

To: Finance, Resources and Customer Services Policy Board

On: 23 November 2023

Report by: The Chief Executive and the Director of Finance and Resources

Heading: Paisley Museum Reimagined: Audio Visual & Information
Communication Technology Systems Integration Contract
Contract Reference: RC-CPU-23-013

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 Supply Contract for Paisley Museum Reimagined: Audio Visual & Information Communication Technology Systems Integration Contract (RC-CPU-23-013) to Heritage Interactive Ltd.
 - 1.2 The recommendation to award the Contract follows a procurement exercise conducted using the Open Procedure in accordance with the Council's Standing Orders Relating to Contracts and the Public Contract (Scotland) Regulations 2015 for an above Threshold Supply Contract.
 - 1.3 A contract strategy was approved by the Strategic Commercial & Procurement Manager and the Programme Director City Deal and Infrastructure in August 2023.
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2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorises the Head of Corporate Governance to:

- i) Award the Contract for Paisley Museum Reimagined: Audio Visual & Information Communication Technology Systems Integration Contract (RC-CPU-23-013) to Heritage Interactive Ltd.
 - ii) Authorise the total price of £419,861.10 excluding VAT as submitted by Heritage Interactive Ltd in their Tender Submission, and a 5% contingency.
 - iii) Note Heritage Interactive Ltd are required to obtain the appropriate level of Professional Indemnity insurance prior to commencement of the Contract.
 - iv) Note that it is anticipated that the Contract will commence 18 December 2023 or on the date confirmed in the Letter of Acceptance. It is anticipated the Contractor will deliver and install the equipment in phases commencing from 4 March 2024 to complete delivery and install by 8 October 2024. Exact dates for delivery and installation will be agreed with Contractor subject to completion of the Paisley Museum Re-imagined main works contract and the programme for Exhibition Fit-Out Contract.
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3. Background

- 3.1 As part of the Paisley Museum Re-imagined (PMR) Project, Renfrewshire Council seeks to appoint a competent and suitably experienced Contractor to supply, deliver, install and integrate audio visual and information communication technology systems (AV/ICT Systems) in the Paisley Museum.
- 3.2 The aim of the Paisley Museum Re-Imagined Project (PMR) is to create a visitor experience of international quality, through the redevelopment of Paisley Museum. This is the signature project of Paisley's regeneration which tells the inspirational stories of Paisley, its heritage and its pattern.
- 3.3 The transformation of the Museum is underpinned by a series of high-level strategic aims that will turn it into a:
 - Leading European Museum, telling the story of Paisley as a pattern and as a town.
 - Visitor destination, drawing its audience from Scotland, UK and overseas.
 - Platforming institution for learning, skills development, innovation and research.
 - Community resource at the heart of Paisley's local life.

- 3.4 The AV/ICT systems to be provided at Paisley Museum comprise high standard video, audio, lighting, and interactive elements that combine to deliver an exemplary visitor experience, within the context of a long established municipal museum.
- 3.5 A contract notice for this tender was dispatched to Find a Tender Service via Public Contract Scotland advertising portal on 8 September 2023 and the tender documentation was made available or downloading from Public Contract Scotland – Tender platform on the same date.
- 3.6 During the tendering live period, 29 organisations expressed an interest in the Contract. By the closing date set for return of electronic tenders of 12 noon on Tuesday 10 October 2023, 6 organisations (tenderers) had submitted a response. Of the original 29, 12 did not respond and 11 declined to respond.
- 3.7 Of the six tender submissions received, each contained a completed Single Procurement Document (Scotland) (SPD (Scotland)) as required by the Invitation to Tender and these were evaluated against the pre-determined set of criteria in the SPD (Scotland) by Douglas Bolton trading as DBAV, representatives from Renfrewshire Leisure Limited t/a OneRen and the following Council services: Chief Executives Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.
- 3.8 All six tender submissions confirmed they met the requirements of the SPD and progressed to evaluation against the published award criteria of 60% Quality / 40% Price.
- 3.9 The scores relative to the award criteria for the six tenderers are noted below:

	Price (40%)	Quality (60%)	Total (100%)
Heritage Interactive Ltd	40.00%	46.50%	86.50%
Sysco Productions Ltd	35.72%	50.50%	86.22%
Creative Technology Limited	36.98%	42.50%	79.48%
D J Willrich Limited	32.23%	46.25%	78.48%
Electrosonic Limited	34.37%	43.75%	78.12%
Blue Elephant (UK) Limited	28.65%	35.00%	63.65%

- 3.10 The evaluation of tender submissions received identified that the submission by Heritage Interactive Ltd was the most economically advantageous tender.
- 3.11 Community Benefits were requested as part of the procurement and Heritage Interactive Ltd have committed to deliver the following Community Benefits:

Community Benefit	No of People/ Activity
Financial Support for a Community Project/Group	1
Non-financial support for a Community Project/Group	1

Implications of the Report

1. **Financial** – The costs will be £419,861.10 excluding VAT and will be met from within the existing AV provision in the capital project budget.
2. **HR & Organisational Development** – None arising directly from this report.
3. **Community/Council Planning** –
 - **Our Renfrewshire is thriving** – maximising economic growth that is inclusive and sustainable
 - **Our Renfrewshire is well** – supporting the wellness and resilience of our citizens and communities
 - **Our Renfrewshire is fair** - addressing the inequalities that limit life chances
 - **Reshaping our place, our economy, and our future**
 - Delivering improvement to Paisley's cultural assets
 - **Creating a sustainable Renfrewshire for all to enjoy**
 - Keeping local places clean and attractive
4. **Legal** – The Procurement of this Supply Contract has been conducted, in accordance with the Council's Standing Orders Relating to Contracts June 2023 and Public Contract (Scotland) Regulations 2015.
5. **Property/Assets** – The AV equipment will be added to the Council's asset register.
6. **Information Technology** – None arising directly from this report.

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.
8. **Health & Safety** – Heritage Interactive Ltd's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's requirements regarding health and 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** – Heritage Interactive Ltd insurances have been assessed to confirm that they meet the requirements regarding insurance risk.

Heritage Interactive Ltd has the necessary insurances, except Professional Indemnity (PI) insurance to the level required. They have committed to obtain the required PI insurance prior to commencement of the Contract.

11. **Privacy Impact** – None arising directly from this report.
12. **Cosla Policy Position** – None arising directly from this report.
13. **Climate Risk** – The Scottish Government Sustainability was carried out as part of the strategy for this procurement. The impact is considered low risk however a non-scored question was included in the tender and Heritage Interactive Ltd confirmed they:
 - Take steps to minimise waste generated on-site
 - Have appropriate arrangements in place for the removal of excess packaging and materials from site and recycle where possible including electrical products through secure waste disposal partners.

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