

## Notice of Meeting and Agenda Procurement Sub-Committee

Date	Time	Venue
Wednesday, 03 June 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Derek Bibby: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Paul Mack: Councillor Marie McGurk: Councillor Alexander Murrin: Councillor Iain Nicolson: Councillor Allan Noon: Councillor Tommy Williams

Councillor Michael Holmes (Convener): Councillor Eddie Grady (Depute Convener)

### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.gov.uk/agendas](http://www.renfrewshire.gov.uk/agendas).

For further information, contact  
[democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk).

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |             |   |                |
|-------------|---|----------------|
| <b>1(a)</b> | <b>Contract Authorisation Report -Treatment of Co-mingled Dry Recyclates</b>  | <b>3 - 8</b>   |
|             | Joint report by the Director of Finance & Resources and the Director of Community Resources   |                |
| <b>1(b)</b> | <b>Contract Authorisation Report - Treatment and Disposal of Mechanical Street Sweeping Waste</b>                                       | <b>9 - 12</b>  |
|             | Joint report by the Director of Finance & Resources and the Director of Community Resources   |                |
| <b>1(c)</b> | <b>Contract Authorisation Report - Installation of a Dual-Purpose 3G Football/Rugby Sports Pitch at Castlehead High School, Paisley</b> | <b>13 - 18</b> |
|             | Report by the Director of Finances & Resources  |                |
| <b>1(d)</b> | <b>Contract Authorisation Report - Installation of Biomass Boiler at Bridge of Weir Primary School</b>                                  | <b>19 - 24</b> |
|             | Report by the Director of Finance & Resources   |                |
| <b>1(e)</b> | <b>Contract Authorisation Report - Johnstone High School Dance Studio</b>   | <b>25 - 30</b> |
|             | Report by the Director of Finance & Resources   |                |

**To: Procurement Sub Committee**

**On: 3 June 2015**

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**Report by:**

**Joint Report  
by**

**Director of Finance & Resources and the Director of Community Resources**

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## **CONTRACT AUTHORISATION REPORT – TREATMENT OF CO-MINGLED DRY RECYCLATES**

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### **1. Summary**

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award a contract to Regen Waste Ltd for the Treatment of Co-Mingled Dry Recyclates (blue bin waste) from 12 June 2015 for 12 months. The contract will be called off under the following Lot as detailed within the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste:
  - Lot 8:- Treatment of Co-Mingled Dry Recyclable Waste (Mixed Papers, News & PAMs, Cardboard, Plastic Bottles, Plastic Containers, Plastic Film, Beverage Cartons, Cans and similar metal and Glass)
- 1.2 A contract strategy for the Treatment of Co-Mingled Dry Recyclates was agreed in May 2015 by the Procurement Manager and Director of Community Resources.
- 1.3 This report also informs the Procurement Sub Committee of an interim arrangement with William Tracey Limited for the treatment and disposal of Co-Mingled Dry Recyclates, which was implemented on 7 April 2015 until the commencement of any new contract. This arrangement was implemented

under the Council's emergency powers, to ensure compliance with the Council's statutory obligations to uplift this waste, following a contract default by the Council's contractor for the treatment and disposal of this waste stream.

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## **2. Recommendations**

It is recommended that the Procurement Sub-Committee:

- 2.1 Authorise the Head of Corporate Governance to award the following contract under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste (Contract Schedule Number 14-13):
    - Treatment of Co-Mingled Dry Recyclates to Regen Waste Ltd for a one year period.
    - Spend on this contract is estimated at £1,317,345 (however the actual spend will vary depending on the actual tonnage of co-mingled dry recyclates collected from households).
  - 2.2 Note that the contract will commence on 15 June 2015 to 14 June 2016.
  - 2.3 Note that an interim arrangement for the Treatment and Disposal of Co-Mingled Dry Recyclates with William Tracey Limited was implemented on 7 April 2015 following a contract default by the Councils Contractor for this service. Spend through this arrangement is estimated to be in the region of £250,000
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## **3. Background**

- 3.1 Following a contract default by the Councils Contractor for the Treatment and Disposal of this waste stream the Council required to put in place a temporary arrangement.
- 3.2 In accordance with clause 7.1(c) of the Contract Standing Orders (exemptions / special arrangements for emergency circumstances) and owing to the fact that under the Environment Protection Act 1990 and the Controlled Waste Regulations (CWR) 1992, local authorities have a statutory duty to collect all household waste, an interim arrangement was agreed with William Tracey Limited to treat and dispose of the Council's Co-Mingled Dry Recyclate Waste.
- 3.3 This interim arrangement commenced on 7 April 2015 and will expire on commencement of a new contractual arrangement. Spend during this time will be in the region of £250,000.
- 3.4 A mini competition has been conducted under the Scotland Excel Framework to award a short term contract to allow sufficient time to develop a contract

strategy for a longer term arrangement for the treatment and disposal of co-mingled dry recyclate.

- 3.5 This mini competition exercise complied with the Council's Standing Orders Relating to Contracts.
- 3.6 The mini competition was carried out under Scotland Excel Framework for the Treatment of Recyclable and Residual Waste. The mini competition was issued to total of three companies under lot 8 of the framework.
- 3.7 On the closing date for the return of the tender, 12pm on Monday 11 May 2015, the three companies that submitted a response were:-
- Binn Skips Ltd
  - Regen Waste Ltd
  - William Tracey Limited
- 3.8 The three companies were evaluated using the following award criteria:-
- Commercial – 85%
  - Technical – 15% with the technical evaluation scores achieved under the Scotland Excel Framework being applied to their offer under this mini competition.
- 3.9 The scores relative to the Award Criteria of each is noted below. Regen Waste Ltd was identified as the bidder who had submitted the most economically advantageous tender.

<b>Tenderer</b>	<b>Price (85%)</b>	<b>Technical (15%)</b>	<b>Total Score (100%)</b>
Regen Waste Ltd	85%	13.25%	98.25%
William Tracey Limited	73.03%	13.50%	86.53%
Binn Skips Ltd	71.51%	13.50%	85.01%

- 3.10 The Council's anticipated spend under the contract recommended for award following this mini competition is £1,317,345 however the actual spend on this contract will vary depending on the actual tonnage of co-mingled dry recyclates collected from households and the actual levels of contamination.
- 3.11 The costs associated with this contract will be funded during 2015/16 through the Council's existing strategic waste management reserve. The ongoing recurring costs of managing CDR will require to be incorporated into the Council's base budget moving into 2016/17.

- 3.12 Note that Regen Waste Ltd will sub contract the reception of the CDR to a local supplier who was involved in the previous contract and employed staff accordingly. This provides continuity for those staff and maintains local employment.
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## **Implications of the Report**

1. **Financial** – Costs of this contract will be dealt with as detailed in 3.11. The financial status of Regen Waste Ltd was assessed, and satisfied the Council's requirements
  2. **HR & Organisational Development** – None
  3. **Community Planning** – Regen Waste Ltd have committed to promoting sub-contracting opportunities as outlined in Section 3.12 of the report.
  4. **Legal** – The procurement exercise has been carried out in compliance with Council Standing Orders and EU Procurement legislation requirements.
  5. **Property Assets - Property Implications** – Not Applicable
  6. **Information Technology** – No ICT implications.
  7. **Equality & Human Rights** – Regen Waste Limited Equality & Human Rights has been assessed under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste and confirmed their compliance with their statutory obligations in respect of Equality and Human Rights.
  8. **Health & Safety** – Regen Waste Limited Health & Safety has been assessed under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste to ensure that they met the minimum requirements regarding Health & Safety.
  9. **Procurement** – The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and Modern Government.
  10. **Risk** – None
  11. **Privacy Impact** – Not Applicable
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## List of background papers

(a) None

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**To: Procurement Sub Committee**

**On: 3 June 2015**

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**Joint Report  
By**

**Director of Finance & Resources and the Director of Community Resources**

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**CONTRACT AUTHORISATION REPORT - CONTRACT FOR TREATMENT AND  
DISPOSAL OF MECHANICAL STREET SWEEPINGS WASTE**

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**1. Summary**

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award a contract to William Tracey Limited for the treatment and disposal of mechanical street sweeping waste.

The contract will be commissioned under the following lot within the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste:

- Lot 3:- Treatment and Disposal of Mechanical Street Sweeping Waste

- 1.2 A contract strategy document for the Treatment and Disposal of Mechanical Street Sweeping Waste was agreed in March 2015 by the Procurement Manager and Director of Community Resources.
- 1.3 The current contract for the Treatment and Disposal of Mechanical Street Sweeping Waste is with William Tracey Limited.

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## **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub-Committee:
- 2.2 Authorise the Head of Corporate Governance to award the following contract under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste (Contract Schedule Number 14-13):
- Treatment and Disposal of Mechanical Street Sweeping Waste to William Tracey Limited for a two year and eleven month contract duration.
  - Spend on this contract is estimated at £720,000.
- 2.3 Note that the contract will commence on 15 June 2015 to 31 May 2018.
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## **3. Background**

- 3.1 Scotland Excel established a framework agreement for the Treatment of Recyclable and Residual Waste in July 2014. All 32 Local Authorities in Scotland have the opportunity to participate in this framework agreement. The framework offers a suite of compliant treatment options for a host of waste materials commonly collected by councils via their existing individual collection services, including metals, cans, glass, paper, textiles, plastics and wood. Furthermore, options are included for the treatment and disposal of the material remaining when all other possible reusable or recyclable material has been removed, commonly referred to as “residual” waste.
- 3.2 Scotland Excel advertised the requirement for the framework in the Official Journal of the European Union and the Public Contracts Scotland portal. The tender process was conducted using the Public Contracts Scotland tender system (PCS-Tender).
- 3.3 The procurement process undertaken to establish the framework agreement was the open tender procedure and was conducted in compliance with the EU Procurement Legislation.
- 3.4 An evaluation of offers was undertaken by Scotland Excel and a User Intelligence Group, which included representation from the Council. Thirty five suppliers were awarded onto the framework agreement across the twenty three lots.
- 3.5 The Scotland Excel Framework for Treatment of Recyclable and Residual Waste provides the facility to make direct award of contract to a supplier where

best value can be demonstrated. The Council considered the framework rates, existing volumes and transportation costs to run a comparison exercise with suppliers on Lot 3 of the framework. This analysis demonstrated that William Tracey Limited provided best value for the Council for Treatment and Disposal of Mechanical Street Sweeping Waste.

- 3.6 The Council's anticipated spend under the framework until 31 May 2018 is estimated at £720,000 with spend being met from the Community Resource's revenue budget. The actual spend on this contract will vary depending on the actual tonnage of Mechanical Street Sweeping Waste collected.
- 3.7 William Tracey Limited has a number of contracts with Renfrewshire Council and will continue to offer the following community benefits as part of enhancing social, economic and environmental impacts within the Renfrewshire area
- William Tracey Limited are signed up to the Council's Invest in Renfrewshire Programme and aim to recruit a modern apprentice, following the Invest in Renfrewshire Modern Apprenticeship event scheduled to take place on 20 May 2015;
  - Provide financial support for various community groups throughout Renfrewshire;
  - Provision of work experience placements via the local job centre, one placement has already been secured to assist work with William Tracey Limited carbon and sustainability team for 8 weeks. Where possible, these placements will lead to a full time position.
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## Implications of the Report

1. **Financial** - The financial status of William Tracey Limited was assessed, and satisfied the Council's requirements.
- 1.2 Financial costs in respect of this contract will be met from Community Resources waste disposal revenue budget for each financial year of the contract. No savings are anticipated from this contract.
2. **HR & Organisational Development** - Not applicable
3. **Community Planning** – William Tracey Limited have committed to delivery of community benefits as outlined in Section 3.7 of the report.
4. **Legal** - The procurement exercise has been carried out in compliance with Council Standing Orders and EU Procurement legislation requirements.
5. **Property Assets** - Not applicable
6. **Information Technology** - Not applicable

7. **Equality & Human Rights** – William Tracey Limited Equality & Human Rights has been assessed under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste and confirmed their compliance with their statutory obligations in respect of Equality and Human Rights.
8. **Health & Safety** – William Tracey Limited Health & Safety has been assessed under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste to ensure that they met the minimum requirements regarding Health & Safety.
9. **Procurement** – The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and Modern Government.
10. **Risk** – none
11. **Privacy Impact** – Not applicable

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#### **List of background papers**

- (a) None

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**To: Procurement Sub Committee**

**On: 3<sup>rd</sup> June 2015**

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**Report by:**

**Report  
by  
Director of Finance and Resources**

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**Heading:**

**Contract Authorisation Report**  
**Installation of a Dual-Purpose Football/Rugby 3G Sports Pitch at  
Castlehead High School, Paisley.**

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**1. Summary**

- 1.1 The purpose of this contract authorisation report is to seek the approval of the Procurement Sub Committee to appoint a Contractor to carry out the Installation of a 3G Dual-Purpose Football/Rugby Sports Pitch at Castlehead High School, Paisley.
- 1.2 The contract was tendered as a Works Contract using the Open Procedure and in accordance with the Councils Standing Orders Relating to Contracts. A Contract Strategy was prepared by the Corporate Procurement Unit and agreed by the Head of Property Services and the Procurement Manager.

## **2. Recommendations**

- 2.1. It is recommended that the Procurement Sub Committee authorise the Head of Legal and Democratic Services to award the contract for the Installation of a Dual-Purpose Football/Rugby 3G Sports Pitch at Castlehead High School, Paisley, RC1503\_3652 (ITT7496), to Allsports Construction and Maintenance Limited.
  - 2.2. The value of the contract is £353,417.57 excluding VAT.
  - 2.3. The contract will commence on the 29<sup>th</sup> June 2015 with completion due 12 weeks later on the 18<sup>th</sup> September 2015.
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## **3. Background**

- 3.1 This contract was tendered in accordance with the Councils Standing Orders Relating to Contracts.
- 3.2 A contract notice was published in the Public Contracts Scotland advertising portal on the 27<sup>th</sup> March 2015 with the tender documentation available for downloading from the Public Contracts Scotland – Tender website. The contract has been tendered under the Public Contracts (Scotland) Regulations 2012, as amended.
- 3.3 During the tendering period 17 companies expressed an interest in the contract. By the closing date set for the return of electronic tenders, 12 noon on Friday 17<sup>th</sup> April 2015, 7 companies' submitted tenders, 1 company declined to tender and 9 did not respond.
- 3.4 The 7 electronic tender responses received were opened on 17<sup>th</sup> April 2015 and were evaluated against a pre-determined set of Bid Selection Criteria by officers from the Corporate Procurement Unit, Property Services, Corporate Insurance and Corporate Health & Safety. All 7 companies passed the Bid Selection process.
- 3.5 The 7 companies were then evaluated against a set of Award Criteria. The Award Criteria were based on a price / quality ratio of 60% / 40%. The scores relative to the Award Criteria of each is noted below. Allsports Construction and Maintenance Limited were identified as the bidder who had submitted the most economically advantageous tender.

	Price Score (60%)	Quality Score (40%)	Total Score	Final Placing
Allsports Construction and Maintenance Limited	58.82%	35.45%	94.27%	1 <sup>st</sup>
White Horse Contractors (Northern) Limited	54.38%	33.90%	88.28%	2 <sup>nd</sup>
Doe Sport (North) Limited	60%	27.25%	87.25%	3 <sup>rd</sup>
W H Malcolm Limited	57.95%	28.90%	86.85%	4 <sup>th</sup>
Crawford Contracts Group Limited	53.97%	29.30%	83.27%	5 <sup>th</sup>
Covanburn Contracts Limited	50.35%	30.20%	80.55%	6 <sup>th</sup>
Sportsmasters UK Limited	53.73%	21.35%	75.08%	7 <sup>th</sup>

3.6 The Council has committed £5m to the refurbishment of sports grounds throughout the Renfrewshire area and hopes to supplement this amount with grants from sportscotland. The cost of this project will be funded through this budget stream.

3.7 The returned tender cost for this contract is in line with the project budget.

3.8 The recommended contractor, Allsports Construction and Maintenance Limited, have committed to delivery of the following community benefits:

- 1 job for an unemployed person.
- 1 work experience placement for person 16+ years of age.
- 1 industry awareness day.
- 1 workplace visit.

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## Implications of the Report

### 1. Financial

The financial status of the provider recommended for award of this contract was assessed and satisfied the Council's requirements in relation to financial stability.

### 2. HR & Organisational Development

Not Applicable

### 3. Community Planning

Allsports Construction and Maintenance Limited have committed to delivery of community benefits as detailed in point 3.8 of this report.

**Children and Young People**

Increasing opportunities for children and young people to become more engaged in sporting activities.

**Community Care, Health and Well-being**

Creating a healthier community through investing in modern sports facilities available for community use.

4. **Legal**

The tendering procedures for the establishment of this contract were in accordance with the Renfrewshire Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2012, as amended.

5. **Property Assets**

Installation of an all weather pitch will improve the value of this Council asset and generate additional income for the Council through lets to sports clubs.

6. **Information Technology**

Not Applicable

7. **Equality & Human Rights**

(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**

Allsports Construction and Maintenance Limited's health and safety submission has been evaluated by Renfrewshire Council's Corporate Health and Safety Section and has met the minimum requirements regarding health & safety.

9. **Procurement**

The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

Corporate Risk have vetted the indemnity provision held by the recommended provider and have confirmed that it satisfied the minimum requirement relative to this appointment.

11. **Privacy Impact**

Not Applicable



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### **List of background papers**

- (a). Report to the Sport, Leisure and Culture Policy Board on the 21<sup>st</sup> August 2014 by the Director of Education and Leisure Services entitled Renfrewshire Draft Sport Strategy (2014-2024) “Renfrewshire Sport – A Way of Life”.

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**To: Procurement Sub Committee**

**On: 3 June 2015**

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**Report by: Director of Finance & Resources**

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**Heading: Contract Authorisation: Installation of Biomass Boiler at Bridge of Weir Primary School RC1504\_3822(ITT7799)**

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## **1. Summary**

- 1.1 The purpose of this contract authorisation report is to seek the approval of the Procurement Sub Committee to award the contract for Installation of Biomass Boiler at Bridge of Weir Primary School, RC1504\_3822(ITT7799), to Alternative Heat Ltd.
  - 1.2 This procurement exercise has been conducted in accordance with the Council's Standing Orders Relating to Contracts below the EU Threshold for Works.
  - 1.3 A Contract Strategy was signed off by the Procurement Manager and the Head of Property Services.
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## **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise the Head of Corporate Governance to award the Contract for Installation of Biomass Boiler at Bridge of Weir Primary School, RC1504\_3822(ITT7799), to Alternative Heat Ltd for a value of £304,545.15 excluding VAT.
- 2.2 The Installation Works are anticipated to start on 29 June 2014 for a duration of 11 weeks, however, the exact date shall be confirmed in the Council's Letter of Acceptance

- 2.3. After installation of the new Biomass Boiler the Contractor shall provide planned and reactive maintenance services and supply wood fuel for the new biomass boiler for a period of two years from the completion of the Installation Works (Maintenance Works and Supply). A one year's manufacturer's warranty shall also form part of the contract.

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## **2 Background**

- 3.1 From April 2011 responsibility for the management and maintenance of Council property and assets was transferred from the individual Service Departments to the centralised "Corporate Landlord" (CL). CL has identified the need for Renfrewshire Council primary schools to undergo boiler and heating system replacements and upgrading, with priority going to schools where the existing installations are coming to the end of their useful life.
- 3.2 In 2012 six primary schools had gas boiler replacement works and in 2013 three primary schools had gas boiler replacement work. Bridge of Weir Primary School is the first school to have boiler replacement works involving a biomass boiler. The installation of a biomass boiler will help the Council's long term commitment to reduce energy consumption and provide a carbon neutral system as the CO2 emissions from the present oil system are no longer sustainable. This will benefit the occupants of the primary school and the environmental considerations of the wider community.
- 3.3 A contract notice advertising the opportunity was published in the Public Contracts Scotland portal on 2 April 2015 with the tender documentation available for downloading from the Public Contracts Scotland – Tender website. The contract has been tendered in accordance with the Council's Standing Orders Relating to Contracts for below EU Threshold for Works.
- 3.4 During the tendering period twenty seven suppliers noted an interest in the contract. By the closing date set for the return of electronic tenders, 12 noon on 23 April 2015, seven suppliers submitted tenders, four declined to tender and sixteen did not respond.
- 3.4 The seven tender responses received were evaluated against a pre-determined set of Bid Selection Criteria by officers from the Corporate Procurement Unit; Property Services; Corporate Health and Safety and Corporate Risk. Two companies failed bid selection due to incomplete bids.
- 3.5 The five remaining companies which passed bid selection and were then evaluated against a set of Award Criteria which was based on a matrix of 65% price / 25% quality / 10% community benefits. The scores relative to the Award Criteria of each contractor are as follows:

	Price Score (65%)	Quality Score		Community Benefits (10%)	Total Score	Final Placing
		Methodology & Approach (15%)	Programme (10%)			
Alternative Heat Ltd	53.36%	15%	9%	9.3%	86.66%	1 <sup>st</sup>
Truedeal Building Services Ltd	65%	3%	5%	7.4%	80.40%	2 <sup>nd</sup>
Turnbull & Scott (Engineers) Ltd	40.54%	9%	9%	9.2%	67.74%	3 <sup>rd</sup>
Colloide Engineering Systems Ltd	39.81%	10.5%	8%	5.35%	63.66%	4 <sup>th</sup>
Emtec Group Ltd	43.37%	7.5%	7%	5.65%	63.52%	5 <sup>th</sup>

3.6 The evaluation of these tender submissions identified that the tender submitted by Alternative Heat Ltd was the most economically advantageous.

3.7 The spend under the contract is £304,545.15 which is in line with the estimated budget.

3.8 Community benefit proposals were sought as part of this procurement exercise and Alternative Heat Ltd has committed to delivery of the following community benefits:

Work Placements	
Work Experience Placements (16 + years of age)	1
Education Support Initiatives	
Workplace Visits	1
School Mentoring	1
Supply Chain Development Activity	
Supply Chain Briefings with SME's	1
Business support Social enterprises, Supported Businesses, Third Sector	3

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## Implications of the Report

### 1. Financial

The financial status of Alternative Heat Ltd has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company has satisfied the Council's requirements in relation to financial stability.

### 2. HR & Organisational Development

Not applicable

### 3. Community Planning

Alternative Heat Ltd has committed to delivery of community benefits as detailed in point 3.8 of this report.

#### Greener

The installation of a biomass boiler will reduce the carbon footprint of the school and, therefore, Renfrewshire Council's carbon footprint is expected to reduce.

### 4. Legal

The tendering procedures for the establishment of this contract were in accordance with the Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works Contracts.

### 5. Property/Assets

In carrying out of this contract it will improve and provide more consistent heating within the school and will also improve energy utilisation and efficiency by using more modern and advanced boiler systems.

**6. Information Technology**

Not applicable

**7. Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

**8. Health & Safety**

Alternative Heat Ltd's health and safety submission has been vetted by Renfrewshire Council's Corporate Health & Safety Section and has met the minimum requirements.

**9. Procurement**

The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

**10. Risk**

Corporate Risk vetted the indemnity provision held by Alternative Heat Ltd and have confirmed that it is satisfied the minimum requirements relative to this contract.

**11. Privacy Impact**

Not Applicable.

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**List of Background Papers**

None

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**To: Procurement Sub Committee**

**On: 03<sup>rd</sup> June 2015**

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**Report  
By  
Director of Finance and Resources**

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**Contract Authorisation Report  
Johnstone High School Dance Studio**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a SBCC Minor Works Building Contract for Johnstone High Dance Studio.
  - 1.2 This procurement exercise has been conducted in accordance with the below EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and agreed by the Procurement Manager and Head of Property Services on 24<sup>th</sup> March 2015.
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**2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee:
  - a) Authorise the Head of Corporate Governance to award the Contract for Johnstone High School Dance Studio, RC1501\_3435(ITT7097), to Brick and

Steel Construction Company Limited at a value of £181,067.94 excluding VAT.

- b) Note the Contract proposed Date for Commencement of Works is 23<sup>rd</sup> June 2015 and the Date for Completion of Works is 16 weeks from the the Date for Commencement of the Works, the final requirement will be confirmed in the Letter of Acceptance.

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### **3. Background**

- 3.1 The Council has a requirement for a Contractor to convert an existing part enclosed open air area known as 'S1 Social Space', to provide an enclosed 'Dance Studio' complete with WCs, changing rooms, stores and ramped access. The area/site is located below the buildings first floor.
- 3.2 This contract was tendered in accordance with the below EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 3.3 A contract notice was published on the Public Contracts Scotland advertising portal on 27<sup>th</sup> March 2015 with the tender documentation available for downloading from the Public Contracts Scotland – Tender website. The contract has been tendered under the Public Contracts (Scotland) Regulations 2012, as amended.
- 3.4 During the tendering period eleven companies expressed an interest in the contract. By the closing date set for the return of electronic tenders, 12 noon on 17<sup>th</sup> April 2015, five companies' submitted a response, two companies declined to tender and four did not respond.
- 3.5 The five electronic tender submissions received were evaluated by representatives from the Corporate Procurement Unit, Corporate Insurance, Health & Safety and Property Services against pre-determined Bid Selection Criteria which assessed their capacity, experience & track record and their technical and financial capabilities.
- 3.6 All five companies met the Bid Selection Criteria and were then evaluated against a set of Award Criteria. The Award Criteria was based on a Price /Quality ratio of 70%/30%. The scores relative to the Award Criteria of each tenderer are as follows:

	Price (70%)	Methodology and Approach (30%)	Total
Brick and Steel Construction Company Limited	70.00%	22.00%	92.00%
City Gate Construction (Scotland) Limited	58.34%	22.00%	80.34%
Alex McKay Construction Ltd	46.78%	24.00%	70.78%
Clark Contracts Ltd	43.25%	24.00%	67.25%
W H Kirkwood Ltd	41.40%	14.00%	55.40%

- 3.7 It is recommended that the Contract is awarded to Brick and Steel Construction Company Limited who is the most economically advantageous tenderer after evaluation.
- 3.8 The cost for this contract is in line with the estimated budget and will be met through the departments Capital budget.
- 3.9 Brick and Steel Construction Company Limited have committed to delivery of the following community benefits:
- The provision of local suppliers and subcontractors to undertake works and services during the delivery of this Contract.
  - Allow assistance in our school placement programme, providing information and opportunities to school pupils with a works placement for the duration of these works.

## Implications of the Report

### 1. Financial

The financial status of Brick and Steel Construction has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the

company have satisfied the Council's requirements in relation to financial stability.

2. **HR & Organisational Development**

N/A

3. **Community Planning**

Brick and Steel Construction Company Limited has a commitment to deliver a number of Community benefits under this contract as detailed in section 3.9 of this report.

4. **Legal**

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts and the Public Contracts (Scotland) Regulations 2012, as amended.

5. **Property/Assets**

N/A.

6. **Information Technology**

N/A

7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**

Brick and Steel Construction's health and safety submission has been evaluated by Corporate Health & Safety and have met the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

Brick and Steel Construction's insurances have been assessed and evaluated to confirm that they have met the minimum requirement regarding risk.

11 **Privacy Impact**

N/A

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### List of Background Papers

None

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