

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Director – Transformation & Public Service Reform**

**Tendering Committee: 23 October 2019**

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**Subject: Contract Authorisation Report - Supply of Janitorial Products**

**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 award of the contract for the Supply of Janitorial Products.

**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 a contract for the Supply of Janitorial Products to Unico Limited; and
- b) Note that the contract shall be for a period of two years from 01 November 2019 with an option to extend for a further two x 12 months until 31 October 2023. The overall estimated value of the contract over four years is £1,268,000 ex VAT.

**3. Background**

- 3.1** The Council has a requirement to procure janitorial supplies for the continued operation of its establishments such as schools, nurseries, care homes, leisure facilities, community centres and offices. The type of supplies required include but are not limited to paper-towels, cleaning chemicals, hand-soap, refuse sacks and cleaning equipment such as mops & buckets.
- 3.2** The budgets for the Supply of Janitorial Products were approved as part of wider service budgets at the West Dunbartonshire Council meeting on 27 March 2019. 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 Goods. A Contract Strategy document was also approved by the Procurement Manager on 25 September 2019.

**4. Main Issues**

- 4.1** Historically, the Council has used Scotland Excel framework agreements (FA) to source these janitorial supplies and the Contract Strategy identified that this is the best route to market for this requirement.
- 4.2** The Scotland Excel FA consists of 4 Lots. Lot 4 consists of Paper Products, Janitorial Products and Chemical Products therefore this Lot meets the Council's requirements.
- 4.3** The Scotland Excel FA allows Councils to direct award to suppliers on the basis of best value. Scotland Excel has carried out the due diligence as part of the standard process prior to awarding the FA and therefore a further technical evaluation was not carried out by the Council. As part of this contract, the Council will undertake work regarding switching to alternative products that are core to the SXL FA and rationalisation of products.
- 4.4** The undertaking of a mini competition would not currently provide best value due to the resource required to specify and standardise products not core to the SXL FA, but may in future do a mini competition if the core spend increases. There was no facility to undertake a reverse e-Auction as part of the SXL FA.
- 4.5** A Council desktop exercise was carried out to compare the cost between the suppliers on the FA. This exercise resulted in Unico Limited being the Most Economically Advantageous supplier. Unico Limited has the capacity and the capability to meet the Council's requirements.
- 4.6** It is recommended that the contract is awarded to Unico Limited based in London, with premises also in Falkirk. The contract shall be for a period of four years at an estimated value of £1,268,000 ex VAT. The value of the contract is below the value of the revenue budgets approved by West Dunbartonshire Council on 27 March 2019.
- 4.7** Unico Limited is neither an accredited Living Wage Employer nor paying the Scottish Living Wage, however they have committed to paying the Scottish Living Wage to all employees (except volunteers, apprentices and interns) within the first two year period of the Scotland Excel FA – by 28 February 2021.
- 4.8** As part of the Scotland Excel FA, the Council will earn Social Benefits points, based on the level of spend per FA year. The Council will agree with Unico Limited the most appropriate way to spend the points, based on a standard range of benefits within the FA. The range of benefits include:
- Fundraising events;
  - Work Experience;
  - Training Sessions;
  - Employability Workshops;
  - Donation of Materials and/or labour;
  - Sponsorship; and
  - Recruitment.

## **5. People Implications**

**5.1** There are no people implications

## **6. Financial and Procurement Implications**

**6.1** The financial saving in respect of this contract is estimated to be at least £16,000 per annum. Savings above this would be dependent on taking opportunities to rationalise.

**6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Facilities Management and the provisions of Contract Standing Orders, the Financial Regulations 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.

## **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 were there is no equalities impact.

## **9. Consultation**

**9.1** Service Leads from Communications, Culture and Communities, West Dunbartonshire Health & Social Care Partnership (WD HSCP) and WDLT have been consulted regarding the Contract Strategy. Finance and Legal Services have been consulted on the contents of the report.

## **10. Strategic Assessment**

**10.1** The supply of janitorial products will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

**Angela Wilson**

**Strategic Director - Transformation & Public Service Reform**

**08 October 2019**

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**Appendices:** None

**Background Papers:**

1. Contract Strategy; and
2. EIA Screening.

**Wards Affected:** All