

# Agenda



## Tendering Committee

**Date:** Wednesday, 13 November 2019

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**Time:** 09:30

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

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**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220 [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

**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: 31 October 2019

**TENDERING COMMITTEE**  
**WEDNESDAY, 13 NOVEMBER 2019**

**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 MINUTES OF PREVIOUS MEETING 5 – 7**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 23 October 2019.

**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 – PROVISION OF PURCHASING CARDS 9 – 11**

Submit report by the Strategic Director – Transformation & Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Provision of Purchasing Cards.

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**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Clyde Room, Clydebank Town Hall, Clydebank on Wednesday, 23 October 2019 at 9.30 a.m.

**Present:** Councillors Ian Dickson, Marie McNair and Lawrence O'Neill.

**Attending:** Angela Wilson, Strategic Director – Transformation and Public Service Reform; Annabel Travers, Procurement Manager; Derek McLean, Business Partner – Strategic Procurement; Angus Cameron, Senior Procurement Officer; Michelle Lynn, Assets Co-ordinator; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Provost William Hendrie and Councillors Gail Casey, Diane Docherty, 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 any of the items of business on the agenda.

**MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Tendering Committee held on 18 September 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: MEASURED TERM CONTRACT FOR THE PLANNED AND REACTIVE MAINTENANCE OF FIRE AND SECURITY SYSTEMS**

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the Measured Term Contract for the Planned and Reactive Maintenance of Fire and Security Systems at West Dunbartonshire operational properties.

After discussion and having heard the Business Partner – Strategic Procurement 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, on behalf of West Dunbartonshire Council, the award of the Measured Term Contract for Planned and Reactive Maintenance of Fire and Security Systems at West Dunbartonshire operational properties to ADT Fire and Security plc; and
- (2) to note that the contract shall be for a period of two years with a ceiling value of £408,775, excluding VAT, with an option to extend for two 12 month periods with a ceiling value over the four year term of £802,385, excluding VAT, subject to fluctuations in the Building Cost Information Services (BCIS) price indices and National Schedule of Rates (NSR) in years three and four.

## **CONTRACT AUTHORISATION REPORT: SUPPLY OF JANITORIAL PRODUCTS**

A report was submitted by Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Supply of Janitorial Products.

Having heard the Business Partner – Strategic Procurement in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for the Supply of Janitorial Products to Unico Limited; and
- (2) to note that the contract shall be for a period of two years from 1 November 2019 with an option to extend for a further two 12 month periods until 31 October 2023, and that the overall estimated value of the contract over four years was £1,268,000, excluding VAT.

## **USE OF FRAMEWORK AGREEMENT AUTHORISATION REPORT: SUPPLY OF ALCOHOLIC BEVERAGES**

A report was submitted by Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Supply of Alcoholic Beverages.

Having heard the Business Partner – Strategic Procurement and relevant officers in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract under the Scotland Excel Framework Agreement (FA) 0119 for the Supply of Alcoholic Beverages to Tennents Caledonian Breweries Wholesale Limited; and
- (2) to note that the contract shall be for a period of three years from 1 November 2019 until 31 October 2022 with the option to extend the contract for up to 12 months, and that the overall estimated value of the contract over three years was £60,000 and over four years £80,000, excluding VAT, subject to demand.

## **CONTRACT AUTHORISATION REPORT: CONNECTING CLYDEBANK – IMPROVEMENTS TO SECTION OF A814 CONSTRUCTION**

A report was submitted by Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Connecting Clydebank: Improvements to Section of A814 Construction.

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

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for Connecting Clydebank: Improvements to Section of A814 Construction to MacAsphalt Limited; and
- (2) to note that the contract shall be for a period of 16 months, and that the value of the contract was £2,528,262, excluding VAT.

The meeting closed at 9.50 a.m.





**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 13 November 2019**

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**Subject: Contract Authorisation Report – Provision of Purchasing Cards****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 Provision of Purchasing Cards.

**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 Provision of Purchasing Cards to National Westminster Bank Public Limited Company (NatWest) - Royal Bank of Scotland (RBS).
- b) Note that the contract shall be for a period of three years from 2 December 2019 to 1 December 2022 with an option to extend up to an additional 12 month period until 1 December 2023.

**3. Background**

- 3.1** The purpose of the tender was to secure a fit for purpose Purchasing Card System. Purchase cards are an efficient and economical way of ordering and paying for goods and services. Using a Purchase Card eliminates the invoicing process as suppliers are paid direct by the bank. This is of a particular benefit when paying low value invoices or transactions which is more cost effective to the Council. As of October 2019; we have 607 cards for the Council. Purchases are made using the cards either in person, online or by telephone. The new contract requires to be in place for 2 December 2019.
- 3.2** 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 Services. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement (Corporate Indirects) on 3 October 2019.

**4. Main Issues**

- 4.1** There are four providers on the Crown Commercial Services (CCS) framework

agreement (FA) (RM3828) for the Provision of Purchasing Cards. A desktop analysis was carried out on the providers' ability to provide mandatory requirements as well as maximising rebates, identifying NatWest - RBS as the most economically advantageous provider. A mini-competition would increase the timescales for award and may not deliver much additional rebate.

**4.2** It is recommended that the Council awards the contract, via a Direct Award (a contract is awarded to a provider on a FA without further competition) to NatWest – RBS of Bishopsgate, London EC2M 4AA the incumbent provider. This will guarantee rebate security and continuity of service provision.

**4.3** NatWest - RBS has committed to follow Fair Working Practices by paying above the Scottish Living Wage and they ensure that people performing the same roles are paid fairly and consistently.

**4.4** NatWest – RBS decline to deliver any social benefits.

## **5. People Implications**

**5.1** There are no people implications.

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

**6.1** There are no financial costs in respect of this contract for the Provision of Purchasing Cards as the revenue is generated by the services spend with a percentage based commission coming back to the Council. Based on 2018/19 spend of £15,459,325, the percentage rate on a seven day settlement agreement was 0.6625%, generating a rebate of £102,418. The percentage rate for 2019/20 is 0.704% based on 2018/19 spend; therefore the Council's estimated rebate will be £108,833. Estimated rebates are already assumed within budgets.

**6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Resources and the provisions of Contract 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** A screening was undertaken for this report to determine if there is an equalities impact. The results were that there is no equalities impact.

## **9. Consultation**

**9.1** The Council's Finance Service Centre has been consulted regarding the contents of this report.

## **10. Strategic Assessment**

**10.1** The Provision of Purchasing Cards will contribute to the delivery of the Council's strategic priorities by supporting; 'Strong financial governance and sustainable budget management'.

**Name:** Angela Wilson

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

**Date:** 30 October 2019

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**Person to Contact:** Victoria Wilson – Procurement Officer, CPU, Council Offices, 16 Church Street, Dumbarton.  
Telephone: 01389 737857

Stella Kinloch – Section Head, Transactional Services  
Telephone: 01389 737724

**Appendices:** None

**Background Papers:** 1. The Contract Strategy]  
2. EIA Screening]

**Wards Affected:** All