

Agenda

Tendering Committee

Date: Wednesday, 6 October 2021

Time: 09:15

Format: Hybrid Meeting

Contact: Scott Kelly, Committee Officer
Email: scott.kelly@west-dunbarton.gov.uk

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above.

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and Members will have the option to attend the meeting remotely or in person at the Civic Space, Church Street, Dumbarton.

The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Councillor I. Dickson (Chair)
Councillor G. Casey
Councillor D. Docherty
Councillor J. Finn (Vice Chair)
Provost W. Hendrie
Councillor J. McColl
Councillor L. O'Neill
Councillor B. Walker

All other Councillors for information

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

Date of Issue: 22 September 2021

TENDERING COMMITTEE
WEDNESDAY, 6 OCTOBER 2021

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

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

3 RECORDING OF VOTES

The Committee is asked to agree that all votes taken during the meeting will be done by roll call vote to ensure an accurate record.

4 MINUTES OF PREVIOUS MEETING 5 – 10

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 4 August 2021.

5 OPEN FORUM

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

**6 CONTRACT AUTHORISATION REPORT – COLLECTION, 11 – 14
PROCESSING AND TREATMENT OF MIXED GLASS**

Submit report 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 Collection, Processing and Treatment of Mixed Glass.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 4 August 2021 at 9.15 a.m.

Present: Provost William Hendrie and Councillors Ian Dickson, Diane Docherty, Jim Finn, Jonathan McColl and Lawrence O'Neill.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; and Scott Kelly, Committee Officer.

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

Councillor Ian Dickson 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 2 June 2021 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.

CITRIX NETSCALER LICENSES

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of a contract that was approved by the Chief Officer of People and Technology, in consultation with the Convener of the Tendering Committee, for Citrix Netscaler Licenses.

The Committee agreed to note the award of the contract for Citrix Netscaler Licenses to XMA Limited for a period of 12 months and at a value of £173,727 ex VAT, and that the commencement date was 30 June 2021.

CONTRACT APPROVED BY THE CHIEF EXECUTIVE FOR CLYDEBANK TOWN HALL GALLERY REDESIGN CONSULTANCY

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of a contract that was approved by the Chief Executive, after consultation with the Leader of the Council and the Convener of the Cultural Committee, for the appointment of Brown & Wallace LLP to undertake Clydebank Town Hall Gallery Redesign Consultancy.

After discussion and having heard the Procurement Manager in further explanation of the report and in answer to a Member's questions, the Committee agreed to note the appointment of Brown & Wallace LLP for the Clydebank Town Hall Gallery Redesign Consultancy incorporating: (1) RIBA Stages, (2) Concept Design, (3) Spatial Co-ordination, and (4) Technical Design, together with the Principal Designer role and, subject to performance, and the project proceeding, (Stages 5-7), "Manufacturing and Construction", "Handover and Close Out" and "In Use".

CONTRACT AUTHORISATION REPORT – PROVISION OF WINDOW CLEANING OF COUNCIL OFFICES

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 Provision of Window Cleaning Services for Council Buildings.

After discussion and having heard the Procurement Manager and the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to a Member's 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 Provision of Window Cleaning Services for Council Buildings to Glasgow Window Cleaning Company Limited;
- (2) to note that the contract shall be for a period of two years with the option of two 12 month extensions and at a value of £8,750, ex VAT, over two years, and that each 12 month extension had a value of £4,375 giving a total four year contract value of £17,500; and
- (3) to note that the estimated commencement date of the contract was 16 August 2021.

PROVISION OF CORPORATE TAXI SERVICES

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of a framework agreement (FA) that was approved by the Chief Executive, the Chief Officer – Education and the Chief Officer – West Dunbartonshire Health and Social Care Partnership, in consultation with the Convener of the Tendering Committee, for the Provision of Corporate Taxis Services and the awarding of contracts utilising this FA as listed in Appendix 1 hereto.

After discussion, the Committee agreed:-

- (1) to note: (i) that the Chief Executive had approved the appointment of providers listed in 4.3 and 4.6 of the report for the FA for the Provision of Corporate Taxis Services and that these awards shall be for a period of four years and at an indicative cost of £3m, this being based on £2,311,364, ex VAT, for Education, Learning and Attainment (ELA) for four years and £160,589, ex VAT, per year initially for WD HSCP; and (ii) that the estimated commencement date of the FA was 27 July 2021; and
- (2) to note the appointment of the providers for the contracts listed in Appendix 1 hereto and that any other contract requirement arising due to need and utilising this FA from £50,000, would be subject to the Tendering Committee approval procedure before award.

SERVER MAINTENANCE

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of a contract for Server Maintenance that was approved by the Chief Officer – People and Technology, in consultation with the Convener of the Tendering Committee.

The Committee agreed to note the appointment of Park Place Technologies Ltd for the contract for Server Maintenance, that the contract was for a period of 12 months and at a value of £54,070, ex VAT, with the estimated commencement date of 4 September 2021.

PROVISION OF A REPLACEMENT BOILER AT ST MARY'S PRIMARY SCHOOL

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of a contract that was approved by the Chief Officer – Regulatory and Regeneration, in consultation with the Convener of the Tendering Committee, for the Provision of a Replacement Boiler at St Mary's Primary School.

Having heard the Procurement Manager in answer to a Member's question, the Committee agreed to note the appointment of James Ramsey (Glasgow) Ltd for the Provision of a Replacement Boiler at St Mary's Primary School, Alexandria, that the contract shall be for a period of 12 weeks and at a total value of £148,868, ex VAT, and that the estimated commencement date was 20 July 2021.

The meeting closed at 9.45 a.m.

Appendix 1:

Provider	Contract No. ELA
Alexandria & Dumbarton TOA Ltd	WDO01N
Titan Taxis Limited	WDO02N
The Wright Taxi Co (Scotland) Ltd	WDO03N
The Wright Taxi Co (Scotland) Ltd	WDO04N
The Wright Taxi Co (Scotland) Ltd	WDO05N
The Wright Taxi Co (Scotland) Ltd	WDO06N
Titan Taxis Limited	WDO07N
Alexandria & Dumbarton TOA Ltd	WDO08N
OK Taxi Group	WDO10N
OK Taxi Group	WDO11N
Titan Taxis Limited	WDN012N
Titan Taxis Limited	WDN10N
Titan Taxis Limited	WD014N
Titan Taxis Limited	WD015N
Titan Taxis Limited	WD016N
Titan Taxis Limited	WD018N
The Wright Taxi Co (Scotland) Ltd	WD019N
OK Taxi Group	WDP03N
Titan Taxis Limited	WDS01N
Alexandria & Dumbarton TOA Ltd	WDS02N
The Wright Taxi Co (Scotland) Ltd	WDS03N
Alexandria & Dumbarton TOA Ltd	WDS04N
The Wright Taxi Co (Scotland) Ltd	WDS05N
The Wright Taxi Co (Scotland) Ltd	WDS07N
Titan Taxis Limited	WDS07N
Titan Taxis Limited	WDS12N
Titan Taxis Limited	WDS14N
Alexandria & Dumbarton TOA Ltd	WDS15N
Andrew Buist	WDS15N
Andrew Buist	WDS16N
Andrew Buist	WDS17N
Titan Taxis Limited	WDS18N
Alexandria & Dumbarton TOA Ltd	WDS21N
Alexandria & Dumbarton TOA Ltd	WDS22N
Andrew Buist	WDS23N
Andrew Buist	WDS24N
Andrew Buist	WDS25N
OK Taxi Group	WDH01N
Alexandria & Dumbarton TOA Ltd	WDH02N
The Wright Taxi Co (Scotland) Ltd	WDH03N
Titan Taxis Limited	WDH04N

Andrew Buist	WDH05N
Alexandria & Dumbarton TOA Ltd	WDH07N
Titan Taxis Limited	WDH08N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDP01N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDP02N
Titan Taxis Limited	WD013N
Titan Taxis Limited	WD013N
Titan Taxis Limited	WD017N
Titan Taxis Limited	WD017N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS08N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS08N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS08N
Titan Taxis Limited	WDS13N
Titan Taxis Limited	WDS13N
Titan Taxis Limited	WDS13N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS20N
CLYDEBANK & DISTRICT TOARS LTD T/A CLYDEBANK TAXIS	WDS20N
Titan Taxis Limited	WDH06N
Titan Taxis Limited	WDH06N
Titan Taxis Limited	WDH06N
Andrew Buist	WDH09N
Andrew Buist	WDH09N

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 6 October 2021

Subject: Contract Authorisation Report – Collection, Processing & Treatment of Mixed Glass

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Collection, Processing & Treatment of Mixed Glass.

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 Collection, Processing & Treatment of Mixed Glass to Sibelco Green Solutions Limited.
 - b) Note that the contract shall be for a period of three years with the option of a one year extension and at a value of £57,600 ex VAT income to the Council over three years and £76,800 ex VAT should the contract be extended. The estimated commencement date of the contract is 1 November 2021.

3. Background

- 3.1** The Council require a competent service provider to carry out the collection, haulage, processing, treatment, reuse and recycling of mixed glass. Waste Services collect the mixed glass from bottle banks and commercial premises throughout West Dunbartonshire and make the bulked mixed glass available at their depot for uplift.
- 3.2** The recycling of glass will support the Council to meet their recycling targets and will support the avoidance of glass being put to landfill, whilst assisting in the glass sector to deliver a closed loop circular economy reusing glass.
- 3.3** The overall budget for Waste Services disposal was approved and included in the Budget book for 2021/22 on 24 February 2021 Council Meeting. Approval to tender was given at the Infrastructure Regeneration and Economic Development Committee on the 10 June 2021.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations. A Contract Strategy document was also approved on 13 May 2021.

4. Main Issues

4.1 The Contract Strategy identified that Scotland Excel's Dynamic Purchasing System for the Treatment and Disposal of Recyclable and Residual Waste was the best route to market.

4.2 A mini competition was undertaken utilising the Treatment of Glass separate and/or mixed (Lot 3), with 8 service providers expressing an interest and with one service provider submitting a response by 7 September 2021. The submission was evaluated by representatives from Waste Services and Corporate Procurement Unit against a set of award criteria which was based on Commercial / Quality ratio of 85% / 15%. The scores relative to the award criteria are as follows:

Collection, Processing & Treatment of Glass		Sibelco Green Solutions Limited
(Quality)	Sub Section Weighting	Weighted Score
Service Delivery & Methodology	7.5%	5.625%
Social Benefits in Procurement (Community Benefits)	3%	1.5%
Contract Monitoring and Management	1.5%	0.75%
Staffing Project Team Structure	0.75%	0.5625%
Business Continuity Planning & Phase Out Plan & Exit Strategy	0.75%	0.4875%
Sustainability (Sustainable Procurement)	0.75%	0.5625%
eProcurement	0.375%	0.2813%
Commitment to Fair Working Practices	0.375%	0.2813%
Quality Sub Total %	15%	10.05%
Commercial Sub Total %	85%	85%
Total Score	100%	95.05

4.3 It is recommended that the contract is awarded to Sibelco Green Solutions Limited, of Sandbach Cheshire, who has provided the most economically advantageous tender. The contract shall be for a period of three years with the option of a one year extension and at a value of £57,600 ex VAT income to the Council over three years and £76,800 ex VAT should the contract be extended, the actual income to the Council may vary dependent on the recycling tonnage

of glass made available for collection. The income rate to the council is fixed per tonne, with the value of the contract in line with current incomes.

- 4.4** Sibelco Green Solutions Limited has committed to paying all staff as a minimum the real Living Wage (£9.50 per hour) and promotes Fair Working Practices across their organisation. Further, Sibelco Green Solutions Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Sponsorship of a local sports or community team, likely to be identified from the Councils published Social Benefits Wishlist.

The social benefits will be discussed at the implementation meeting with Sibelco Green Solutions Limited and actions to take this forward will be agreed.

5. People Implications

- 5.1** There are no people implications

6. Financial and Procurement Implications

- 6.1** The continued recycling of glass will support an income for Waste Service in the collections from glass bring bottle banks throughout west Dunbartonshire.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Waste Services officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Procurement Regulations.

7. Risk Analysis

- 7.1** Sibelco Green Solutions Limited 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 reputational ramifications.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities screening was undertaken and the results confirmed there are no equalities impact.

9. Consultation

- 9.1** Waste Services, Finance Services and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

- 10.1** The Collection, Processing & Treatment of Mixed Glass will contribute to the delivery of the Councils strategic priorities and particular towards efficient and

effective frontline services that improve the everyday lives of residents by supporting recycling levels to maintain sustainable and attractive local communities

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 22 September 2021

Person to Contact:	Alex Grace, Senior Procurement Officer, Corporate Procurement Unit Telephone 01389 737828 Email: alex.grace@west-dunbarton.gov.uk
Appendices:	None
Background Papers:	Contract Strategy EIA Screening Special Infrastructure Regeneration and Economic Development Committee 10 June 2021
Wards Affected:	All Council Wards.