

# Agenda



## Tendering Committee

**Date:** Wednesday, 21 February 2018

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**Time:** 09:15

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**Venue:** Council Chamber, 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: 8 February 2018

**WEDNESDAY, 21 FEBRUARY 2018**

# 1 APOLOGIES

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**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 31 January 2018 at 9.15 a.m.

**Present:** Provost William Hendrie and Councillors Gail Casey, Ian Dickson, Diane Docherty, Jim Finn, Marie McNair\*, Lawrence O'Neill and Brian Walker.

\*Arrived later in the meeting.

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

**Councillor Jim Finn 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 20 December 2017 were submitted and approved as a correct record.

Note: Councillor McNair entered the meeting at this point.

**OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

**CONTRACT AUTHORISATION REPORT – DEMOLITION OF SURPLUS  
RESIDENTIAL PROPERTIES – ALEXANDRIA**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for 'Demolition of Surplus Properties - Alexandria'.

After discussion and having heard the Procurement Manager and the 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 Council), the award of the contract for 'Demolition of Surplus Properties – Alexandria' to Reigart Contracts Limited who are based in Coatbridge, North Lanarkshire; and
- (2) to note that the anticipated start date was 7 February 2018, for a period of 15 weeks and at a value of £125,070, excluding VAT.

The meeting closed at 9.28 a.m.

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**WEST DUNBARTONSHIRE COUNCIL**

**Report by Strategic Lead – Resources**

**Tendering Committee: 21 February 2018**

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**Subject: Contract Authorisation Report – Business Gateway Workshops and Expert Help Services**

**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 Business Gateway Workshops and Expert Help Services.

**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 for Business Gateway Workshops and Expert Help Services to Business Development Advisers Limited; and
- b) Notes that the contract shall be for a period of 24 months with an option to break at the 12 month point and an option to extend for an additional 12 months (maximum period is 36 months). The value of the contract over the full three years is £139,104 ex VAT.

**3. Background**

- 3.1** The purpose of the tender was to identify a suitably qualified service provider who is competent and capable to deliver a package of additional services to support the delivery of the core programme of Business Gateway Services in West Dunbartonshire and the Business Gateway Plus programme. The contract will support the needs of the local small and medium sized enterprise (SME) community.
- 3.2** The tender process for the Business Gateway Workshops and Expert Help Services was approved at the Infrastructure, Regeneration and Economic Development Committee on 16 August 2017. 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 Services. A Contract Strategy document was also approved by the Business Partner (Strategic Procurement) on 10 November 2017.
- 3.3** A contract notice was published on the Public Contracts Scotland advertising

portal on 10 November 2017. Fifteen suppliers expressed an interest, with one supplier submitting a response by the deadline for the submissions of 12 noon on 11 December 2017.

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

- 4.1** The one tender submission was evaluated by representatives from Economic Development Business Support, Corporate Procurement Unit and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. The one tender submission fully met the selection criteria.
- 4.2** The one tender submission was evaluated against a set of award criteria which was based on a price / quality ratio of 30 % / 70 %. The scores relative to the award criteria of each tenderer are as follows:

Tenderer Name	Quality Score (70%)	Price Score (30%)	Total Score (100%)	Total Tender Sum (3yrs)
Business Development Advisers Limited	69.78	30	99.78	£139,104

- 4.3** It is recommended that the contract is awarded to Business Development Advisers Limited of Hillington, Glasgow, which has provided the most economically advantageous tender. The contract shall be for a period of 24 months with an option to extend for a further 12 months. The total value of this contract for the maximum three year period, which is being externally funded, is below the value approved by the Infrastructure, Regenerations and Economic Development Committee.
- 4.4** The option to exercise a break clause after 12 months has been built in as there is ongoing development within the Glasgow City Region City Deal which means Business Gateway Services may be delivered differently in future.
- 4.5** As a Scottish Living Wage Accredited employer, Business Development Advisers Limited has committed to follow Fair Working Practices as below:
- Offer flexible working and support for family friendly working and wider work life balance;
  - Encourage stability of employment and hours of work and avoiding exploitative employment practices, and
  - Value diversity in their staff and subcontractors as a means of broadening the company's talent base, achieving the highest levels of performance and enabling all employees and contractors to reach their full potential.
- 4.6** Business Development Advisers Limited has committed to delivery of the following community benefits as a result of delivery of this contract:



- Engage with at least one school in the Council area and to deliver the Navigator Programme;
- Deliver a module in Entrepreneurship or business planning to final year HNC/D students West College Scotland, Clydebank;
- Attend initiatives within the WDC area to provide Business Gateway support, including Business Start Up and networking events and attend local jobs fairs targeting unemployed people;
- Work with Just Enterprise, Firstport and Community Enterprise in Scotland (CEIS) to promote the growth and sustainability of Scotland's third sector and support mechanisms, to share and develop new approaches that support social enterprise development in the WDC area;
- Donate unwanted, (but in good working condition) IT equipment and office furniture to community organisations within the WDC area;
- Identify an organisation within the WDC area that they will sponsor - this could take the form of sponsoring tools, equipment or protective clothing for a local community group/activity; and
- A number of sustainability initiatives that they will deliver relating to recycling and re-use of materials and equipment, waste minimisation, carbon reduction, fuel efficiency, ethical trading and local sourcing.

## **5. People Implications**

**5.1** There are no people implications.

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

**6.1** The current annual budgeted cost for this contracted element of the Business Gateway service is £49,300 or £147,900 over the possible three years of the contract. This is funded through income received from the Scottish Government to deliver Business Gateway services of £38,500 and Business Gateway Plus funding of £10,800 through the European Regional Development Fund (ERDF). The overall contract value for the successful tenderer is £8,796 less than the budget available over the three years which means that this sum will be available for other Business Gateway services within the scope of the funding.

**6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Economic Development Business Support officers and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.

The Business Gateway Workshops and Expert Help Services will contribute to delivery of the Council strategic priorities through delivery of workshops and specialist advisory support interventions to SME in the Council area. Through the contract provisions, the needs of the local SME community will be supported.

## **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 and may result in legal challenge.

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

- 8.1** Equalities legislation requires that new or significantly changing policies or services and financial decisions should be subject to an assessment of their impact on the wellbeing of certain groups of people. It is important to consider equalities at an early stage of policy development, not just as a last minute check or bolt on. The 'protected' categories are race, disability, gender, age, sexual orientation, gender re-assignment, religion or belief, civil partnership/marriage and pregnancy/maternity.
- 8.2** An equalities screening has been undertaken which has identified that there is no equalities impact.

## **9. Consultation**

- 9.1** Legal, Finance and Economic Development Business Support have been consulted regarding the contents of this report.

## **10. Strategic Assessment**

- 10.1** At its meeting on 25 October 2017, the Council agreed that its five main strategic priorities for 2017 - 2022 are as follows:
- A Strong local economy and improved employment opportunities.
  - Supported individuals, families and carers living independently and with dignity.
  - Meaningful community engagement with active empowered and informed citizens who feel safe and engaged.
  - Open, accountable and accessible local government.
  - Efficient and effective frontline services that improve the everyday lives of residents.
- 10.2** Delivery of this service supports the Council's Strategic Priorities, particularly, *"A Strong local economy and improved employment opportunities and the supporting outcome of a growing economy – Investment in the growth and development of SME's locally."*

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:**

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**Person to Contact:** Aileen Toland – Procurement Officer, Corporate Procurement Unit, Council Offices, Garshake Road, Dumbarton. Telephone: 01389 737596. Email: [aileen.toland@west-dunbarton.gov.uk](mailto:aileen.toland@west-dunbarton.gov.uk)

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**Appendices:** None

**Background Papers:** Infrastructure, Regeneration and Economic Development Report – 16 August 2017  
Contract Strategy – Business Gateway Workshops and Expert Help Services  
Equalities Impact Assessment Screening– Business Gateway Expert Help & Workshops

**Wards Affected:** All