (i) that the contract would be for a period of 39 weeks and at a value of £2,694,987, exclusive of VAT; and (ii) that the estimated period of commencement of the contract was May 2023.

### **CONTRACT AUTHORISATION REPORT – SUPPLY OF DOMESTIC FURNITURE AND FURNISHINGS**

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 the Supply of Domestic Furniture and Furnishings.

Having heard from the Business Partners – Strategic Procurement, 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 Supply of Domestic Furniture and Furnishings to New Two Limited; and

- (2) to note: (i) that the contract would be for a period of two years with the option of a two 12-month extensions, and at a value of £660,880.50 inclusive of VAT over two years and £1,321,761 inclusive of VAT should the contract be extended; and (ii) that the estimated commencement date of the contract was 27 March 2023.

The meeting closed at 9.24 a.m.

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**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 17 May 2023**

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**Subject: Contract Authorisation Report – Supply of Personal Protective Equipment****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 Supply of Personal Protective Equipment.

**2. Recommendations**

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

Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract utilising the Scotland Excel Framework Agreement (06-21) for the Supply of Personal Protective Equipment, Lot 9 - Catering and Food Industry Clothing, Safety, Work wear, Weather Wear and Foot Wear to Healthy Bean.

Note that the contract shall be for a period of 4 Years £244,969 inclusive of VAT over 4 years. The estimated commencement date of the contract is 01 June 2023.

**3. Background**

- 3.1** The Council has a statutory requirement to provide a range of Personal Protective Equipment (PPE) for its employees including footwear, hazard wear, hi-visibility wear, weather wear, work wear and various other requirements. Historically, the Council has used Scotland Excel Framework Agreements to source these goods.
- 3.2** The majority of spend in the last two financial years (2021/22 and 2022/23) has been with Arco, Bunzl trading as Greenham, Alexandra Workwear. Currently, each service procures PPE in isolation and, as a result, there is limited standardisation and variations in quality, price and branding across approximately 18,000 items and 19 product types. A new approach has been agreed with all service areas to standardise goods used, purchase appropriate non-branded goods, and minimise the purchase of non-core items.
- 3.3** The overall budget for Supply of Personal Protective Equipment was approved at the Budget Meeting of Council on 1 March 2023.

**3.4** 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 21 April 2023.

#### **4. Main Issues**

**4.1** The market research conducted that the Scotland Excel Framework Agreement for the Supply of Personal Protective Equipment was the best value route. There are 14 suppliers on the new Scotland Excel Framework Agreement who can provide the required goods. A price benchmarking has been undertaken against the Lot 9 suppliers and only one supplier (Healthy Bean) can deliver five high volume items which are currently being procured by Facilities Management and West Dunbartonshire Health and Social Care Partnership. Four out of the five items were found to be more expensive than Healthy Bean's Framework Agreement price.

**4.2** Extensive sampling has been undertaken in consultation with trades unions to ensure that the quality of products is acceptable and meets the services' needs.

**4.3** Existing templates are in place for provision of logos both heat & embroidered.

**4.4** Healthy Bean can provide the full range of items including the items that are currently being sourced from various suppliers due to the delays we have been seeing with our current main supplier.

**4.5** It is recommended that the contract is awarded to Healthy Bean for Lot 9 based in London, England. The estimated overall value of the contract is £979,876 ex VAT. The duration of the contract shall be from 1 June 2023 for a four year period ending 31 May 2027.

**4.6** Health Bean 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, Healthy Bean has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Annual Donation's to Foodbanks within the West Dunbartonshire geographical area;
- Healthy Bean will continue to donate 1% of their annual pre-tax profits to charities to develop local employment opportunities;
- Raising funds for charities by selling obsolete and surplus customer stock;
- Recycling and Minimizing waste staff at Healthy Bean's National Distribution Centre and Clothing Centre, receive training to reduce packaging waste. Healthy Bean have replaced cartons with plastic tote to negate their requirement for card altogether. Healthy Bean have recycling

bins (including battery recycling bins) in all Healthy Bean sites and recycle all waste such as plastic cups, wood and white paper. Healthy Bean's old catalogues and any older literature are all recycled;

The social benefits will be discussed at the implementation meeting with Healthy Bean 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 revenue budgets across the following services: West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment, Roads and Neighbourhood and Regulatory and Regeneration, The Citizen, Culture and Facilities Service and Supply, Distribution and Property 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 West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment; Road and Neighbourhood and Regulatory and Regeneration and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

## **7. Risk Analysis**

**7.1** Healthy Bean 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 ramifications.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An equalities screening was undertaken to determine if there is an equalities impact. The results were that there is no equalities impact.

## **9. Environmental Sustainability**

**9.1** West Dunbartonshire's Health & Social Care Partnership; Education, Learning and Attainment; Roads & Neighbourhood, Regulatory and Regeneration, Legal Services, Finance Services, The Citizen, Culture and Facilities Service & Supply, Distribution and Property have been consulted regarding the contents of this report.

**9.2** Public bodies have a duty under the Climate Change (Scotland) Act 2009 to carry out all of their functions in a way that is best calculated to deliver on Scotland's carbon reduction targets and Climate Change Adaptation plans. Please contact the Sustainability Officer if you require more information relating to how to ensure compliance with this legislation.

## 10. Consultation

10.1 The supply of Personal Protective Equipment (PPE) across the Council will contribute to delivery of the Council's strategic priorities by supporting the following.

- Our communities are resilient and thriving;
- Our environment promotes a greener future;
- Our economy is strong and flourishing

10.2 Health & Social Care Partnership; Education, Learning and Attainment; Roads & Neighbourhood and Regeneration, The Citizen, Culture and Facilities Service & Supply, Distribution and Property , Finance Services and Legal Services have been consulted on the contents of this report.

## 11. Strategic Assessment

11.1 The supply of Personal Protective Equipment (PPE) will contribute to the delivery of the [Council's / WD HSCP] strategic priorities:

- Our communities are resilient and thriving;
- Our environment promotes a greener future;
- Our economy is strong and flourishing
- Children and young people reflected in Getting It Right for Every Child;
- Continual transformation in the delivery of services for adults and older people as reflected within our approach to integrated care;
- The safety and protection of the most vulnerable people within our care and within our wider communities;
- Support people to exercise choice and control in the achievement of their personal outcomes; and
- Manage resources effectively, making best use of our integrated capacity.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 24 April 2023

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**Person to Contact:** Louise McIvor - Senior Procurement Officer, CPU,  
Council Offices, 16 Church Street, Dumbarton.  
Telephone: 01389 737857

**Appendices:** None

**Background Papers:** Contract Strategy  
EIA Screening  
Strategic Environmental Assessment

**Wards Affected:** All.