

Minute of Meeting

Procurement Sub-Committee

Date	Time	Venue
Wednesday, 02 December 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, Lawson, Mack, Murrin and Noon.

CHAIR

Councillor Holmes, Convener, presided.

IN ATTENDANCE

D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, B Lambert, Senior Procurement Specialist, D Taggart Procurement Category Manager and S Gibb, Assistant Category Manager (all Chief Executive's); and J Lynch, Head of Property Services and P Shiach, Committee Services Officer (both Finance & Resources).

APOLOGIES

Councillors K MacLaren, M MacLaren and Williams.

DECLARATIONS OF INTEREST

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

1(a) CONTRACT AUTHORISATION REPORT - BUILDING MANAGEMENT SYSTEMS (BMS) INSTALLATION AND BUREAU SERVICE

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a NEC3 Term Service Short Contract for a Building Management Service (BMS) and Bureau Service.

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for Building Management Systems (BMS) Installation and Bureau Service, reference RC1507_4332_ITT8994, to Advanced Energy Management Services Limited;

(ii) That it be noted that the spend under the contract was anticipated to be approximately £362,350 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 11 January, 2016, or alternatively on the date confirmed in the Council's letter of acceptance and run for a period of three years, with two possible one-year extension periods.

1(b) CONTRACT AUTHORISATION REPORT - SUPPLY OF PREPARED MEALS TO SUPPORT THE PROVISION OF THE COMMUNITY MEALS SERVICE

There was submitted a joint report by the Chief Executive and the Head of Adult Services relative to the award of a contract for the provision of prepared meals through direct award using Lot 1 of the Scotland Excel Framework Agreement for Community Meals.

The report indicated that the contract exercise had been conducted in accordance with Renfrewshire Council's Standing Order 27.5 and in accordance with the Public Contracts (Scotland) Regulations 2012.

The report advised that the Head of Policy & Commissioning was satisfied that a direct award could be made to Apetito Limited using the Scotland Excel scoring. Of the three suppliers accepted on to Lot 1 – Bulk Delivery to a Central Distribution Point, Apetito scored the highest with a final score of 95.42% against scores of 85.56% and 43.31% by ICare (GB) Limited and MacLean's Bakery (Benbecula) Limited respectively.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for the supply of prepared meals to support the provision of the community meals service to Apetito Limited;

(ii) That it be noted that the proposed contract start date was 15 December, 2015 and that the contract would be for an initial period of one year with the option to extend the contract for up to one year, with such option to be taken up at the Council's sole discretion; and

(iii) That it be noted that the estimated value of the contract, including the extension period based on historic consumption was approximately £720,000 excluding VAT.