

Minute of Meeting

Procurement Sub-committee

Date	Time	Venue
Wednesday, 16 March 2016	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Harte, Henry, Lawson, K MacLaren, M MacLaren, Murrin, Noon and Williams.

CHAIR

Councillor Grady, Depute Convener, presided.

IN ATTENDANCE

F Hughes, Procurement Manager, S Gibb, Senior Procurement Specialist, D Taggart, Procurement Category Manager, K Thomson, Category Manager and G McLatchie, Communications Officer (all Chief Executive's); L Feely, Housing Asset and Investment Manager (Development & Housing Services); J Lynch, Head of Property and P Shiach, Committee Services Officer (both Finance & Resources).

APOLOGY

Councillor Holmes.

DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to the commencement of the meeting.

1(a) CONTRACT AUTHORISATION REPORT: YEAR 7 MEASURED TERM CONTRACT MADE UNDER LOT 1 OF FRAMEWORK AGREEMENT FOR HOUSING CAPITAL INVESTMENT INTERNAL WORKS

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of the Year 7 Measured Term Contract (MTC) under Lot 1 of the Framework Agreement for the Housing Capital Investment Internal Works programme (Years 6-9): RC1407_2637 (ITT5324).

The report advised that the first MTC (Year 6) made under Lot 1 was issued on 2 February, 2015 to start on the same date. On the anniversary date of the MTC for Year 6, all three contractors awarded onto Lot 1 of the framework had submitted a review of their prices for Year 7. Details of the evaluation process and cumulative score for each of the tenderers were detailed in the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the Year 7 MTC made under Lot 1 of the Framework Agreement for the Housing Capital Investment Internal Works Programme (Years 6-9): RC1407_2637(ITT5324) to Mitie Property Services (UK) Limited;

(ii) That it be noted that the estimated spend on the contract would be up to £1 million, excluding VAT; and

(iii) That it be noted that the MTC would be for a period of 12 months from the award of this package order (MTC), with the anticipated date of award being 31 March, 2016, or as confirmed in the Council's letter of acceptance for this MTC.

1(b) CONTRACT AUTHORISATION REPORT: POSTAL GOODS AND SERVICES

There was submitted a joint report by the Chief Executive and the Director Finance & Resources relative to the award of contract for postal goods and services made under the Crown Commercial Service (CCS) framework for Postal Goods & Services RM1063 Lot 3 from 4 April 2016 to 3 April 2018, with the Council reserving the option to extend for up to two 12-month periods.

The report advised that CCS provided national contracts for central government and the wider public sector to utilise in order to make savings with a direct award made from the CCS Framework RM1063 Lot 3 – Hybrid Mail Off-Site Solution.

The report indicated that analysis of the RM1063 Framework Agreement rates was undertaken by the relevant Council officers to determine best value for the Council. Savings from utilising the direct award procedure with Critiqom Limited were anticipated to be approximately £17,000 per annum.

DECIDED:

(i) That the Head of Corporate Governance be authorised to make a direct award call-off Contract for Postal Goods & Services under Lot 3 of the Crown Commercial Services (CCS) Framework Contract RM1063 Postal Goods and Services to Critiqom Limited;

(ii) That it be noted that the the total value of the contract would be £860,000 excluding VAT where the Council's option to extend on two separate occasions was utilised; and

(iii) That it be noted that the call-off contract would commence on 4 April 2016 until 3 April 2018 with the option to extend for a 12-month period on two separate occasions, to no later than 3 April, 2020.

1(c) CONTRACT AUTHORISATION REPORT: SUPPLY AND INSTALLATION OF CIRCOSENSE UNITS

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of an NEC3 Short Supply Contract for the Supply and Installation of CircoSense Units to existing hot water systems.

The report advised that the Council had a requirement for the installation of specialist equipment for the control of secondary return hot water systems in a number of Renfrewshire Council's commercial properties, and that following extensive market research, it had been identified that CircoSense, supplied by Campbell and Kennedy Limited was the only product on the market with the ability to deliver these requirements.

The report intimated that the value of the contract was above the EU threshold for supplies and that due to technical reasons and the units being exclusively distributed, marketed and installed by Campbell and Kennedy Limited, the contract had been negotiated with Campbell and Kennedy Limited in accordance with the negotiated procedure without call for competition under The Public Contracts (Scotland) Regulations 2012 and the Council's Standing Orders relating to Contracts.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for the Supply and Installation of CircoSense Units, reference RC/OC/118/16 to Campbell and Kennedy Limited;

(ii) That it be noted that the value of the contract would not exceed £399,963.41, excluding VAT; and

(iii) That it be noted that the contract had an anticipated start date of 28 March, 2016 until 27 March 2018 with an option to extend for a further 24 months for additional maintenance.

1(d) CONTRACT AUTHORISATION REPORT: TREATMENT OF CO-MINGLED DRY RECYCLATES

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of contract for the treatment of co-mingled dry recyclates (blue bin waste).

The report advised that Scotland Excel had established a framework agreement for the treatment of recyclable and residual waste. The framework offered a suite of compliant treatment options for a host of waste materials commonly collected by councils via their individual collection services.

The report intimated that the Framework Agreement for Treatment for Recyclable and Residual Waste provided the facility to made the direct award of a contract to a supplier where best value could be demonstrated. It was considered that the current Framework Agreement rates and analysis carried out by the Council demonstrated that best value would be achieved by entering into a contract with Regen Waste Limited prior to 1 April 2016 with the service to commence on 15 June 2016.

DECIDED:

- (i) That the Head of Corporate Governance be authorised to award the contract for the Treatment of Co-mingled Dry Recyclable and Residual Waste (Contract Schedule Number 14-13) to Regen Waste Limited;
- (ii) That it be noted that the spend on the contract would be up to £3,110,000 excluding VAT, should the option to extend be utilised; and
- (iii) That it be noted that the contract would commence on 15 June 2016 until 14 June 2017 with the Council reserving the option to extend for up to 12 months.