

Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 16 September 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, K MacLaren, M MacLaren, Murrin, Noon and Williams.

CHAIR

Councillor Holmes, Convener, presided.

IN ATTENDANCE

D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, K Scott, Category Manager and K Thomson, Category Manager – Community Resources (all Chief Executive's); S McFadden, Project Director (City Deal) and B Walker, Depute Project Director (City Deal) (both Development & Housing Services); and P Shiach, Committee Services Officer (Finance & Resources).

DECLARATIONS OF INTEREST

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

1(a) CONTRACT AUTHORISATION REPORT - CLYDE WATERFRONT AND RENFREW RIVERSIDE LEAD CONSULTANCY COMMISSION – MULTI DISCIPLINARY SERVICES, ROADS AND BRIDGES

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a services contract for the Clyde Waterfront and Renfrew Riverside lead consultancy - multi-disciplinary services, roads and bridges which formed part of the City Deal project.

The report indicated that at the deadline for the return of submissions, 12 suppliers had submitted a pre-qualification questionnaire and the top seven tenderers that met the minimum requirements were issued with an invitation to tender. At the deadline for the return for tenders, four bids had been received and were evaluated against a set of award criteria which was based on a price/quality ratio of 40:60. 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 the Clyde Waterfront and Renfrew Riverside lead Consultancy Commission – Multi-Disciplinary, Bridges and Roads, (reference RC1505_3788(ITT_2093)) to Grontmij Limited;

(ii) That it be noted that the spend on the contract was anticipated to be approximately £3.5m based on the rates tendered and a forecast of hours, technical disciplines and grades of staff required to undertake the commission;

(iii) That it be noted that an additional £1.1m may be spent on site supervision services during the construction phase, it being noted that site supervision services had been included as an optional element within the contract conditions and might be instructed in accordance with paragraph 3.13 of the report;

(iv) That it be agreed that if this optional element were to be taken up, a report to obtain authorisation would be submitted to the Procurement Sub-Committee at that time; and

(v) That it be noted that the contract was anticipated to commence in October 2015, with the current programme showing construction commencing in 2018 with completion in 2020.

1(b) CONTRACT AUTHORISATION REPORT - GLASGOW AIRPORT INVESTMENT AREA LEAD CONSULTANCY COMMISSION – MULTI DISCIPLINARY SERVICES, ROADS AND BRIDGES

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a services contract for the Glasgow Airport Investment lead consultancy - multi-disciplinary services, roads and bridges which formed part of the City Deal project.

The report indicated that at the deadline for the return of submissions, 14 suppliers had submitted a pre-qualification questionnaire and the top seven tenderers that met the minimum requirements were issued with an invitation to tender. At the deadline for the return for tenders, five bids had been received and were evaluated against a set of award criteria which was based on a price/quality ratio of 40:60. 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 the Glasgow Airport Investment lead Consultancy Commission – Multi-Disciplinary, Bridges and Roads, (reference RC1505_4060 (ITT_9194)) to Grontmij Limited;

(ii) That it be noted that the spend on the contract was anticipated to be approximately £2.5m based on the rates tendered and a forecast of hours, technical disciplines and grades of staff required to undertake the commission;

(iii) That it be noted that an additional £860,000 might be spent on site supervision services during the construction phase, it being noted that site supervision services had been included as an optional element within the contract conditions and may be instructed in accordance with paragraph 3.13 of the report;

(iv) That it be agreed that if this optional element were to be taken up, a report to obtain authorisation would be submitted to the Procurement Sub-Committee at that time; and

(v) That it be noted that the contract was anticipated to commence in October 2015, with the current programme showing construction commencing in 2018 with completion in 2020.

1(c) VEHICLE REPLACEMENT

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of contracts for the purchase of various vehicles required under the Council's vehicle replacement programme for 2015/16.

The report indicated that Scotland Excel had established a framework agreement for heavy and municipal vehicles. The framework agreement allowed for "direct awards" to be utilised as the selection procedure where the Council could demonstrate best value for money.

The report intimated that analysis of the suppliers on the relevant Lots of the Scotland Excel framework agreement was undertaken, and that the analysis demonstrated that best value for money could be achieved by making direct awards to relevant suppliers for the requirements as detailed in appendix 1 to the report.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award contracts up to the following values with the undernoted suppliers, for the provision of vehicles as detailed in the appendix to the report, with all contracts being individual awards under the Scotland Excel Framework Agreement for Heavy and Municipal Vehicles:

- Nu-Track Limited: up to £391,603
- Heil Farid European Company Limited: up to £265,620
- FAUN Zoeller UK Limited: up to £85,476; and

(ii) That it be noted that the delivery dates for the vehicles were detailed within the appendix to the report.

1(d) CONTRACT AUTHORISATION REPORT: FRAMEWORK AGREEMENT - REMOVAL, RELOCATION & WAREHOUSE STORAGE SERVICES

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services seeking approval to enter into a framework agreement for removal, relocation and warehouse storage services.

The report indicated that at the deadline for the return of tenders, eight bids had been received. Following evaluation, six tenderers 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 establish a Framework Agreement for Removal, Relocation and Warehouse Storage Services;

(ii) That the Head of Corporate Governance be authorised to award the following three suppliers onto the Framework for Lot 1 – Adhoc Removal & Storage Services:

- Kelerbay Limited
- Richard Healey Removals Limited
- Harrow Green Limited;

(iii) That the Head of Corporate Governance be authorised to award the following three suppliers onto the Framework for Lot 2 – Homeless Services Removal & Storage Services:

- Kelerbay Limited
- Richard Healey Removals Limited
- The Removal Company (Scotland) Limited;

(iv) That it be noted that the Framework Agreement was for an initial period of three years following which time the Council had the option to extend up to an additional period of 12 months; and

(v) That it be noted that spend under the Framework Agreement would be approximately £625,000 excluding VAT over the four-year period.