

Notice of Meeting and Agenda Procurement Sub-Committee

Date	Time	Venue
Wednesday, 13 May 2015	14:30	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)

Meeting Details

The meeting will take place at 2.30 pm or at the conclusion of the Finance & Resources Policy Board whichever is the later.

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.

For further information, contact
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.

- | | | |
|-------------|---|----------------|
| 1(a) | Contract Authorisation Report - Measured Term Contract for CCTV/Intruder Fire Alarm/VESDA and Warden Aid Call Maintenance within Renfrewshire Council Public Buildings | 5 - 10 |
| | Joint report by the Director of Finance & Resources and the Director of Development & Housing Services | |
| 1(b) | Contract Authorisation Report - Residual Waste and Bulky Waste | 11 - 16 |
| | Joint report by the Director of Finance & Resources and the Director of Community Resources | |
| 1(c) | Contract Authorisation Report - Segregated Garden Waste | 17 - 20 |
| | Joint report by the Director of Finance & Resources and the Director of Community Resources | |
| 1(d) | Contract Authorisation Report - Supply and Installation of Photovoltaic Solar Panels - Phase 2 | 21 - 26 |
| | Joint Report by the Director of Finance & Resources and the Director of Development & Housing Services | |
| 1(e) | Contract Authorisation Report - Water and Waste Water Services | 27 - 30 |
| | Report by the Director of Finance & Resources | |

**1(f) Contract Authorisation Report - Provision of Housing
Support Services for Single Homeless People and
Childless Couples who may have Complex Needs**

31 - 36

Joint report by the Director of Finance & Resources and the Director of
Development & Housing Services

To: Procurement Sub Committee

On: 13th May 2015

**Joint Report
By
Director of Finance and Resources and Director of
Community Resources**

**Contract Authorisation Report
Measured Term Contract for CCTV / Intruder Fire Alarm /VESDA and Warden
Aid Call Maintenance within Renfrewshire Council Public Buildings**

1. Summary

- 1.1 The purpose of this contract authorisation report is to seek the approval of the Procurement Sub Committee to award a Measured Term Contract (MTC) for CCTV / Intruder Fire Alarm /VESDA and Warden Aid Call Maintenance within Renfrewshire Council Public Buildings.
 - 1.2 This procurement exercise has been conducted in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts. A Contract Strategy was prepared by the Corporate Procurement Unit and agreed by the Procurement Manager and Head of Property Services in February 2015.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee:

- a) Authorise that the initial term of the MTC shall be three years from the date of commencement, which is anticipated to be 6th July 2015, with an option to extend for a further 1+1 years.
 - b) Authorise the Head of Corporate Governance to award the contract for a MTC for, RC1502_3433(ITT7062), to SPIE Scotshield Limited. The value of the contract over the 3 year period will not exceed £630,000 and over 5 years will not exceed £1,050,000.
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3. Background

- 3.1 The Council has a requirement for a Contractor to carry out Planned/ /Reactive Maintenance/Statutory Compliance to the following systems CCTV/Intruder/Fire Alarm/VESDA and Warden Aid Call within Renfrewshire Council Public Buildings. Works will include planned maintenance carried out in accordance with an agreed programme of all identified systems and 24/7 365 day reactive call out and repairs to ensure all systems are fully serviced.
- 3.2 This contract was tendered in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
- 3.3 A contract notice was published on the Public Contracts Scotland advertising portal on 13th February 2015 with the tender documentation available to download 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 thirteen companies expressed an interest in the contract. By the closing date set for the return of electronic tenders, 12 noon on 30th March 2015, eight companies' submitted a response, one company declined to tender and four did not respond.
- 3.5 The eight electronic tender submissions received were evaluated by representatives from the Corporate Procurement Unit, Corporate Insurance, Health & Safety and Development & Housing against pre-determined Bid Selection Criteria which assessed their capacity, experience & track record and their technical and financial capabilities.
- 3.6 All Eight companies met the Bid Selection Criteria and were evaluated against a set of Award Criteria. The Award Criteria was based on a Price /Quality/Community Benefits ratio of 70%/20%/10%. The scores relative to the Award Criteria of each tenderer are as follows:

	Price (70%)	Methodology and Approach (20%)	Community Benefits (10%)	Total
SPIE Scotshield Limited	69.46%	15.00%	6.25%	90.71%
Chubb Fire & Security Ltd	49.60%	13.40%	3.50%	66.50%
Rapid Fire Services Ltd	49.39%	8.00%	3.95%	61.34%
ADT Fire & Security PLC	38.81%	14.40%	5.20%	58.41%
Boston Networks Ltd	32.67%	16.00%	8.60%	57.27%
FES Support Services Limited	37.11%	12.40%	7.20%	56.71%
Securus Group T/A Rodgers Goldshield Securus	24.92%	18.00%	8.80%	51.72%
Alarmfast Supervision Security Systems Ltd	29.45%	10.00%	3.75%	43.20%

- 3.7 It is recommended that the contract is awarded to SPIE Scotshield Limited, who is the most economically advantageous tenderer after evaluation.
- 3.8 The contract value for the service is within the Council's agreed budget at £210,000 per annum for both Planned and Reactive maintenance.
- 3.9 SPIE Scotshield Limited have committed to delivery of the following community benefits:

Outcomes/Activity	No of People/Activity
Modern Apprenticeships	1
Work Experience Placements (16+years)	1
Industry Awareness Days	1
School Mentoring	1
Supply Chain Briefings with SME's	1
Business Support Social Enterprises, Supported Businesses, Third Sector Organisations	1
S/NVQ's or equivalent for existing Employees	1

Implications of the Report

1. **Financial**

The financial status of SPIE Scotshield Limited 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**

SPIE Scotshield Limited has a commitment to deliver a number of Community benefits under this contract as detailed in section 3.10 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 Above EU Threshold Services 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**

SPIE Scotshield Limited'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**

SPIE Scotshield Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirement regarding risk.

11 Privacy Impact

A full Privacy Impact Assessment was carried out by the Council's Solicitor (Information Governance) in line with Information Commissioner's Office guidance. No significant privacy risks were identified; the privacy risks are managed and minimised via the data protection and information security provisions in the contract. A copy of the Privacy Impact Assessment is available on request.

List of Background Papers

None

Author: Joanna Lindsay, Procurement Adviser, tel no 0141 618 6906
Joanna.lindsay@renfrewshire.gov.uk.

To: Procurement Sub Committee

On: 13 May 2015

Report by:

**Joint Report
by
Director of Finance & Resources and Director of Community Resources**

CONTRACT AUTHORISATION REPORT – RESIDUAL WASTE & BULKY WASTE

1. Summary

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award two contracts to William Tracey Limited for the provision of treatment of residual waste and the treatment of bulky waste.
- 1.2 These contracts will be commissioned under the following lots within the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste:
 - Lot 1:- Treatment of Residual Waste, Approx 39,000 tonnes per annum
 - Lot 2:- Treatment of Bulky Waste, Approx 600 tonnes per annum.
- 1.3 A contract strategy document for the Treatment of Residual Waste and Bulky Waste was signed in April 2015 by the Procurement Manager and Director of Community Resources.
- 1.4 The contract for the treatment of residual waste requires William Tracey Limited to operate the Council owned waste transfer station at Linwood with residual

waste received at the transfer station then being transported in bulk to a Refuse Derived Fuel (RDF) processing site in Holland or Sweden or sent to landfill.

1.5 Bulky waste is also processed and sorted into recyclable material with any remaining material going to RDF or Landfill.

1.6 The current contracts for the treatment of residual and bulky waste are with William Tracey Limited.

2. Recommendations

It is recommended that the Procurement Sub-Committee:

2.1 Authorise the Head of Corporate Governance to award the following contracts under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste (Contract Schedule Number 14-13):

- Treatment of Residual Waste to William Tracey Limited. Spend on this contract will not exceed £16,497,000 over the maximum four year contract duration; and
- Treatment of Bulky Waste to William Tracey Limited. Spend on this contract will not exceed £252,000 over the maximum four year contract duration.

2.2 Authorise that both contracts will commence on 5 July 2015 to 4 July 2018 with an option to extend for up to 12 months subject to contract performance and agreement on cost.

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 1 of the framework for the treatment of residual waste and Lot 2 of the framework for the treatment of bulky waste. This analysis demonstrated that William Tracey Limited provided best value for the Council for both the treatment of residual waste and the treatment of bulky waste.
- 3.6 The contracts recommended for award within this report, includes a rate for the treatment of residual waste and a rate for the treatment of bulky waste. Also incorporated within the overall treatment cost is a RDF fee which will increase in line with landfill tax and an annual inflation rise based on the Consumer Price Index (CPI).
- 3.7 The Council's anticipated spend under the framework until 4 July 2019 is approximately £16,749,000 however this figure may vary depending on the tonnage of residual and bulky waste collected from households and any increase in landfill Tax / RDF and CPI. It is anticipated that the contract spend will not exceed £16,749,000 with spend being met from the Community Resource's revenue budget. There is an annual saving in the region of £179,400 based on current tonnages for the treatment of residual waste and an annual saving in the region of £1,434 for the treatment of bulky waste.
- 3.8 Award of these contracts to William Tracey Limited will provide continuity of employment for 10 Renfrewshire residents. In addition, William Tracey Limited have committed to delivery of the following additional community benefits:
- 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;
 - £65,000 financial support to St Vincent Hospice, Johnstone to build a sensory garden;
 - 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;
 - Provision of a 3-6 month contract for a University student or Graduate regarding a project relating to carbon reduction; and
 - Supporting the Council's charity events, including the Council Ball in aid of classrooms for Malawi.

Implications of the Report

1. **Financial** – Financial costs will be met from Community Resources revenue budget for waste. The handling cost per tonne of residual waste offered by William Tracey Limited under the Scotland Excel framework is approximately 19% lower than the current cost per tonne. An additional saving of 2% has also been achieved on the cost per tonne for bulky waste. The overall total annual saving amounts to £180,834. It is intended that this saving will be redirected into the waste reserve budget to offset the cost of treating other waste streams.
- 1.2 The financial status of William Tracey Limited was assessed, and satisfied the Council's requirements
2. **HR & Organisational Development** – None
3. **Community Planning** – William Tracey Limited have committed to delivery of community benefits as outlined in Section 3.8 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**

The Linwood Transfer Station will continue to be leased to William Tracey Limited. All costs associated with operation of the site (utilities, rates, etc) will be borne by the William Tracey Limited, who are also responsible for securing all waste management licensing for the site.

William Tracey Limited has committed to vacating this site prior to the contract end date to allow the Council to undertake renovation works in advance of the Council handing the transfer station over to the Clyde Valley Waste Management Solution. The Council will liaise with William Tracey Limited to develop an exit plan to manage this handover.
6. **Information Technology** – No ICT implications.
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

List of background papers

- (a) None

Author: Graeme Beattie, telephone number 0141 618 4710, email address graeme.beattie@renfrewshire.gov.uk

To: Procurement Sub Committee

On: 13 May 2015

Report by:

**Joint Report
by
Director of Finance & Resources and Director of Community Resources**

CONTRACT AUTHORISATION REPORT – SEGREGATED GARDEN WASTE

1. Summary

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award a contract to GP Green Recycling Ltd for the provision of treatment of Segregated Garden Waste.
 - 1.2 The contract will be commissioned under the following Lot within the Scotland Excel Framework for the Treatment of Organic Waste
 - Lot 2:- Treatment of Segregated Garden Waste
 - 1.3 A contract strategy document for the Treatment of Segregated Garden Waste was signed in April 2015 by the Procurement Manager and Director of Community Resources.
-

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 Treatment of Organic Waste (Contract Schedule Number 10-12 to GP Green Recycling Ltd.

- Treatment of Segregated Garden Waste to GP Green Recycling Ltd. Spend on this contract will not exceed £1,370,000 over the maximum four year contract duration

2.2 Authorise that the contract will commence on 1 June 2015 to 31 May 2018 with an option to extend for up to 12 months subject to contract performance and agreement on cost.

3. Background

3.1 Scotland Excel established a framework agreement for the treatment of organic waste. All 32 Local Authorities in Scotland have the opportunity to participate in this framework agreement. The framework agreement includes the treatment of food waste, segregated garden waste and Co-mingled Food and Garden 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. Twelve suppliers were awarded onto the framework agreement across three lots.

3.5 To gain market intelligence, Renfrewshire Council carried out a capability assessment in order to identify the level of interest and competition from the market. The results concluded only one supplier GP Green Recycling Ltd was willing to tender for the Council business whilst other suppliers referenced that that existing contractual obligations and insufficient capacity was a factor in not wishing to bid for the Council business.

3.6 The Council's anticipated spend under the framework until 31 May 2019 is approximately £1,370,000 however this figure may vary depending on tonnage of garden waste collected from households. It is anticipated that the contract spend will not exceed £1,370,000 with spend being met from the Community Resource's revenue budget. The pricing shall remain fixed for the duration of the contract.

3.7 GP Green Recycling Ltd have committed to delivery of the following community benefits:

- Support Renfrewshire Council by supplying free compost for an agreed project.
 - Support educational visits to view the state of the art processing plant located in Blantyre.
 - Retain local employment by sub contracting the handling and transportation of the segregated garden waste to a local Renfrewshire company.
-

Implications of the Report

1. **Financial** – Financial costs will be met from Community Resources revenue budgets for each financial year.

The financial status of GP Green Recycling Ltd was assessed, and satisfied the Council's requirements.

2. **HR & Organisational Development** – None

3. **Community Planning** – GP Green Recycling Ltd 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** - None.

6. **Information Technology** – No ICT implications.

7. **Equality & Human Rights** – GP Green Recycling Ltd Equality & Human Rights has been assessed under the Scotland Excel Framework for the Treatment of Organic Waste and have confirmed their compliance with their statutory obligations in respect of Equality and Human Rights.

8. **Health & Safety** – GP Green Recycling Ltd Health & Safety has been assessed under the Scotland Excel Framework for the Treatment of Organic 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

List of background papers

(a) None

Author: Graeme Beattie, telephone number 0141 618 4710, email address graeme.beattie@renfrewshire.gov.uk

To: Procurement Sub Committee

On: Wednesday 13th May 2015

**Joint Report
by
Directors of Development & Housing Services and Finance & Resources**

**Contract Authorisation Report
Supply and Installation of Photovoltaic Solar Panels – Phase 2
RC1503_3190 (ITT6507)**

1. Summary

The purpose of this paper is to seek approval from the Procurement Sub Committee to award a Package Order for the Supply and Installation of Photovoltaic Solar Panels – Phase 2. The photovoltaic solar panels will be installed in the following ten (10) Locations:

- Houston Primary School
- St Fillan's Primary School
- Ralston Primary School
- East Fulton Primary School
- St Charles Primary School
- St Peter's Primary School
- West Primary School
- Williamsburgh Primary School
- St Mary's Primary School
- Lochwinnoch Primary School

This Package Order was tendered under the Council's Framework Agreement for Design, Supply and Installation of Photovoltaic Solar Panels.

2. Recommendations

2.1 It is recommended that the Procurement Sub Committee authorise:

- a. the Head of Corporate Governance to award the contract for the Supply and Installation of Photovoltaic Solar Panels – Phase 2, to Emtec Group Limited, and the value of the contract is £197,094 excluding VAT;
- b. the term of contract is estimated as 6 weeks.

2.2 note the anticipated site start date is Monday 29th June 2015 and the anticipated completion date for all works is Monday 10th August 2015.

3. Background

3.1 The award of the framework agreement for the Design, Supply and Installation of Photovoltaic Solar Panels, was approved by the Procurement Sub Committee on Wednesday 22nd January 2014.

3.2 The following four (4) contractors were accepted onto this framework agreement:

- FES Support Services Limited
- AC Gold Electrical Services Limited
- Emtec Group Limited
- Campbell & Kennedy Limited

3.3 All four (4) framework agreement contractors were invited to participate in the electronic mini competition for the Supply and Installation of Photovoltaic Solar Panels – Phase 2. Three (3) of the contractors submitted a mini competition tender submission by the closing date of Wednesday 18th March 2015. FES Support Services Limited did not respond to the mini-competition.

3.4 All three (3) bids submitted passed bid selection and were then evaluated against the Award Criteria. The Award Criteria applied consisted of a Price / Quality ratio of 70% / 30% (10% of the 30% quality was allocated to Community Benefits). The evaluation of the tender submissions was undertaken by representatives of the Corporate Procurement Unit and Development and Housing Services.

	Price (%)	Quality (%)	Total (%)
Emtec Group Limited	70.00	20.25	90.25
Campbell & Kennedy Ltd	60.43	27.00	87.43
AC Gold Electrical Services Limited	57.97	21.85	79.82

- 3.5 As indicated in the table above, the most economically advantageous mini-competition submission was offered by Emtec Group Limited. The value of the contract is £197,094 excluding VAT. This represents a saving of £72,906 (27.00%) when compared to the Service Department's allocated capital budget of £270,000.
- 3.6 No performance bond has been requested. The contractor will provide a manufacturer's replacement warranty for each of the Photovoltaic panels supplied under this Package Order which shall be in place for a minimum period of five (5) years. The contractor will ensure that the photovoltaic module output performance be guaranteed for a minimum of ten (10) years to 90% of the originally specified power output, and for a minimum of twenty (20) years to 80% of the originally specified power output.
- 3.7 Emtec Group Limited's commitment to the delivery of community benefits under this contract include:

Outcomes / Activity	No of People
Graduates	1
Career Events	1
Workplace Visits	1

Implications of the Report

1. Financial

A financial assessment of all framework agreement contractors was undertaken as part of the assessment for acceptance onto the framework agreement. A further financial check has indicated that there is no significant financial risk associated with Emtec Group Limited.

2. HR & Organisational Development

None

3. Community Planning

Emtec Group Limited has a commitment to deliver a number of community benefits under the contract as detailed in paragraph 3.7.

Greener - The supply and installation of solar photovoltaic panels represents an investment in more efficient buildings to reduce the Council's carbon footprint.

4. Legal

The tendering procedures for this Package Order were in accordance Renfrewshire Council Standing Orders relating to Contracts and with the terms

issued for a Package Order under the Framework Agreement for the Design, Supply and Installation of Photovoltaic Solar Panels.

5. Property Assets

The investment will improve the suitability of council property assets so that they are more energy efficient and better meet service needs.

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 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

Emtec Group Limited Health & Safety track record and the processes and procedures in place were assessed at the point of establishing the framework agreement.

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

Corporate Risk have vetted the insurance provision held by the recommended company and have confirmed that it satisfied the minimum requirement relative to this contract.

11. Privacy Impact

The Privacy Impact Assessments (PIAs) procedure was not deemed necessary for this procurement.

List of background papers

(a) Background Paper 1

None

Author: Andrew Fitzpatrick
Corporate Procurement Unit
andrew.fitzpatrick@renfrewshire.gov.uk
0141 618 4095

To: **Procurement Sub-Committee**

On: **13th May 2015**

Report by:

Report

by

Director of Finance and Resources

Heading:

**Contract Authorisation Report:
Water and Waste Water Services**

1. Summary

- 1.1 The purpose of this report is to seek authorisation from the Procurement Sub Committee for the renewal of the Agency Agreement and to utilise the current contract extension of Scottish Procurement's Water and Waste Water Services contract with the current provider, Business Stream, from 1st April 2015.
- 1.2 The new national contract for Water and Waste Water Services was due to commence on 1 April 2015, however the award of the contract has been delayed and Scottish Procurement has therefore extended the existing agreement with the current provider.
- 1.3 A further report will be brought before the Procurement Sub-Committee relative to the new arrangements once they are put in place by Scottish Procurement.

2. Recommendations

2.1 It is recommended that the Procurement Sub-Committee retrospectively authorise the Procurement Manager, on behalf of the Council:

- to renew the Agency Agreement for the supply of Water and Waste Water Services from 1 April 2015 to 30 June 2018, or such period as may be permitted under its terms; and
- utilise any contract extensions with Business Stream (the current provider), until Scottish Procurement's new Water and Waste Water Services Contract has been awarded.
- The value of the extensions will be approx. £101,000 per month until the new contract is available.

3. Background

3.1 National contracts for commercial utilities for water services, electricity and gas are tendered by Scottish Procurement for the public sector in order to achieve economies of scale.

3.2 The Council utilises all of these contracts.

3.3 The Scottish Procurement current contract for Water and Waste Water Services commenced on 1st April 2011 and was due to expire on 31st March 2015, this has been extended by the Scottish Procurement until 30th June 2015 due to delays with the award of the new Water and Waste Water Services contract. The Scottish Procurement will continue to extend the current contract until such time as they are able to conclude the award of the new contract.

Implications of the Report

1. Financial

The cost for the contract extension is financed via services revenue budgets.

2. HR & Organisational Development

None

3. Community Planning

None

4. Legal

The Agency Agreement details the level of authority Scottish Procurement is given by Renfrewshire Council to enter into water and waste water services

contracts on the Council's behalf from 1 April 2015 to 31 March 2018 (or any extension to that period made in accordance with its terms).

5. **Property Assets**

None

6. **Information Technology**

None

7. **Equality & Human Rights**

None.

8. **Health & Safety**

None

9. **Procurement**

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

10. **Risk**

None.

11. **Privacy Impact**

Not Applicable

Author: Suzanne Gibb, Assistant Category Manager, 0141 618 7042,
suzanne.gibb@renfrewshire.gov.uk.

To: **Procurement Sub-Committee**

On: **13th May 2015**

Report by:

Joint Report

by

**Director of Finance and Resources and the Director of
Development and Housing Services**

Heading:

Contract Authorisation Report:

**The Provision of Housing Support Services for Single Homeless
People and Childless Couples who may have Complex Needs**

(Current Location: 17 Abercorn Street, Paisley, PA3 4AA)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award the Contract for the Provision of Housing Support Services for Single Homeless People and Childless Couples who may have Complex Needs to Loretto Care.

- 1.2 This procurement exercise has been conducted in accordance with the Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2012 relating to Part B Services.
-

2. Recommendations

- 2.1 It is recommended that the Procurement Sub-Committee authorise the award of the Contract for the Provision of Housing Support Services for Single Homeless People and Childless Couples who may have Complex Needs (Contract Reference RC1411_3133 ITT 6380) to Loretto Care who are also the incumbent provider of the existing service.
- 2.2 The Procurement Sub-Committee is asked to approve that the contract term will be for three (3) years from 1st June 2015 at value of up to £567,108.73 excluding VAT with an option to extend for a further one (1) year period on two (2) occasions, bringing the total contract length, if extended, to five (5) years with a maximum value of £945,181.21, excluding VAT.
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3. Background

- 3.1 Renfrewshire Council has a statutory duty to provide accommodation and housing support to unintentionally homeless individuals and families under the Housing (Scotland) Act 1987 as amended. This contract seeks to aid the Council in meeting this statutory duty as well as helping single homeless people and childless couples who may have complex needs who are in need of support and accommodation to move out of homelessness and on to settled accommodation within the community. The Service is currently provided by Loretto Care under a contract which is due to end on 31 May 2015
- 3.2 On the 17th November 2014 a contract notice and Invitation to Tender were voluntarily published on the Public Contracts Scotland Web Portal and the Public Contracts Scotland – Tenders web portal, respectively. A notice was also published to OJEU on 19th November 2014 voluntarily. Eleven (11) Service Providers accessed the documents with one (1) providing a tender submission by the closing date of 19th December 2014 at 12:00.
- 3.3 The tender submission received was evaluated against a pre-determined voluntarily published set of Bid Selection Criteria by officers from the following services: Corporate Procurement Unit, Corporate Risk, Corporate Health & Safety and Housing which assessed each tenderer against; completeness of submissions, financial stability, insurance provision, eligibility to contract, suitability of health and safety policies, compliance with all relevant statutory obligations, compliance with terms and conditions of contract; capacity to undertake the provision and experience and track record.

3.4 As the tender submission was compliant it was assessed against the published Award Criteria which was based on a 30/70 price/quality split in favour of quality with the respective score detailed in the table below;

Tenderer	Price (30%)	Quality (70%)	Total Score (100%)
Loretto Care	30.00%	51.10%	81.10%

3.5 After the evaluation of the tender submission against the Award Criteria post tender negotiations were carried out to clarify a number of elements of Loretto Care's bid as well as improving the value of their proposal.

3.6 This Contract for services is funded through general service housing account and has achieved an estimated saving of £2,891.27 against a budget of £570,000.00 for the three (3) year initial period.

3.7 Loretto Care is committed to the following Community Benefits:

- Any Abercorn Street Service User, at Stage 3 of the Scottish Government Employability Pipeline, will benefit from access to a greater number of apprenticeship opportunities due to Loretto Care's membership of the Wheatley Group
- Any Abercorn Street Service User applying for Loretto Care's Janitor Training Programme will benefit from access to a greater number of opportunities due to Loretto Care's membership of the Wheatley Group
- Loretto Care will actively promote local recruitment.
- Loretto Care will offer placements to students of social work, nursing and health related professions in Renfrewshire.
- Loretto Care will use their Fuel Action Poverty Partnership to write off the fuel debt of customers who meet the criteria to do this.
- Will work with the Council's development and housing services to deliver information workshops to secondary schools pupils highlighting the triggers that make some individuals more likely to become homeless and teaching pupils about the skills needed to sustain a home.

Implications of the Report

1. **Financial**
This Contract for services is funded through the general service housing account and has achieved an estimated saving of £2,891.27 against a budget of £570,000.00 for the three (3) year initial period.
2. **HR & Organisational Development** None
3. **Community Planning**
Loretto Care are committed to providing far reaching benefits to the wider Renfrewshire Community through its delivery of this Housing Support Services Contract, details are provided in section 3.7 of this report.
4. **Legal**
The Contract will be awarded in accordance with all applicable legislation and in accordance with the Council's Standing Orders relating to Contracts. This Contract will contribute towards the Council's statutory duties under the relevant Scottish housing acts and legislation.
5. **Property Assets**
None
6. **Information Technology**

None
7. **Equality & Human Rights**
Due the service remaining unchanged from the previous provision 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**
Corporate Health & safety have vetted the Health & Safety submission and confirmed that Loretto Care have satisfied the minimum requirements relating to the requested health and safety information.
9. **Procurement**
The provision has been tendered in accordance with the Public Contracts (Scotland) Regulations 2012 relating to Part B services and the Council's Standing Orders Relating to Contracts.
10. **Risk**
Corporate Risk vetted the indemnity provision held by Loretto Care and are satisfied that the relevant provisions are in place.
11. **Privacy Impact**
The Service Provider will have access to and hold personal data pertaining to the individuals referred to the service by Renfrewshire Council. The Service

Provider is required to comply with the Council's Data Protection requirements as detailed in the General Conditions of Contract. Further the Service Provider must comply with its duties under the Data Protection Act 1998.

Author: John Woods, Senior Procurement Specialist, 0141 618 7036,
john.woods@renfrewshire.gov.uk

