

To: Finance, Resources and Customer Services Policy Board

On: 2nd February 2022

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

Heading: Contract Award: Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106)

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 Services Contract for Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106) to Robertson-Acom Limited.
- 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with the Public Contracts (Scotland) Regulations 2015 for an above GPA Threshold contract using the Open Tender Procedure and the Council's Standing Orders Relating to Contracts.
- 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic Commercial and Procurement Manager on 27th October 2021.
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2. Recommendations

It is recommended that the Finance, Resources and Customer Services Policy Board:

- (a) Authorise the Head of Corporate Governance to award a Services Contract for Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106) to Robertson-Acom Limited;
- (b) Authorise the award of a Contract up to a total contract value of £425,000.00 excluding VAT for the contract period (where the initial and both extension periods are utilised);
- (c) Note the service contract is for a period of three (3) years with the option to extend for two further twelve (12) month periods. The anticipated Date of Commencement is 1st April 2022. The actual Date of Commencement will be confirmed in the Council's Letter of Acceptance to Robertson-Acom Limited; and
- (d) Note that Robertson-Acom Limited is required to enter into a Data Processor Agreement with the Council as a requirement of this Contract.

3. **Background**

- 3.1 This procurement is for the appointment of a suitably experienced contractor to contract to carry out the maintenance and reactive repairs of the door entry, CCTV & digital aerial systems within specific Council properties (the " Contract").
- 3.2 For the procurement of this Contract, a contract notice was published via the Public Contracts Scotland advertising portal to the Find a Tender Service ("FTS") on 27th October 2021 with the tender documentation available for download from the Public Contracts Scotland-Tender platform on this date once published on FTS.
- 3.3 During the live tender period, fifteen (15) organisations expressed an interest in the Contract. By the closing date set for the return of electronic tender submissions, 12noon on Monday 6th December 2021, four (4) companies submitted a tender response, three (3) declined to respond and eight (8) did not submit a response.
- 3.4 Tenderers were required to complete an SPD to be submitted with their tender submission in accordance with Regulation 60 of the Public Contracts (Scotland) Regulations 2015. The four (4) tender submissions received contained a completed Single Procurement

Document (SPD) which was evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) by representatives from the following Council services: Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety. The four (4) tender submissions received complied with the minimum criteria of the SPD.

3.5 All four (4) tenderer submissions progressed to evaluation against the award criteria weighting of 60% Price and 40% Quality.

3.6 The scores relative to the four (4) tenderers are noted below:

	Price (60%)	Quality (40%)	Total (100%)
Robertson-Acom Limited	60.00%	38.75%	98.75%
SPIE Scotshield Limited	22.60%	37.50%	60.10%
Invincible Security Ltd.	27.20%	29.25%	56.45%
King Communications & Security Limited	4.94%	29.25%	34.19%

3.7 The evaluation of tender submissions received identified that the submission by Robertson-Acom Limited was the most economically advantageous tender.

3.8 The form of Contract will be SBCC Measured Term Contract, for use in Scotland (MTC/ Scot), 2011 Edition supplemented and/or amended by the Employers Amendments.

3.9 This Contract is funded from the Revenue – General Services Budget, Cost Centre: DHM001 Account Code: R2011.

3.10 Community Benefits were requested as part of this procurement process and Robertson-Acom Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

Community Benefit Description	No of People / Activity
Job for an unemployed individual	1
Work Experience Placement for an individual aged 14 to 16 years of age	1
S/NVQ (or equivalent) for	1

<ul style="list-style-type: none"> • New Employee • Existing Employee • Supply Chain Employee 	
Industry Awareness Events	2
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	1
Financial Support for a Community Project	2

Implications of the Report

1. **Financial** – The cost for the services arising from this contract will met by the Revenue – General Services Budget.
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning –**
 - ***Building strong, safe and resilient communities –***
 - Working with partners to keep people safe – properly maintained and secure door entry and CCTV systems will help to keep Renfrewshire residents safe.
 - Supporting vulnerable people – keeping vulnerable residents safe in their homes with effective security measures.
 - Supporting independent living and social isolation – a safe living environment will provide a more secure way for residents to retain a level of independence.
4. **Legal** – The procurement of this Contract was conducted as an above GPA Regulated (Services) Open Procurement Procedure in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council’s Standing Orders Relating to Contracts.
5. **Property/Assets** - This contract will assist the Council in its legal obligation to ensure that all properties under its control are safe to use.
6. **Information Technology** – No Information Technology implications have arisen or are anticipated.
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 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** – Robertson-Acom Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedure outlined within this report ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern government.
10. **Risk** – Robertson-Acom Limited's insurances were evaluated by Corporate Risk and met the Council's minimum requirements regarding insurable risk.
11. **Privacy Impact** – Property Services will liaise with the Information Governance team to complete a Data Protection Impact Assessment (DPIA).
12. **Cosla Policy Position** - No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of these works has been assessed using the Scottish Government Sustainability Test and is considered to be low risk. **Energy Consumption** - The contractor will be required to consider energy saving measures where possible. **Vehicle Emissions** – The contractor will be required to demonstrate full consideration to vehicle emissions particularly when delivering on site. As part of the tender process, tenderers were mandated to provide environmental details on the vehicles that will be used to service this contract. **Materials – Scarcity** – The contractor will be required to repair/recycle/repurpose parts where possible. **Waste Production** – The contractor will be required to provide documented procedures for dealing with waste, including a site waste management plan.

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