

## Minute of Meeting Procurement Sub-Committee

| Date                     | Time  | Venue  |
|--------------------------|-------|--|
| Wednesday, 11 March 2015 | 15:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

### PRESENT

Councillors Murrin, Grady, Williams, Henry, Bibby, Gilmour, Audrey Doig, Noon, Holmes, Harte and Nicolson

### CHAIR

Councillor Holmes, Convener presided

### IN ATTENDANCE

A Russell, Director of Finance & Resources; J Lynch, Head of Property Services (Development & Housing Services); A McNab, Transport Manager (Community Resources) and F Hughes, Procurement Manager, R Hall, A Lusk, Senior Procurement Specialists, K Scott, Assistant Category Manager, and P Shiach, Committee Services Officer (all Finance & Resources).

### APOLOGIES

Councillor McGurk.

### DECLARATIONS OF INTEREST

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

**1(a) PAISLEY TOWN CENTRE BUS FACILITIES IMPROVEMENTS**

There was submitted a joint report by the Directors of Finance & Resources and Community Resources relative to the award of the contract for the Paisley Town Centre bus facilities improvement works at various streets, including Weir Street/Sneddon Street, Smithhills Street and Gauze Street located within the town centre.

The report indicated that at the deadline for the return of tenders, three bids had been received. Following evaluation all three submissions 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 award the contract for the Paisley Town Centre bus facilities improvement works to Mac Asphalt Limited in the sum of £1,135,183.62;

(ii) That authorisation for an additional 10% to be spent on the contract for unforeseen works which may be required on site be approved; and

(iii) That it be noted that it was anticipated that the contract would commence on 7th April, 2015 for a period of 16 weeks, and that the contract start date would be confirmed in the contract award letter.

**1(b) MEASURED TERM CONTRACT FOR A BACK-UP CONTRACTOR FOR SITE WORKS, GROUND WORKS, DRAINAGE AND EXTERNAL WORKS**

There was submitted a joint report by the Directors of Finance & Resources and Development and Housing Services relative to the award of a Measured Term Contract (MTC) for a back-up contractor for site works, ground works, drainage and external works.

The report indicated that at the deadline for the return of tenders, four bids had been received. Following evaluation three submissions 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 award the contract for an MTC for a back-up contractor for site works, ground works, drainage and external works reference RC1501\_3407 (ITT6999) to City Gate Construction (Scotland) Limited for a ceiling value of £300,000 over the initial three year term, with a further ceiling of £200,000 based on the available extension options; and

(ii) That it be noted that the initial term of the MTC would be three years from the date of commencement, which was anticipated to be 31st March, 2015, with an option to extend for a further one plus one years.

## 1(c) **MINI COMPETITION FOR PORTABLE APPLIANCE INSPECTION AND TESTING**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative the award of the contract for portable appliance inspection and testing.

The report advised that a number of framework agreements had been put in place across various trades to ensure the Council had timely access to pre-selected, properly qualified contractors at agreed rates. The framework agreement for the provision of general electrical works, testing, maintenance and remedial services related to the provision of a range of electrical engineering activities, details of which were contained within the report.

The report indicated all six of the contractors on the framework agreement were invited to tender. At the deadline for the return of tenders, two bids had been received. Following evaluation both submissions 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 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;

(ii) That it be noted that the period of the contract would be four years from the date of commencement, which was anticipated to be 1st April, 2015; and

(iii) That it be noted that the value of the contract was £301,019.25 excluding VAT.

### **SEDERUNT**

Councillor Noon entered the meeting prior to consideration of the following item of business.

## 2 **COMMUNITY BENEFITS STRATEGY - UPDATE**

There was submitted a report by the Director of Finance & Resources relative to an update on the progress and achievements to date on delivering community benefit outcomes through the Council's community benefits strategy.

The report provided information on community benefits highlights and key inputs since June 2014. An appendix to the report provided a breakdown of community benefits outcomes since June 2013, and commitments derived from contracts since implementing the new community benefits strategy.

**DECIDED:** That the achievements to date on delivering community benefit outcomes through the Council's community benefits strategy, be noted.

## 3 **PROCUREMENT REFORM PROJECT - UPDATE**

There was submitted a report by the Director of Finance & Resources of relative to the

current position in relation to the procurement reform project.

The report indicated that during 2009, Renfrewshire Council had been evaluated at 'non-conformance' in terms of its procurement performance as defined in the 'Procurement Capability Assessment' (PCA). Following assessments in 2010, 2011, 2012, 2013 and 2014 the score increased from 29% in 2009 to 75% 2012, making the Council the first in Scotland to achieve 'superior' performance whilst remaining the highest scoring local authority in Scotland. The report advised that the Council had its most recent PCA in December 2014, resulting in a score of 83% which remained the highest score in Scotland.

The report intimated that in 2014, all Scottish Councils were asked if they would consider freezing the scores they had achieved in sections that totalled over 60% (improved performance). This would allow focus to be given to the areas that needed improvement. Renfrewshire Council took this option to allow focus on Section 5 – Contract and Supply Management, and Section 6 – Purchasing processes and systems. As a result, in December 2014, the Council was audited on Sections 5, 6 and question 8.1 of section 8.

**DECIDED:** That the report be noted.

## Minute of Meeting Procurement Sub-Committee

| Date                     | Time  | Venue  |
|--------------------------|-------|--|
| Wednesday, 01 April 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, Murrin, Noon and Williams.

### CHAIR

Councillor Holmes, Convener presided.

### IN ATTENDANCE

A Russell, Director of Finance & Resources; J Lynch, Head of Property Services (Development & Housing Services); and F Hughes, Procurement Manager, S Gibb and J Woods, Senior Procurement Specialists, and P Shiach, Committee Services Officer (all Finance & Resources).

### APOLOGIES

Councillors McGurk and Nicolson

### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT - EXTENSION OF PROVISION OF A WIDE AREA NETWORK**

There was submitted a report by the Director of Finance & Resources relative to approval to utilise the final year extension to extend the provision of a wide area network contract from 6th May, 2015 to 5th May, 2016.

The report indicated that at the meeting of the then General Management & Finance Policy Board held on 22nd April, 2009, approval was given to award a contract for the provision of a replacement wide area network to Telewest Limited for a period of five years, with an option to extend for a further two years.

The report advised that the contract commenced on 6th May, 2009, and that a year extension period had been agreed by the Procurement Sub-Committee on 14th May, 2014.

**DECIDED:**

(i) That the Head of Procurement and Business Support be authorised to extend the contract for the provision of a replacement wide area network to Telewest Limited from 6th May, 2015 to 5th May, 2016; and

(ii) That it be noted that the value of the contract extension from 6th May, 2015 to 5th May, 2016 would not exceed £450,000.

**1(b) CONTRACT AUTHORISATION REPORT - FAMILY SUPPORT FOR CHILDREN AFFECTED BY DISABILITY**

There was submitted a joint report by the Directors of Finance & Resources and Children's Services relative to the award of a contract for the provision of family support services for children affected by disability.

The report indicated that at the deadline for the return of tenders, six bids had been received. Following evaluation all six submissions 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 award the contract for the provision of family support services to children affected by disability, contract number RC1410\_3010\_ITT (6143) to Action for Children;

(ii) That the contract commencement date of 15th June, 2015 for an initial period of up to three years with an option to extend for up to a maximum of two extensions each of one year, such option(s) to be taken up at the Council's sole discretion, be approved; and

(iii) That the contract value, including the maximum option periods, in the sum of £624,347.00 excluding VAT, be approved.

1(c) **CONTRACT AUTHORISATION REPORT - LOCHFIELD PRIMARY SCHOOL ROOFING, REMEDIAL AND MAINTENANCE WORKS**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative the award of the contract for complete roof refurbishment at Lochfield Primary School.

The report indicated that at the deadline for the return of tenders, six bids had been received. Following evaluation all six submissions 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 award the contract for Lochfield Primary School roofing, remedial and maintenance works, contract number (32232) RC1412\_3378 (ITT6895) to Keepmoat Regeneration Limited, with a contract value of £316,776.70 plus a 10% contingency fund in the sum of £31,667.67; and

(ii) That it be noted that it was anticipated that the contract would commence on 29th April, 2015 for a period of 18 weeks, and that this would be confirmed in the contract Letter of Acceptance.