

To: Finance, Resources and Customer Services Policy Board

On: 30th August 2017

Report by: Chief Executive and the Director of Community Resources

Heading: Contract Authorisation Report: Festive Lighting 2017 up to 2021

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a NEC3 Term Service Short Contract for Festive Lighting 2017 up to 2021.
 - 1.2 This procurement exercise has been tendered in accordance with Renfrewshire Council's Standing Orders Relating to Contracts and the above EU Threshold Open Procedure for Services.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and was approved by the Director of Community Resources and Strategic Commercial and Category Manager.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance:
 - a) To award the Contract for Festive Lighting 2017 up to 2021 to Field and Lawn Limited

- b) to award the contract for 3 years with the option (at the discretion of the Council) to extend for up to 12 months. The starting date is anticipated to be 26th September 2017 with the contract duration running until 25th September 2020 with an option to extend up to 25th September 2021. The exact dates will be confirmed in the letter of award.
 - 2.2 It is recommended that the Finance, resources and Customer Services Policy Board authorise a spend of:
 - a) The contract value for three years is £366,588.50, excluding VAT
 - b) and the contract value should the extension option be taken is £485,377.00, excluding VAT
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3. **Background**

- 3.1 Community Resources has a budget allocation for festive lighting, this includes; the installation, maintenance, repairs, removal and storage of festive lighting at various locations throughout the Renfrewshire Council boundary area.
- 3.2 The festive lighting installation will meet key objectives of the Community Resources Service Improvement Plan 2016-2019.
- 3.3 A contract notice advertising the opportunity was published on the Official Journal of the European Union (OJEU) on 29th June 2017. Tender documentation was available for immediate download through the Public Contracts Scotland – Tender system.
- 3.4 During the tender period, thirteen (13) companies expressed an interest in the contract. By the closing date set for return of electronic tenders of 31st July 2017, three (3) companies had submitted a response.
- 3.5 The three (3) tender submissions were initially evaluated against a set of predefined bid selection criteria in the form of the European Single Procurement Document (ESPD) by representatives from Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety. One (1) submission failed as they did not participate in National Sector Scheme for Quality Management in Highway Work Scheme 8 which was a mandatory requirement for this contract.
- 3.6 The two (2) tenderers that met the minimum selection criteria were then evaluated against a set of award criteria which was based on 30% Technical and 70% Commercial.
- 3.7 The scores relative to the award criteria of the 4 tenderers are noted below:

	Price (%)	Quality (%)	Total (%)
Field and Lawn Limited	70.00	27.30	97.30
Power 1 Electrical Contractors Ltd	47.29	25.80	73.09

3.8 The evaluation of tenders received identified that the tender submitted by Field and Lawn Limited is the most economically advantageous.

3.9 Community benefits were sought as part of this Contract and Field and Lawn Limited advised within their tender submission that the following Community Benefits would be delivered:

- 5x S/NVQ (or equivalent) for an existing employee
- 1x Supply Chain Briefings with SME's
- 4x Financial support for a Community Project

Implications of the Report

1. **Financial** - The financial status of Field and Lawn Limited was assessed by undertaking a Dun and Bradstreet evaluation and it confirmed that the company satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated
3. **Community Planning** – The community benefits submitted under this contract are listed within section 3.9 of this report
4. **Legal** – The procurement of this contract has been conducted in accordance with the Council's Standing Orders relating to Contracts using the above EU open tender procedure for Services.
5. **Property/Assets** – None
6. **Information Technology** - None.
7. **Equality & Human Right** -
 - (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** – There are no health and safety implications associated with the award of the contract
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** – Field and Lawn Limited's insurances meet the requirements of the tender process.
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** – n/a

List of Background Papers

- (a) None

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