

Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 13 May 2015	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Mack, Murrin, Noon and Williams.

CONVENER

Councillor Holmes, Convener presided

IN ATTENDANCE

A Russell, Director of Finance & Resources; F Hughes, Procurement Manager, K Scott, Assistant Category Manager and P Shiach, Committee Services Officer (all Finance & Resources).

APOLOGIES

Councillor McGurk

DECLARATIONS OF INTEREST

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

1(a) CONTRACT AUTHORISATION REPORT - MEASURED TERM CONTRACT FOR CCTV/INTRUDER FIRE ALARM/VESDA AND WARDEN AID CALL MAINTENANCE WITHIN RENFREWSHIRE COUNCIL PUBLIC BUILDINGS

There was submitted a joint report by the Directors of Finance & Resources and Community Resources relative to the award of a Measured Term Contract (MTC) for CCTV /Intruder Fire Alarm/ VESDA and Warden Aid Call Maintenance within Renfrewshire Council Public Buildings.

The report indicated that at the deadline for the return of tenders, eight bids had been received. Following evaluation all eight submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report

DECIDED:

(i) That the initial term of the MTC for a period of three years from the date of commencement, which was anticipated to be 6th July 2015 with an option to extend to a further one plus one years, be approved;

(ii) That the Head of Corporate Governance be authorised to award the contract for an MTC, RC1502_3433 (ITT7062) to SPIE Scotshield Limited; and

(iii) That it be noted that the value of the contract over the three year period would not exceed £630,000 and over five years would not exceed £1,050,000.

1(b) CONTRACT AUTHORISATION REPORT - RESIDUAL WASTE AND BULKY WASTE

There was submitted a joint report by the Directors of Finance & Resources and Community Resources relative to the award of two contracts for the provision of treatment of residual waste and the treatment of bulky waste.

The report advised that the contracts would 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, approximately 39,000 tonnes per annum; and
- Lot 2:- Treatment of Bulky Waste, approximately 600 tonnes per annum.

The report intimated that a contract strategy document for the Treatment of Residual Waste and Bulky Waste was signed in April 2015 by the Procurement Manager and the Director of Community Resources.

The report indicated that Scotland Excel had established a framework agreement for the treatment of recyclable and residual waste in July 2014 and all 32 Local Authorities had the opportunity to participate in the agreement. Details of the procurement process were contained in the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the following contracts under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste (contract schedule number 14-23);

- Treatment of Residual Waste to William Tracey Limited, it being noted that spend on the contract would not exceed £16,497,000 over the maximum four year contract duration; and

- Treatment of Bulky Waste to William Tracey Limited, it being noted that spend on the contract would not exceed £252,000 over the maximum four year contract duration; and

(ii) That it be agreed that both contracts would commence on 5th July 2015 for an initial period of three years, until 4 July, 2018, with an option to extend for up to 12 months subject to contract performance and agreement on cost.

1(c) CONTRACT AUTHORISATION REPORT - SEGREGATED GARDEN WASTE

There was submitted a joint report by the Directors of Finance & Resources and Community Resources relative to the award of the contract for the provision of treatment of segregated garden waste.

The report indicated that Scotland Excel had established a framework agreement for the treatment of organic waste. All 32 Local Authorities had the opportunity to participate in the agreement. Details of the procurement process were contained in the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the following contract under the Scotland Excel framework for the treatment of organic waste (contract schedule number 10-12):

- Treatment of Segregated Garden Waste to GP Green Recycling Limited, it being noted that spend on the contract would not exceed £1,370,000 over the maximum four year contract duration; and

(ii) That it be agreed that the contract would commence on 1st June, 2015 for an initial period of three years, until 31st May, 2018, with an option to extend for up to 12 months subject to contract performance and agreement on cost.

1(d) CONTRACT AUTHORISATION REPORT - SUPPLY AND INSTALLATION OF PHOTOVOLTAIC SOLAR PANELS - PHASE 2

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to the award of a package order for the supply and installation of photovoltaic solar panels – phase 2 in 10 schools throughout the Renfrewshire area.

The report indicated that the award of a framework agreement for the design supply and installation of photovoltaic solar panels was approved by the Procurement Sub-Committee on 22 January, 2014 and four contractors were accepted onto the framework.

The report advised that all four contractors on the framework were invited to participate in a mini competition for the supply and installation of photovoltaic solar panels – phase 2. At the deadline for the return of tenders, three bids had been received. Following evaluation all three submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for the supply and installation of photovoltaic solar panels – phase 2 to Emtec Group Limited, it being noted that the contract value was £197,094 excluding VAT;

(ii) That it be noted that the term of the contract was estimated as six weeks; and

(iii) That it be noted that the anticipated site start date was Monday 29th June, 2015 with an anticipated completion date of Monday 10th August, 2015.

1(e) CONTRACT AUTHORISATION REPORT - WATER AND WASTE WATER SERVICES

There was submitted a report by the Director of Finance & Resources relative to the renewal of the agency agreement to utilise the current extension of Scottish Procurement's Water and Waste Water Services contract with the current provider, from 1st April, 2015.

The report advised that a new national contract for water and waste water services was due to commence on 1st April, 2015 however the award had been delayed and Scottish Procurement had extended the existing agreement with the current provider.

DECIDED:

(i) That the Procurement Manager be authorised to renew the agency agreement for the supply of water and waste water services from 1st April, 2015 to 30th June, 2018, or such a period as may be permitted under its terms;

(ii) That any contract extensions with Business Stream (the current provider) be utilised until Scottish Procurement's new water and waste water services contract has been awarded; and

(iii) That it be noted that the value of any extensions would be approximately £101,000 per month until the new contract was available.

1(f) **CONTRACT AUTHORISATION REPORT - PROVISION OF HOUSING SUPPORT SERVICES FOR SINGLE HOMELESS PEOPLE AND CHILDLESS COUPLES WHO MAY HAVE COMPLEX NEEDS**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to the award of the contract for the provision of housing support services for single homeless people and childless couples who may have complex needs.

The report indicated that at the deadline for the return of tenders, one submission had been received. The tender was evaluated against a pre-determined voluntarily published set of bid selection criteria, details of which were contained within the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for the provision of housing support services for single homeless people and childless couples who may have complex needs (contract reference RC1411_3133ITT 6380) to Loretto Care, who were the incumbent provider of the existing service; and

(ii) That the contract term of three years from 1st June, 2015 be approved, it being noted that the value of the contract would be up to £567,108.73 excluding VAT, with an option to extend for a further one year period on two occasions, bringing the total length of the contract, if extended, to five years with a maximum value of £945,181.21 excluding VAT.

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Date	Time	Venue
Wednesday, 03 June 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Mack, Murrin, Nicolson and Williams.

IN ATTENDANCE

K Graham, Head of Corporate Governance and J Lynch, Head of Property Services (both Finance & Resources); K Anderson, Amenity Services Manager (Waste) (Community Resources); F Hughes, Procurement Manager, K Scott, Assistant Category Manager and P Shiach, Committee Services Officer (all Finance & Resources).

CONVENER

Councillor Holmes, Convener presided.

APOLOGIES

Councillors McGurk and Noon.

DECLARATIONS OF INTEREST

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

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

There was submitted a joint report by the Director of Finance & Resources and the Director of Community Resources relative to the award of a contract for the treatment of co-mingled dry recyclates.

The report advised that the contract would be called off under Lot 8 as detailed within the Scotland Excel Framework for the treatment of recyclable and residual waste.

The report indicated that following a contract default by the Council's contractor for the treatment and disposal of this waste stream, the Council required to put in place a temporary arrangement. An interim arrangement was agreed with William Tracey Limited to treat and dispose of the Council's co-mingled dry recycle waste.

The report intimated that the interim arrangement commenced on 7 April, 2015 and would expire on commencement of a new contractual arrangement.

The report indicated that a mini-competition was conducted under the Scotland Excel Framework to award a short term contract to allow sufficient time to develop a contract strategy for a longer term arrangement for the treatment and disposal of co-mingled dry recycle. The mini-competition was issued to a total of three companies under the Lot 8 framework. At the deadline for the return of tenders three bids had been received. Following evaluation all three submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract under the Scotland Excel Framework for the treatment of recyclable and residual waste (contract schedule number 14-13) to Regen Waste Limited for a one year period;

(ii) That it be noted that spend on the contract was estimated at £1,317,345, with actual spend dependent on the actual tonnage of co-mingled dry recyclates collected from households;

(iii) That it be noted that the contract would commence on 15 June, 2015 for a period of 12 months to 14 June, 2016; and

(iv) That it be noted that an interim arrangement for the treatment of dry recyclates with William Tracey Limited was implemented on 7 April, 2015 following a contract default by the Council's contractor for this service, and spend on this arrangement was estimated to be approximately £250,000.

1(b) CONTRACT AUTHORISATION REPORT - TREATMENT AND DISPOSAL OF MECHANICAL STREET SWEEPING WASTE

There was submitted a joint report by the Director of Finance & Resources and the Director of Community Resources relative to the award of a contract for the treatment and disposal of mechanical street sweeping waste.

The report advised that the contract would be commissioned under Lot 3 within the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste – Treatment and Disposal of Mechanical Street Sweeping Waste.

The report intimated that a contract strategy document for the Treatment and Disposal of Mechanical Street Sweeping Waste was agreed in March 2015 by the Procurement Manager and the Director of Community Resources.

The report indicated that the Scotland Excel Framework for treatment of recyclable and residual wastes provided the facility to make the direct award of a contract to a supplier where best value could be demonstrated. The Council considered the framework rates, existing volumes and transportation costs to run a comparison exercise with suppliers on Lot 3 of the framework. The analysis demonstrated that William Tracey Limited provided best value for the Council for the treatment and disposal of mechanical street sweeping waste.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for the treatment and disposal of mechanical street sweeping waste, under the Scotland Excel Framework for the treatment of recyclable and residual waste to William Tracey Limited for a period of two years and 11 months;

(ii) That it be noted that the spend on the contract was estimated at £ 720,000; and

(iii) That it be noted that the contract would commence on 15 June, 2015 for a period of three years to 31 May, 2018.

1(c) CONTRACT AUTHORISATION REPORT - INSTALLATION OF A DUAL-PURPOSE 3G FOOTBALL/RUGBY SPORTS PITCH AT CASTLEHEAD HIGH SCHOOL, PAISLEY

There was submitted a report by the Director of Finance & Resources relative to the award of a contract for the installation of a 3G dual-purpose football/rugby sports pitch at Castlehead High School, Paisley.

The report indicated that at the deadline for the return of tenders, seven bids had been received. Following evaluation all seven submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Corporate Governance be authorised to award the contract for the installation of a dual-purpose football/rugby 3G pitch at Castlehead High School, Paisley, RC1503 _3652 (ITT7496) to Allsports Construction and Maintenance Limited;
- (ii) That it be noted that the value of the contract was £353,417.57 excluding VAT; and
- (iii) That it be noted that the contract would commence on 29 June, 2015 with completion anticipated on 18 September, 2015.

1(d) CONTRACT AUTHORISATION REPORT - INSTALLATION OF BIOMASS BOILER AT BRIDGE OF WEIR PRIMARY SCHOOL

There was submitted a report by the Director of Finance & Resources relative to the award of the contract for the installation of a biomass boiler at Bridge of Weir Primary School.

The report indicated that at the deadline for the return of tenders, seven bids had been received. Following evaluation five submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Corporate Governance be authorised to award the contract for the installation of a biomass boiler at Bridge of Weir Primary School, RC1504_3822 (ITT7799) to Alternative Heat Limited for the value of £304,545.15 excluding VAT:
- (ii) That it be noted that the installation works were anticipated to commence on 29 June, 2015 for a period of 11 weeks, the exact date to be confirmed in the Council's Letter of Acceptance; and
- (iii) That it be noted that after installation of the new biomass boiler, the Contractor shall provide planned and reactive maintenance services and supply wood fuel for the new biomass boiler for a period of two years from the completion of the installation works (maintenance and supply) and that a one year's manufacturer's warranty shall also form part of the contract.

1(e) CONTRACT AUTHORISATION REPORT - JOHNSTONE HIGH SCHOOL DANCE STUDIO

There was submitted a report by the Director of Finance & Resources relative to the award of a minor works contract for Johnstone High School Dance Studio.

The report indicated that at the deadline for the return of tenders, five bids had been received. Following evaluation all five submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for Johnstone High School Dance Studio, RC1501_3435 (ITT7097) to Brick and Steel Construction Company Limited at a value of £181,067.94 excluding VAT; and

(ii) That it be noted that the proposed commencement date of the contract was 23 June, 2015 with the anticipated completion of the contract of 16 weeks from the date of commencement of the works, to be confirmed in the letter of acceptance.