

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

**On: 05 June 2019**

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**Report by: Joint Report by The Chief Executive and the Director of  
Environment & Infrastructure Services**

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**Heading: Hawkhead Cemetery Carriageway Reconstruction**

**Reference : RC-CPU-18-291**

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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 the contract for Hawkhead Cemetery Carriageway Reconstruction to Mac Asphalt Limited.
  - 1.2 The recommendation to award this Contract follows a procurement exercise which was conducted in accordance with the below Regulated threshold Open Procedure for Works under the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy for this contract was approved by the Strategic Commercial and Procurement Manager and the Head of Operations and Infrastructure on 20 February 2019.
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**2. Recommendations**

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

- 2.1.1 The Head of Corporate Governance to award a contract for Hawkhead Cemetery Reconstruction Works to Mac Asphalt Limited.
  - 2.1.2 A maximum spend of up to £522,965.40 excluding VAT for the duration of the contract.
  - 2.1.3 A date of possession of 15<sup>th</sup> July 2019 with a planned construction period of 20 weeks until 29<sup>th</sup> November 2019.
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### 3. **Background**

- 3.1 A key responsibility for Environment and Infrastructure is maintaining and developing Renfrewshire Councils' cemetery infrastructure. A key priority detailed within Environment and Infrastructures' Service Improvement Plan 2018-2021 is the investment of £1m to deliver improvements to cemeteries across Renfrewshire. As part of this plan the Council require to upgrade infrastructure within Hawkhead Cemetery, Paisley. This includes works to kerbs, drainage and surfacing to paths and roads within the cemetery.
- 3.2 This procurement process was conducted in accordance with the below Regulated threshold Open Procedure for Works under the Council's Standing Orders Relating to Contracts. A contract notice was despatched via the Public Contracts Scotland portal on 25<sup>th</sup> March 2019.
- 3.3 During the tendering period, twenty seven (27) companies expressed an interest in the tender opportunity. By the tender return date, 23<sup>rd</sup> April 2019, nine (9) companies submitted a response and eighteen (18) failed to respond.
- 3.4 In accordance with Standing Order 11.5, all number (9) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from Environment and Infrastructure, Property Services, Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety. All nine (9) tender submissions confirmed compliance with the minimum selection criteria set within the ESPD and were then evaluated against the published set of Award criteria of 50% Quality and 50% Price.
- 3.5 As detailed in section 3.3 of the Invitation to Tender, Tenderers were required to achieve a minimum of 50% of the available Quality score for

each technical question for their tender to be considered. Caley Construction Limited, City Gate Construction (Scotland) Limited, JH Civil Engineering Limited and Luddon Construction Limited did not meet this requirement. Therefore, the tenders submitted by the four (4) tenderers were rejected.

- 3.6 The scores relative to the Award Criteria for each of the remaining five (5) Tenderers are noted below:

<b>Tenderers</b>	<b>Quality Score (50%)</b>	<b>Price Score (50%)</b>	<b>Total Score (100%)</b>
Mac Asphalt Limited	50.00	44.16	94.16
Advance Construction (Scotland) Limited	50.00	42.69	92.69
John McGeady Limited	46.25	43.37	89.62
MacKenzie Construction Limited	50.00	30.90	80.90
Newlay Civil Engineering Limited	33.40	50.00	83.40

- 3.6 The evaluation of tender submissions received identified that the tender submitted by Mac Asphalt Limited was the most economically advantageous tender submission.

- 3.7 Community Benefits were requested as part of this procurement process and Mac Asphalt Limited advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Work experience for individual 16+ years of age	1
Business advice support	1

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## Implications of the Report

- Financial**

The costs for the Hawkhead Cemetery Reconstruction Works will be met through Environment and Infrastructure's Capital – General Services budget.

2. **HR & Organisational Development**

No TUPE implications have arisen or are anticipated.

3. **Community/Council Planning**

Not applicable.

4. **Legal**

This procurement was carried out in accordance with the Procurement (Scotland) Regulations 2016 and the Council's Standing Orders Relating to Contracts for a below Regulated threshold Works Contract

5. **Property/Assets –**

No property/assets implications have arisen or are anticipated.

6. **Information Technology**

No Information Technology implications have arisen or are anticipated

7. **Equality & Human Rights**

- (a) 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 because for example it is for noting only. 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**

Mac Asphalt Limited's Health and Safety submission was evaluated by the Council's Corporate Health and Safety and meet the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing Orders Relating to Contracts and the Council's Financial Regulations.

10. **Risk**

Mac Asphalt Limited's insurances have been assessed and evaluated and confirm that they will meet the minimum requirements regarding insurable risk.

11. **Privacy Impact**

None

12. **Cosla Policy Position**

None

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**List of Background Papers - None**

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