

Agenda



Tendering Committee

Date: Wednesday, 2 June 2021

Time: 09:15

Format: Zoom Video Conference

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 so Members will attend the meeting remotely.

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

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

Date of Issue: 20 May 2021

TENDERING COMMITTEE
WEDNESDAY, 2 JUNE 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 MINUTES OF PREVIOUS MEETING 5 – 7

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 12 May 2021.

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 – LIBRARY REFURBISHMENT 9 – 14

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 Library Refurbishment.

6 DELEGATED AUTHORITY TO APPROVE CONTRACTS/ FRAMEWORK AGREEMENT AWARDS DURING SUMMER RECESS 15 – 20

Submit report by the Chief Officer – Supply, Distribution and Property advising of proposals to approve the award of contracts and framework agreements during the summer recess.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 12 May 2021 at 9.25 a.m.

Present: Provost William Hendrie and Councillors Ian Dickson and Jim Finn.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; Derek McLean, Business Partner – Strategic Procurement; Alex Grace, Senior Procurement Officer; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Diane Docherty, Marie McNair and Brian Walker.

Councillor Jim Finn 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 21 April 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.

CONTRACT AUTHORISATION REPORT – MICROSOFT LICENSES FOR EDUCATION ICT ESTATE

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 Microsoft Licenses for Education ICT Estate.

Having heard Business Partner – Strategic Procurement and the Procurement Manager in further explanation of the report and in answer to a Member’s question, 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 Microsoft Licenses for Education ICT Estate to Insight Direct (UK) Ltd; and
- (2) to note that the contract shall be for a maximum period of 12 months at a value of £89,520 ex VAT and that the estimated commencement date was 1 July 2021.

CONTRACT AUTHORISATION REPORT – PROCESSING AND TREATMENT OF RESIDUAL WASTE AND PROCESSING AND TREATMENT OF BULKY WASTE

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 contracts for the Processing and Treatment of Residual Waste and the Processing and Treatment of Bulky Waste.

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

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of West Dunbartonshire Council (WDC) and Argyll and Bute Council (ABC), the award of the contracts for the Processing and Treatment of Residual Waste and the Processing and Treatment of Bulky Waste to Barr Environmental Limited;
- (2) to note that the contract for the Processing and Treatment of Residual Waste shall be for a maximum period of four years and six months, to 31 December 2025, and at a value of £10,328,512 ex VAT for WDC and £2,746,998 ex VAT for ABC;
- (3) to note that the contract for the Processing and Treatment of Bulky Waste shall be for a maximum period of four years six months, to 31 December 2025, and at a value of £5,805,000 ex VAT for WDC and £2,418,750 ex VAT for ABC; and
- (4) to note the estimated commencement date of the contracts was 1 July 2021.

CONTRACT AUTHORISATION REPORT – PROVISION OF CLEANING SERVICES FOR HOMELESS AND VOID PROPERTIES

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 contracts for Cleaning Services for Homeless and Void Properties – Lot 1 (Homeless Properties) and Lot 2 (Void Properties).

Having heard the Business Partner – Strategic Procurement and the Chief Officer Supply, Distribution and Property in further explanation of the report and in answer to a Members' questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of contracts for Cleaning Services for Homeless and Void Properties – Lot 1 (Homeless Properties) and Lot 2 (Void Properties) to Campbell Cleaning Services;
- (2) to note that the contract for Lot 1 (Homeless Properties) shall be for an initial two year duration and at a value of £292,609 ex VAT and that each 12 month extension has a value of £146,304 giving a total four year contract value of £585,216;
- (3) to note that the contract for Lot 2 (Void Properties) shall be for an initial two year duration and at a value of £247,260 ex VAT and that each 12 month extension has a value of £123,630 giving a total four year contract value of £494,520; and
- (4) to note the contracts commencement dates of 28 May 2021.

The meeting closed at 9.45 a.m.

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 2 June 2021**

Subject: Contract Authorisation Report – Library Refurbishment**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 Library Refurbishment.

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 Library Refurbishment to FG Library Products.
 - b) Note that the contract shall be for a period of 12 months and at a value of £205,585 ex VAT, this value is based on indicative examples for evaluation purposes, and the full value of the remaining capital budget of £278,000 is anticipated to be spent. The estimated commencement date of the contract is 1 July 2021.

3. Background

- 3.1** The Council's transformational vision for libraries throughout the region is to deliver innovative interior spaces that welcome a diverse range of visitors and provide a pleasing work environment for Council employees. The Covid-19 pandemic posed additional challenges to the development of the requirement and stakeholder discussions identified innovative approaches to work by developing virtual rather than physical site visits and re-assessing the original requirement with a full refurbishment, to include desking, mobile shelving and individual children's areas, for both Alexandria and Dalmuir Libraries and renewal of shelving in Dumbarton, Duntocher, Faifley and Parkhall libraries. Timescales for contract completion, post award, has also been increased to allow for any possible additional delays that may be encountered due to the national or UK wide lockdowns.
- 3.2** The Council has a statutory duty to provide a library service to the residents of West Dunbartonshire. In addition to the on-going development and expansion of digital service resource, this requirement sought to update and modernise the physical spaces of WDC libraries to include design and internal furniture, to encourage and support access and participation from all, particularly for some disabled and older people.
- 3.3** The overall budget for Library Refurbishment was approved at the Corporate Services Committee on 29 November 2017.

3.4 This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2015* (above the financial threshold) for Goods / Services. A Contract Strategy document was also approved on 17 March 2021.

4. Main Issues

4.1 The Contract Strategy identified and recommended a mini competition from ESPO 695_20 issue 3 Furnishing Solutions for Libraries and Community Buildings. Six of the eight awarded suppliers on this Framework Agreement could service Scotland and a tender opportunity invitation was issued to all six potential bidders through Public Contracts Scotland – Tender on 15 April 2021. Four bidders submitted a response on 11 May 2021.

4.2 Four tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 50% / 50%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	FG Library Products	Newenglish Design	The Design Concept	WF Education Group Limited (Demco Interiors)
Quality (50%)					
Cost	(5%)	3.8%	2.5%	3.8%	0%
Quality	(25%)	24.4%	15.6%	21.3%	5.6%
Service	(10%)	7.5%	3.8%	8.8%	0%
Social Benefits	(10%)	10%	5%	10%	10%
Quality Sub-Total %:	(50%)	45.6%	26.9%	43.8%	15.6%
Price (50%)					
Price Sub Total £	-	£205,585	£270,280	£207,803	£181,781
Price Sub Total %	(50%)	44.2%	33.6%	43.7%	50%
Total Score	100%	89.8%	60.5%	87.5%	65.6%

4.3 It is recommended that the contract is awarded to FG Library Products, of Milton Keynes who has provided the most economically advantageous tender.

The contract shall be for a period of 12 months and at an indicative value of £205,585 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee, however as this value is based on indicative examples for evaluation purposes, the full value of the remaining capital budget for this requirement of £278,000 is anticipated to be required to be spent and therefore no savings are anticipated. The final outturn cost will be known once specific library designs are completed by FG Library Products.

4.4 FG Library Products 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, FG Library Products has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Use of two West Dunbartonshire based organisations for sub-contracting opportunities (partner with Executive Home Delivery based in Clydebank for collection of in-house manufactured elements and CK Signs based in Dumbarton to supply vinyl wall graphics and foamex graphic panels);
- Donation of £616.75 to a community group or charity that supports health and wellbeing within the community;

The social benefits will be discussed at the implementation meeting with FG Library Products 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 Capital budget of Citizen, Culture and Facilities.

6.2 This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Citizen, Culture and Facilities Service Officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 FG Library Products 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 for this report to determine if there is an equalities impact. The results were that a full EIA was completed and approved.
- 8.2** The Equalities Impact assessment number 141 was approved on the 21 October 2019
- 8.3** The areas that were identified as being impacted were Age and Disability. The library refurbishment will have a positive outcome for the areas identified as the libraries will be more accessible for people with disabilities and older and younger people who have more likely to have vision and sensory issues. The improvements includes lower shelving, access as to self service machines, and staff terminals will cater for standing and seated users minimising barriers to use.

9. Consultation

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

10. Strategic Assessment

- 10.1** The Library Refurbishment will contribute to the delivery of the Council's strategic priorities:

- Meaningful community engagement with active empowered and informed citizens who feel safe and engaged;
- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 2 June 2021

Person to Contact: Suzanne Callaghan, Procurement Officer, 16 Church Street, 01389 776845, Suzanne.callaghan@west-dunbarton.gov.uk.

Appendices: Equalities Impact Assessment 141

Background Papers: Contract Strategy
EIA Screening

Wards Affected: All.

AssessmentNo	141	Owner	dmain		Appendix
Resource	Transformation		Service/Establishment	Communications, Culture and Communities	
	First Name	Surname	Job title		
Head Officer	David	Main	Team Leader, Libraries and Learning		
	(include job titles/organisation)				
Members	Derek McLean - Business Partner, Strategic Procurement Suzanne Callaghan - Procurement Officer				
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>				
Policy Title	Libraries Capital Improvement Project				
	The aim, objective, purpose and intended out come of policy				
	Capital expenditure to improve the physical spaces within public libraries - including but not limited to: library shelving, staff desks, children's areas and public PCs.				
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.				
	Procurement colleagues Third party suppliers of library furniture				
Does the proposals involve the procurement of any goods or services?			Yes		
If yes please confirm that you have contacted our procurement services to discuss your requirements.			Yes		
SCREENING					
<i>You must indicate if there is any relevance to the four areas</i>					
Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)			Yes		
Relevance to Human Rights (HR)			Yes		
Relevance to Health Impacts (H)			Yes		
Relevance to Social Economic Impacts (SE)			Yes		
Who will be affected by this policy?					
Library staff and users.					
Who will be/has been involved in the consultation process?					
Library staff will be involved in the process of selecting and agreeing furniture specification and configuration.					
Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.					
	Needs	Evidence	Impact		
Age	Possible accessibility issues as below.	Older people are more likely to have sensory and physical impairments than younger people	As below.		
Cross Cutting			No change.		
Disability	Accessibility - users will require to manoeuvre freely	Materials and resources should be at a height that is	Project aims to give an improved accessibility offer by		

	between library furniture and self-serve as much as possible.	accessible to as many people as possible; this assist immediate access without having to ask for assistance	reducing the maximum height at which library items will be displayed. Self-service machines and staff terminals will cater for standing and seated users alike to minimise barriers to access.
Social & Economic Impact			No change.
Sex			No change.
Gender Reassign			No change.
Health			No change.
Human Rights			No change.
Marriage & Civil Partnership			No change.
Pregnancy & Maternity			No change.
Race			No change.
Religion and Belief			No change.
Sexual Orientation			No change.
Actions			
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.			
N/A.			
Will the impact of the policy be monitored and reported on an ongoing bases?			
User feedback will be actively sought and considered. Comments which indicate an unintended negative impact will be investigated as a matter of urgency with remedial action put in place at the earliest opportunity.			
Q7 What is your recommendation for this policy?			
Introduce			
Please provide a meaningful summary of how you have reached the recommendation			
The Libraries Capital Improvement Project seeks to update and modernise the physical spaces of WDC Libraries by updating internal furniture to encourage and support access and participation from all. The changes should improve accessibility generally but particularly for some disabled people and older people.			

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 2 June 2021

Subject: Delegated Authority to Approve Contracts / Framework Agreement Awards During Summer Recess

1. Purpose

1.1 The purpose of this report is to advise the Tendering Committee of proposals to approve the award of contracts / framework agreement detailed in Appendix 1 during the summer recess.

2. Recommendations

2.1 It is recommended that the Tendering Committee:

- a) Grants delegated authority to the required Chief Officers to approve the award of contracts / framework agreement detailed in Appendix 1 during the summer recess; and
- b) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council) and where required, West Dunbartonshire Health and Social Care Partnership (WD HSCP), the award of the contracts / framework agreement detailed in Appendix 1; and
- c) Notes that a report detailing the outcome will be submitted to the next appropriate Tendering Committee for noting, in accordance with Standing Orders 35(b) iv.

3. Background

3.1 These procurement exercises are being conducted in accordance with national procurement regulations, the Council's Standing Orders and Financial Regulations.

4. Main Issues

4.1 The contracts / framework agreement are detailed in Appendix 1.

4.2 The report detailing the outcome that shall be submitted to the next appropriate Tendering Committee, will also detail:

- Provider;
- Contract Value (Pre Extension);
- Contract Value (Including Extension);
- Commitment to the real Living Wage; and
- Commitment to Social Benefits

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of these contracts / framework agreement have been agreed at the various Committees outlined in Appendix 1.

6.2 These procurement exercises are being conducted in accordance with national procurement regulations, the Council's Standing Orders and Financial Regulations.

7. Risk Analysis

7.1 The implications of holding those contract / framework agreement awards until the Tendering Committee reconvenes, will delay the pipeline of projects and for taxi provision – the inability to transport pupils at the start of the new term.

7.2 The Corporate Procurement Unit will ensure that the successful providers have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council and where appropriate, WD HSCP.

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 where there is no equalities impact.

9. Consultation

9.1 Service Leads, Finance Services, Legal Services and WD HSCP Finance Services have been consulted on the contents of this report.

10. Strategic Assessment

10.1 The contracts and the framework agreement contribute to the delivery of the Council's and WDHSCP strategic priorities:

Council:

- A Strong local economy and improved employment opportunities;
- Supported individuals, families and carers living independently and with dignity; and
- Efficient and effective frontline services that improve the everyday lives of residents

WDHSCP:

- Children and young people reflected in Getting It Right for Every Child;
- The safety and protection of the most vulnerable people within our care and within our wider communities; and
- Manage resources effectively, making best use of our integrated capacity

Name: Angela Wilson

Designation: Chief Officer – Supply, Distribution and Property

Date: 02 June 2021

Person to Contact: Annabel Travers, Procurement Manager
e-Mail: Annabel.travers@west-dunbarton.gov.uk
Mobile #: 07468 481 829

Appendices: Appendix 1: Approval Of Contracts / Framework Agreement Awards During Summer Recess

Background Papers: Contract Strategies

Wards Affected: All Council Wards

Appendix 1: Approval Of Contracts / Framework Agreement Awards During Summer Recess

Service	Contract Title	Procurement Procedure	Estimated Contract Value (Pre Extension)	Estimated Contract Value (Including Extension)	Contract Period (Pre Extension)	Contract Period (Including Extensions)	Budget	Award Criteria Ratios
Education Learning & Attainment (ELA) / WD HSCP	Provision of Corporate Taxis	Framework Agreement	£2,471,953	£2,471,953	4 years	4 years	<p>General Revenue budget approved at the Education Services Committee on 10 March 2021. The period of budget was for 4 years.</p> <p>General Revenue budget approved at the WD HSCP Audit Committee on 25 March 2021. The period of budget was for 1 year.</p>	Price / Quality ratio of 80% / 20%

Regulatory and Regeneration	Provision of Business Gateway Workshops & Expert Help Services	Contract with Open Procedure	£98,600	£147,900	2 years	3 years	General Revenue budget approved at the West Dunbartonshire Council on 22 March 2021. The period of budget was for 3 years.	Price / Quality ratio of 30% / 70%
Citizen, Culture and Facilities	Clydebank Museum Exhibition Design & Install	Contract with Open Procedure	£75,000	£75,000	9 months	9 months	General - Capital budget of £575,000 was approved at the Cultural Committee on 25 November 2019. The £75,000 is part of the budget for Professional Fees. The period of budget was for 1 year.	Price / Quality ratio of 60% / 40%
People and Technology	Provision of Citrix Netscaler Licenses	Mini competition utilising a Crown	£194,687	£194,687	1 year	1 year	General Revenue budget approved at the	Price / Quality ratio of 90% / 10%

		Commercial Services Framework Agreement					Corporate Services Committee on 17 February 2021. The period of budget was for 1 year.	
People and Technology	Provision of Server Maintenance	Direct Award utilising a Scottish Government Framework Agreement	£51,766	£51,766	1 year	1 year	General Revenue budget approved at the Corporate Services Committee on 17 February 2021. The period of budget was for 1 year.	Price / Quality ratio of 30% / 70%
Regulatory and Regeneration	Boiler Replacement at St Mary's Primary School	Contract with Open Procedure	£235,000	£235,000	4 Months	4 Months	Capital budget approved as Council on 4 March 2021. The Budget period was for one year.	Price / Quality Ratio of 70% / 30%