

**To:** Finance, Resources and Customer Services Policy Board

**On:** 23 November 2023

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**Report by:** The Director of Finance & Resources and the Director of Environment, Housing & Infrastructure Services

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**Heading:** Contract Award: Supply and Delivery of 3 x Low Entry Buses

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## **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 contract for the Supply and Delivery of 3 x Low Entry Buses (RC-CPU-23-140) to WN Vtech Limited T/A Mellor Coachcraft as part of the Council's Vehicle Replacement Programme for 2023/24.
  - 1.2 The recommendation to award the Contract follows a procurement exercise conducted as a mini-competition under Lot 11: Accessible Buses of the Scotland Excel Supply & Delivery of Heavy and Municipal Vehicles Framework Agreement (03/21).
  - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit, which covers the purchase of vehicles for the Vehicle Replacement Programme from 2023 to 2027 and was approved by Director of Environment and Infrastructure, and the Corporate Procurement Manager in February 2023.
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## **2. Recommendations**

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

- i) Authorises the Head of Corporate Governance to award a Contract for the Supply and Delivery of 3 Low Entry Buses (RC-CPU-23-140) to WN Vtech Limited T/A Mellor Coachcraft made following a mini competition under Lot 11: Accessible Buses of the Scotland Excel Supply & Delivery of Heavy and Municipal Vehicles Framework Agreement (03/21).
  - ii) Authorises the total contract value of £323,775 excluding VAT; and
  - iii) Notes that WN Vtech Limited T/A Mellor Coachcraft have confirmed delivery will be made on or before 30<sup>th</sup> June 2024. Delivery will be made to Fleet Services, Underwood Road, Paisley.
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### **3. Background**

- 3.1 As part of the Vehicle Replacement Programme 2023/24, Environment, Housing & Infrastructure Services identified a requirement to purchase 3 x Low Entry Buses. In accordance with Standing Order 29.5 of the Standing Order relating to Contracts, Lot 11: Accessible Buses of the Scotland Excel Supply and Delivery of Heavy and Municipal Vehicles Framework Agreement (03/21) was identified as the best option for this purchase.
- 3.2 This procurement exercise involved a mini-competition under Lot 11: Accessible Buses of the Scotland Excel Supply & Delivery of Heavy and Municipal Vehicles Framework Agreement (03/21).
- 3.3 There are two suppliers on the Framework Agreement Lot 11: Accessible Buses. Both suppliers registered on Public Contract Scotland. Tenderers were invited to participate in the mini-competition issued on 23 August 2023 with the tender documentation available for downloading from the Public Contract Scotland Tender platform on the same date.
- 3.4 By the closing date set for return of electronic tenders of 12 noon on 6 September 2023, one supplier submitted a Tender Submission with one supplier failing to provide a response.
- 3.5 The supplier who submitted a response continues to meet the requirements of the Single Procurement Document (Scotland) (SPD(Scotland)) they completed when applying for a place on the Scotland Excel Framework Agreement for Supply & Delivery of Heavy and Municipal Vehicles.
- 3.6 The Tender Submission received was evaluated against a Price/Technical score of 70% / 30%. The technical (quality) score achieved through the Framework Agreement evaluation process was carried forward as the quality score attributable to this procurement exercise. The scores achieved by the tenderer are detailed in the table below:

		<b>Price (70%)</b>	<b>Technical (30%)</b>	<b>Total (100%)</b>
<b>1</b>	WN Vtech Limited T/A Mellor Coachcraft	70.00	23.00	<b>93.00</b>

3.7 The bid received by WN Vtech Limited T/A Mellor Coachcraft met the criteria set out in the procurement documents and was within the Council's set budget and was therefore deemed to be value for money.

3.8 Community Benefits were sought for this contract and WN Vtech Limited T/A Mellor Coachcraft has committed to the following:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Work Experience Placement for an individual 16+ years of age (who is not currently in employment, education or training) and preferably from an identified priority group.	1
Industry Awareness Events	1
Non-financial support for a Community Project/Group	1

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## Implications of the Report

1. **Financial** – The total contract value of £323,775 excluding VAT will be funded from the Environment, Housing & Infrastructure Capital budget allocation for the Vehicle Replacement Programme for financial year 2023/24. The vehicles will replace three older buses, which will be sold on the second-hand market.
2. **HR & Organisational Development** – None arising from this report.
3. **Community/Council Planning**  
  
**Place** - Delivering those strong universal services we all receive, and all rely on – the buses will be for Additional Support Needs, School Transport and Health and Social Care Partnership Day centre runs.
4. **Legal** - The procurement of this Contract was conducted in accordance with the requirements for a mini competition under Lot 11: Accessible Buses of the Scotland Excel Supply & Delivery of Heavy and Municipal Vehicles Framework Agreement (03/21) and the Council's Standing Orders relating to Contracts.

5. **Property/Assets**– When delivered the vehicles will replace three older buses and become an integral part of the Council’s fleet.
6. **Information Technology** - None arising 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. 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** - WN Vtech Limited T/A Mellor Coachcraft’s health and safety standards have been assessed and evaluated by Council’s Corporate Health and Safety team to confirm they meet the minimum requirements regarding insurable risk.
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** – WN Vtech Limited T/A Mellor Coachcraft’s insurances have been assessed and evaluated to confirm they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - None arising from this report.
12. **Cosla Policy Position** - None arising from this report.
13. **Climate Risk** – The level of impact associated with provision of the supply of this product has been assessed by Scotland Excel using the Scottish Government Sustainability Test and is considered to be low risk. **Vehicles Emissions:** the continued replacement of current Renfrewshire Council vehicles with new vehicles of Euro 6 emission standards, helps Renfrewshire Council continue to reduce the carbon footprint of the social transport fleet by removing older and less environmentally friendly vehicles. The Council will continue to explore alternative fuelled models that will meet the operational needs of the user departments. Including electric, hydrogen and hydrotreated vegetable oil (HVO) fuelled vehicles.

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