

To: Procurement Sub Committee

On: 11 March 2015

**Joint Report by: Director of Finance and Resources and Director of
Development and Housing Services**

**Heading: Contract Authorisation: Mini Competition for Portable Appliance
Inspection and Testing RC1412_3267(ITT6672)**

1. Summary

- 1.1 The purpose of this contract authorisation report is to seek the approval of the Procurement Sub Committee to award the contract for Portable Appliance Inspection and Testing, RC1412_3267(ITT6672), to Skanska Rashleigh Weatherfoil Limited, trading as Skanska Facilities Services.
 - 1.2 The Framework Agreement for Provision of General Electrical Works, Testing, Maintenance and Remedial Services, R101102079, was approved by the Procurement Sub-Committee on 2 March 2011.
 - 1.3 This procurement exercise has been conducted in accordance with the Council's Standing Orders Relating to Contracts and is for a Package Order being let under this Framework Agreement.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee authorise the Head of Legal and Democratic Services to award the package order for Portable Appliance Inspection and Testing, (contract number RC1412_3267(ITT6672) to Skanska Rashleigh Weatherfoil Limited, trading as Skanska Facilities Services.

2.2 The Procurement Sub Committee is requested to note that the period of the contract shall be 4 years from the date of commencement, which is anticipated to be 1 April 2015. The value of the contract is £301,019.25 excluding VAT.

3 Background

3.1 From April 2011 responsibility for the management and maintenance of Council property and assets was transferred from the individual Service Departments to the centralised “Corporate Landlord”. A central requirement of Corporate Landlord is to ensure that Council property, facilities and assets are properly maintained in a manner that complies with statutory legislation and that the appropriate records are retained. In order to meet these requirements the Council instructs contractors to carry out a number of these duties.

3.2 To ensure the Council has timely access to pre-selected, properly qualified contractors at agreed rates, a number of framework agreements have been put in place across a variety of trades or disciplines such as electrical contractors, gas and plumbing contractors, minor building projects etc. The Framework Agreement for the Provision of General Electrical Works, Testing, Maintenance and Remedial Services relates to the provision of a range of electrical engineering activities including audits of network within Council properties, electrical testing, PAT testing and remedial & maintenance works and that these services are carried out in accordance with the needs of the Council and the existing legislative requirements.

3.3 All six contractors on the framework agreement were invited to participate in a mini competition exercise relating to portable appliance inspection and testing. By the deadline date for receipt of mini competition tender submissions on 9 January 2015, two out of the six framework agreement contractors had submitted a tender response.

3.4 A capability assessment was undertaken on the two contractors by officers from the Corporate Procurement Unit, Corporate Insurance and Development & Housing Services. Both passed the assessment and they were then evaluated against a set of Award Criteria based on a Price /Quality ratio of 75%/25%. The scores for quality were taken from the scores the framework agreement contractors achieved at the framework stage. The scores relative to the Award Criteria of each contractor are as follows:

3.5

	Skanska Rashleigh Weatherfoil Limited, t/a Skanska Facilities Services	A Burgoyne (Electrical Contractors) Ltd
Price (75%)	75%	45.77%

Methodology and Approach (10%)	10%	6.6%
Value Added Services (5%)	3.3%	5%
Wider Community Benefits (5%)	5%	5%
Warranties/Guarantees Offered (5%)	1%	5%
Total Score (100%)	94.3%	67.37%

It is recommended that the contract is awarded to Skanska Rashleigh Weatherfoil Limited, trading as Skanska Facilities Services, who is the most economically advantageous tenderer after evaluation.

3.6 The spend under the contract is £301,09.25 which is 7.19% under the estimated budget of £324,000.

3.7 Skanska Rashleigh Weatherfoil Limited, trading as Skanska Facilities Services, have committed to the delivery of the following community benefits:

- assisting local schools within Renfrewshire by carrying out mock interviews,
- offering work experience,
- work shadowing and careers events for young people.

Implications of the Report

1. Financial

The financial status of Skanska Rashleigh Weatherfoil Limited, trading as Skanska Facilities Services, 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

None

3. Community Planning

None

4. Legal

Tendering was in accordance with the Terms and Conditions set within the Framework for Provision of General Electrical Works, Testing, Maintenance and Remedial Services (R101102079) and the Council's Standing Orders Relating to Contracts.

5. Property/Assets

The inspection and testing of portable appliances in council premises will ensure the health and safety of the inhabitants of these properties using the equipment as well as the operational safety and longevity of the appliances/assets.

6. Information Technology

None

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

Corporate Health & Safety have vetted the Health & Safety submissions of the framework agreement contractors and confirmed that they satisfied the minimum requirements relative to the framework agreement.

9. Procurement

The allocation of work has been carried out in accordance with the framework agreement terms and conditions and Standing Orders Relating to Contracts.

Utilising a framework agreement for delivery of this programme significantly reduces the administrative burden associated with tendering each individual piece of work and improves contract delivery through better established constructive long term working relationships.

10. Risk

Corporate Risk vetted the indemnity provision held by the framework agreement contractors at the time of establishing the framework agreement. This was also reviewed at the tendering stage of this package order.

11. Privacy Impact

Not Applicable.

List of Background Papers

- (a) (a) Contract Authorisation Report: "Creation of a Framework for the Provision of General Electrical Works, Testing, Maintenance and Remedial Services" went to the General Management & Finance Policy Board on 2 March 2011.

The foregoing background papers will be retained within the Corporate Procurement Unit for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Judith Hume, Procurement Specialist, 0141 618 7028, Judith.hume@renfrewshire.gov.uk

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