

## Notice of Meeting and Agenda Procurement Sub-Committee

Date	Time	Venue
Wednesday, 16 September 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Derek Bibby: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Tommy Williams:

Councillor Michael Holmes (Convener): Councillor Eddie Grady (Depute Convener)

### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.gov.uk/agendas](http://www.renfrewshire.gov.uk/agendas).

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |             |  |                |
|-------------|--|----------------|
| <b>1(a)</b> | <b>Contract Authorisation Report - Clyde Waterfront and Renfrew Riverside Lead Consultancy Commission – Multi Disciplinary Services, Roads and Bridges</b> | <b>3 - 8</b>   |
|             | Joint report by the Chief Executive and the Director of Development & Housing Services.  |                |
| <b>1(b)</b> | <b>Contract Authorisation Report - Glasgow Airport Investment Area Lead Consultancy Commission – Multi Disciplinary Services, Roads and Bridges</b>        | <b>9 - 14</b>  |
|             | Joint report by the Chief Executive and the Director of Development & Housing Services.  |                |
| <b>1(c)</b> | <b>Vehicle Replacement</b>   | <b>15 - 20</b> |
|             | Joint report by the Chief Executive and the Director of Community Resources.   |                |
| <b>1(d)</b> | <b>Contract Authorisation Report: Framework Agreement - Removal, Relocation &amp; Warehouse Storage Services</b>   | <b>21 - 26</b> |
|             | Joint report by the Chief Executive and the Director of Development & Housing Services.  |                |

**To: Procurement Sub Committee**

**On: 16 September 2015**

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**Report by: The Chief Executive and Director of Development and Housing Services**

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**Contract Authorisation Report for**

**Clyde Waterfront and Renfrew Riverside Lead Consultancy Commission – Multi  
Disciplinary Services, Roads and Bridges  
(Reference: RC1505\_3788(ITT\_2093))**

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**1. Summary**

- 1.1 The purpose of this report is to obtain authorisation from the Procurement Sub Committee to award a services contract for Clyde Waterfront and Renfrew Riverside Lead Consultancy – Multi Disciplinary Services, Roads and Bridges which forms part of the City Deal project.
  - 1.2 The strategic business case for the Clyde Waterfront and Renfrew Riverside project was approved at the Council's Leadership Board at their meeting on the 3 June 2015.
  - 1.3 A contract strategy for professional technical services for the City Deal, including the lead consultancy commission for the Clyde Waterfront and Renfrew Riverside project, was approved by the Procurement Manager and the City Deal Project Director.
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**2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee:
  - a) Authorise the Head of Corporate Governance to award the Contract for Clyde Waterfront and Renfrew Riverside Lead Consultancy Commission – Multi Disciplinary, Bridges and Roads (Reference: RC1505\_3788(ITT\_2093)) to Grontmij Ltd;
  - b) Note that spend under this contract is anticipated to be in the region of £3.5 million. This estimated spend is based on the rates tendered and a

forecast of hours, technical disciplines and grades of staff required to undertake this commission;

- c) Note that an additional £1.1million may be spent on site supervision services during the construction phase. Site supervision services have been included as an optional element within the contract conditions and may be instructed in accordance with paragraph 3.13 of this report. If this optional element is to be taken up, a report to obtain authorisation shall be presented to the Procurement Sub Committee at that time.

- 2.2 The contract is anticipated to commence in October 2015. The current programme shows construction commencing in 2018 with completion in 2020.

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### **3. Background**

- 3.1 The City Deal is an agreement between the UK Government, Scottish Government and eight member local authorities across Glasgow and The Clyde Valley (including Renfrewshire Council). The overall aim of the City Deal is to support an increase in the economy within this area by delivery of key projects, three of which are within the Renfrewshire area (Clyde Waterfront and Renfrew Riverside (CWRR), Glasgow Airport Investment Area (GAIA) and Airport Access Project (AAP)).

- 3.2 This report relates only to the contract award for the lead consultancy for the CWRR Project. A separate tender process has been undertaken for the GAIA project with a recommendation to award a contract for lead consultancy for that project also being presented to the Procurement Sub Committee at this meeting. .

- 3.3 The major elements of the CWRR project will comprise:

- A new opening road bridge across the River Clyde in the vicinity of the location of the existing Renfrew to Yoker ferry;
- The new Renfrew Northern Development Road, linking the junction of King's Inch Road and Ferry Road, and the A8 Inchinnan Road in the vicinity of Argyll Avenue, including links to existing and new industrial, commercial and residential development sites;
- Public transport and active travel enhancements to the A8 Inchinnan Road between the new Renfrew Northern Development Road and the existing bascule bridge over the White Cart, linking to the complementary Glasgow Airport Investment Area project;
- Improvements to existing road infrastructure in and around Renfrew town centre, including junction improvements, bus priority measures and other improvements to enhance public transport services, including the potential future extension of Fastlink from its current termination point at New South Glasgow Hospital;
- Green Network enhancements complementing a strategic linear route linking Braehead, Renfrew and Paisley Town Centres, building on the existing greenspace network, providing more pedestrian and cycle friendly connections between strategic centres; and

- Environmental measures (including SUDS provision).

The exact scope of the project will be subject to further development and refinement to ensure that the infrastructure delivered through the project will deliver the maximum economic benefits for Renfrewshire within the available project budget.

- 3.4 This contract was tendered in accordance with the over EU Threshold Restricted Procedure (Services), Public Contracts (Scotland) Regulations 2012, as amended and the Council's Standing Orders Relating to Contracts.
- 3.5 A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 15 May 2015 with all interested tenderers required to submit a pre-qualification questionnaire to be considered. Fifty one suppliers expressed an interest in the commission, with twelve suppliers submitting a pre qualification questionnaire by the deadline for submissions of 12 noon on 15 June 2015.
- 3.6 The twelve pre qualification questionnaire submissions were evaluated by representatives from Corporate Insurance, Health & Safety and Development & Housing Services City Deal team against pre-determined criteria which assessed competence, experience, capacity and customer focus.
- 3.7 The top seven scoring tenderers, that met the minimum requirements, were issued with the invitation to tender for this contract on 6 July 2015.
- 3.8 At the deadline for tender submissions, 12 noon on 10 August 2015, four tender submissions were received.
- 3.9 All four tenderers were evaluated against a set of award criteria which was based on a price / quality ratio of 40% / 60%. The scores relative to the award criteria of each tenderer are as follows:

<b>Tenderer</b>	<b>Price (40%)</b>	<b>Quality (60%)</b>	<b>Total</b>
Fairhurst	29.41%	25.80%	55.21%
Grontmij Ltd	36.23%	49.35%	85.58%
Jacobs UK Ltd	27.96%	40.28%	68.24%
Ove Arup & Partners Scotland Ltd	34.80%	47.36%	82.16%

- 3.10 It is recommended that the contract is awarded to Grontmij Ltd, who based on this evaluation, have provided the most economically advantageous tender.

- 3.11 The estimated cost for this contract can be accommodated within the approved City Deal budget.
- 3.12 The estimated cost is based on the tendered rates for key staff categories and a forecast of the number of hours, technical disciplines and grades of staff required to deliver this commission. The estimated cost allows for a varying degree of consultation and technical investigation work that will be required to develop and deliver the project.
- 3.13 Site supervision during the construction phase has been included as an optional element within the contract, and can be taken up at the Council's discretion. Rates were obtained within the tender for site supervision staff during the construction phase; based on a forecast of hours, technical disciplines and grades required to undertake all aspects of site supervision. If the Council decided to take up the option in full, it is expected this would cost up to £1.1M. However, prior to the start of the construction phase, the Council will consider all options available to undertake site supervision of the works, including the utilisation of internal resources if available. The solution which provides the Council with the most effective outcome at that time will be progressed.
- 3.14 Payments under the contract will be made on a time charge basis. The staff rates tendered are fixed, with price variation applications being permissible on the annual anniversary of the contract in line with the year on year percentage increase of the Consumer Price Index.
- 3.15 Grontmij Ltd have committed to delivery of the following community benefits as a result of delivery of this contract:

Description	Quantity
Modern Apprenticeship	1
Graduate	1
Work Experience Placement (16 + years of age)	1
Work Experience Placement (14 – 16 years of age)	1
Industry Awareness Day	1
Career Event	1
Workplace Visit	1
School Mentoring	1
Supply Chain Briefings with SMEs	1
Business Mentoring for SME's	1
Mentoring Third Sector Organisation	1
Financial Support for a Community Project	1
Non financial support for a Community Project	1

In addition, the contract requires Grontmij Ltd to advertise any sub contracting opportunities that may become available using Public Contracts Scotland portal to encourage wider SME participation.

If the option to deliver site supervision for the construction phase is taken up within this contract, negotiations will take place at that time to identify any additional community benefits which could be delivered. This will be reported within the relevant report to the Procurement Sub Committee at that time.

## Implications of the Report

### 1. Financial

The financial stability of Grontmij Ltd has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this contract.

Grontmij Ltd's financial stability will be monitored over the period of the contract.

### 2. HR & Organisational Development

N/A

### 3. Community Planning

Grontmij Ltd has a commitment to deliver a number of Community benefits under this contract as detailed in section 3.15 of this report.

The contract conditions require Grontmij Ltd to advertise any sub contracting opportunity on Public Contracts Scotland portal, which will encourage SME engagement.

### 4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2012, as amended.

### 5. Property Assets

N/A

### 6. Information Technology

N/A

### 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

Grontmij Ltd's health and safety submission was evaluated by Corporate Health and Safety as part of the assessment of pre qualification questionnaires and met the Council's minimum requirements regarding health and safety for this contract.

### 9. Procurement

The Procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government. The procurement procedures adopted are also aligned with the City Deal Procurement Strategy.

### 10. Risk

Grontmij Ltd insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

### 11. Privacy Impact

N/A

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## List of background papers

(1) None

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**Author:** *Karen Scott, Category Manager (0141 618 7025)*





**To: Procurement Sub Committee**

**On: 16 September 2015**

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**Report by: The Chief Executive and Director of Development and Housing Services**

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**Contract Authorisation Report for**

**Glasgow Airport Investment Area Lead Consultancy Commission – Multi Disciplinary Services, Roads and Bridges**

**(Reference: RC1505\_4060(ITT\_9194))**

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**1. Summary**

- 1.1 The purpose of this report is to obtain authorisation from the Procurement Sub Committee to award a services contract for Glasgow Airport Investment Area Lead Consultancy – Multi Disciplinary Services, Roads and Bridges which forms part of the City Deal project.
  - 1.2 The strategic business case for the Glasgow Airport Investment Area project was approved at the Council's Leadership Board at their meeting on the 3 June 2015.
  - 1.3 A contract strategy for professional technical services for the City Deal, including the lead consultancy commission for the Glasgow Airport Investment Area project, was approved by the Procurement Manager and the City Deal Project Director.
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**2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee:
  - a) Authorise the Head of Corporate Governance to award the Contract for Glasgow Airport Investment Area Lead Consultancy Commission – Multi Disciplinary, Bridges and Roads (Reference: RC1505\_4060(ITT\_9194)) to Grontmij Ltd;
  - b) Note that spend under this contract is anticipated to be in the region of £2.5million. This estimated spend is based on the rates tendered and a forecast of hours, technical disciplines and grades of staff required to undertake this commission;
  - c) Note that up to an additional £860,000 may be spent on site supervision services during the construction phase. Site supervision services have

been included as an optional element within the contract conditions and may be instructed in accordance with clause 3.13 below. If this optional element is to be taken up, a report to obtain authorisation shall be presented to the Procurement Sub Committee at that time.

- 2.2 The contract is anticipated to commence in October 2015. The current programme shows construction commencing in 2018 with completion in 2020.

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### **3. Background**

- 3.1 The City Deal is an agreement between the UK Government, Scottish Government and eight member local authorities across Glasgow and The Clyde Valley (including Renfrewshire Council). The overall aim of the City Deal is to support an increase in the economy within this area by delivery of key projects, three of which are within the Renfrewshire area (Clyde Waterfront and Renfrew Riverside (CWRR), Glasgow Airport Investment Area (GAIA) and Airport Access Project (AAP)).

- 3.2 This report relates only to the contract award for the lead consultancy for the GAIA Project. A separate tender process has been undertaken for the CWRR project with a recommendation to award a contract for lead consultancy for that project also being presented to the Procurement Sub Committee at this meeting. .

- 3.3 The major elements of the GAIA project will comprise:

- Realignment of a section of Abbotsinch Road, to the west of the White Cart Bascule Bridge, including improvements to the A8 junctions
- New cycle and pedestrian links between the northern end of the realigned Abbotsinch Road and Inchinnan Business Park
- A new bridge across the White Cart linking the Westway Business Park and adjacent development areas with the realigned Abbotsinch Road
- A new bridge across the White Cart at the Paisley Harbour linking the Airport Investment Area with adjacent development sites
- Improvements to pedestrian and cycle friendly connections between Paisley Town Centre and the Airport Investment area.
- Environmental measures (including SUDS provision)
- Possible flood mitigation measures adjacent to the White Cart Water and the development site at the realigned Abbotsinch Road and / or site servicing at Netherton farm.

The exact scope of the project will be subject to further development and refinement to ensure the infrastructure delivered through the project will deliver the maximum economic benefits for Renfrewshire within the available project budget.

- 3.4 This contract was tendered in accordance with the over EU Threshold Restricted Procedure (Services), Public Contracts (Scotland) Regulations 2012, as amended and the Council's Standing Orders Relating to Contracts.

- 3.5 A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 18 May 2015 with all interested tenderers required to submit a pre-qualification questionnaire to be considered. Fifty one suppliers expressed an interest in the commission, with fourteen suppliers submitting a pre qualification questionnaire by the deadline for submissions of 12 noon on 18 June 2015.
- 3.6 The fourteen pre qualification questionnaire submissions were evaluated by representatives from Corporate Insurance, Health & Safety and Development & Housing Services City Deal team against pre-determined criteria which assessed competence, experience, capacity and customer focus.
- 3.7 The top seven scoring tenderers, that met the minimum requirements, were issued with the invitation to tender for this contract on 8 July 2015.
- 3.8 At the deadline for tender submissions, 12 noon on 12 August 2015, five tender submissions were received.
- 3.9 All five tenderers were evaluated against a set of award criteria which was based on a price / quality ratio of 40% / 60%. The scores relative to the award criteria of each tenderer are as follows:

<b>Tenderer</b>	<b>Price (40%)</b>	<b>Quality (60%)</b>	<b>Total</b>
Aecom Limited	29.91	46.32	76.23
Capita Property & Infrastructure Ltd	34.58	27.50	62.08
Fairhurst	22.60	32.70	55.30
Grontmij Ltd	30.21	52.35	82.56
Ove Arup & Partners Scotland Ltd	30.85	46.46	77.31

- 3.10 It is recommended that the contract is awarded to Grontmij Ltd, who based on this evaluation, have provided the most economically advantageous tender.
- 3.11 The estimated cost for this contract can be accommodated within the approved City Deal budget.
- 3.12 The estimated cost is based on the tendered rates for key staff categories and a forecast of the number of hours, technical disciplines and grades of staff required to

deliver this commission. The estimated cost allows for a varying degree of consultation and technical investigation work that will be required to develop and deliver the project.

- 3.13 Site supervision during the construction phase has been included as an optional element within the contract, and can be taken up at the Council's discretion. Rates were obtained within the tender for site supervision staff during the construction phase; based on a forecast of hours, technical disciplines and grades required to undertake all aspects of site supervision. If the Council decided to take up the option in full, it is expected this would cost up to £860,000. However, prior to the start of the construction phase, the Council will consider all options available to undertake site supervision of the works, including the utilisation of internal resources if available. The solution which provides the Council with the most effective outcome at that time will be progressed.
- 3.14 Payments under the contract will be made on a time charge basis. The staff rates tendered are fixed, with price variation applications being permissible on the annual anniversary of the contract in line with the year on year percentage increase of the Consumer Price Index.
- 3.15 Grontmij Ltd have committed to delivery of the following community benefits as a result of delivery of this contract:

Description	Quantity
Modern Apprenticeship	1
Graduate Placement	1
Work Experience Placement (16+ years of age)	1
Work Experience Placement (14 – 16 years of age)	1
Industry Awareness Days	1
Career Event	1
Workplace Visit	1
School Mentoring	1
Supply Chain Briefings with SME's	1
Business Mentoring for SME's	1
Mentoring Third Sector Organisation	1
Financial Support for a Community Project	1
Non Financial Support for a Community Project	1

In addition, the contract requires Grontmij Ltd to advertise any sub contracting opportunities that may become available using Public Contracts Scotland portal to encourage wider SME participation.

If the option to deliver site supervision for the construction phase is taken up within this contract, negotiations will take place at that time to identify any additional community benefits which could be delivered. This will be reported within the relevant report to the Procurement Sub Committee at that time.

## Implications of the Report

### 1. Financial

The financial stability of Grontmij Ltd has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this contract.

Grontmij Ltd's financial stability will be monitored over the period of the contract.

### 2. HR & Organisational Development

N/A

### 3. Community Planning

Grontmij Ltd has a commitment to deliver a number of community benefits under this contract as detailed in section 3.15 of this report.

The contract conditions require Grontmij Ltd to advertise any sub contracting opportunity on Public Contracts Scotland portal, which will encourage SME engagement.

### 4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2012, as amended.

### 5. Property Assets

N/A

### 6. Information Technology

N/A

### 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

Grontmij Ltd's health and safety submission was evaluated by Corporate Health and Safety as part of the assessment of pre qualification questionnaires and met the Council's minimum requirements regarding health and safety for this contract.

### 9. Procurement

The Procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government. The procurement procedures adopted are also aligned with the City Deal Procurement Strategy.

### 10. Risk

Grontmij Ltd's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

### 11. Privacy Impact

N/A

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## List of background papers

(1) None

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**Author:** Karen Scott, Category Manager (0141 618 7025)



**To: Procurement Sub Committee**

**On: 16 September 2015**

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**Report by:**

**Joint Report  
by  
The Chief Executive & Director of Community Resources**

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## **Contract Authorisation Report**

### **Vehicle Replacements**

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#### **1. Summary**

- 1.1. The purpose of this report is to seek the approval of the Procurement Sub-Committee to award contracts for the purchase of various vehicles required under the Council's Vehicle Replacement Programme for 2015/2016.
  - 1.2. A contract strategy document was approved by the Head of Strategic Procurement and Business Support and the Director of Community Resources on 20 September 2013 which covered the four vehicle replacement programmes from 2013/14 to 2017/18.
  - 1.3. The budget for Community Resources was approved at the Council meeting on 12 February 2015.
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#### **2. Recommendations**

- 2.1. It is recommended that the Procurement Sub Committee:
  - 2.1.1 Authorise the Head of Corporate Governance to award contracts up to the following values with the Suppliers as noted below, for the provision of vehicles as detailed in Appendix 1 of this report. All contracts are individual direct

awards under the Scotland Excel Framework Agreement for Heavy and Municipal Vehicles (ref: 02/13).

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

2.1.2 The delivery dates for the vehicles are detailed within Appendix 1.

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### **3. Background**

- 3.1. Scotland Excel has established a Framework Agreement for Heavy and Municipal Vehicles (ref: 02/13). All 32 Local Authorities in Scotland have the opportunity to utilise in this Framework Agreement.
- 3.2. Scotland Excel advertised the requirement for this framework agreement in the Official Journal of the European Union through Public Contracts Scotland portal. The tender process was conducted using the Public Contracts Scotland tender system (PCS-Tender).
- 3.3. The procurement process undertaken to establish this Framework Agreement was the open tender procedure and was conducted in compliance with the Public Contracts (Scotland) Regulations 2012. The Framework Agreement allows for “Direct Awards” to be utilised as the Selection Procedure where the Council can demonstrate best value for money.
- 3.4. Analysis of the Suppliers on the relevant Lots of the Scotland Excel Framework Agreement for Heavy and Municipal Vehicles (ref: 02/13) was undertaken. 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 of this report. This analysis took into consideration the benefits of continuity of fleet following an investment in training and maintenance equipment. This analysis also considered whole life costing of the vehicles and the pricing from all suppliers able to meet the minimum requirements, on the relevant Lots of the Framework Agreement.
- 3.4 The procurement exercises were conducted in accordance with the Council’s Standing Order Relating to Contracts and in accordance with the requirements under the Framework Agreement for Heavy and Municipal Vehicles (ref: 02/13).
- 3.6 The costs for these contracts will be met from the Community Resource’s Capital budget allocation for the Vehicle Replacement Programme for financial year 2015/16.
- 3.7 The environmental considerations for each type of vehicle are detailed in Appendix 1 of this report.



3.8 Community and additional benefits were requested on a voluntary basis from the suppliers. The following commitments have been provided.

3.8.1 Nu-Track Limited:-

- Support Renfrewshire schools and colleges by providing three free training seminars in relation to Nu-Track's day to day working environment.

3.8.2 Heil Farid European Company Ltd:-

- Support educational visits to view the company's manufacturing base in Dunfermline.

3.8.3 FAUN Zoeller UK Ltd:-

- Provision of work experience placements for depot apprentices and/or Renfrewshire school pupils;
- Support Renfrewshire schools and colleges by providing free talks/ training seminars on RCV bodies and lifts;
- Provide sponsorship for local events for various community groups i.e. colleges, football matches, charitable events throughout Renfrewshire.

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## Implications of the Report

1. **Financial** – These contracts will be funded from the capital budget allocation for the Vehicle Replacement Programme for FY2015/16, which has been set at £2.157 million.
2. **HR & Organisational Development** – None
3. **Community Planning** – In addition to the benefits outlined in Sections 3.8, the order of these vehicles aims to improve the quality of the Council's vehicle fleet to reduce fuel use and reduce emissions. Additional details are provided within Appendix 1 of this report.
2. **Legal** – The purchase of vehicles from these Suppliers was carried out in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework, Contract Standing Order 27.5 and in accordance with the requirements under the Scotland Excel Framework Agreement for Heavy and Municipal Vehicles (ref: 02/13).

5. **Property Assets** – None.

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 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** – All suppliers' health and safety tender submissions were evaluated by Scotland Excel at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

9. **Procurement** – The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and Modern Government.

10. **Risk** – None.

11. **Privacy Impact** – None.

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**List of background papers**

- (a) Non Housing Capital Investment Programme Report, 2015/2016 and 2017/2018, 12 February 2015

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**Author:** Graeme Beattie, telephone number 0141 618 4710, email address [graeme.beattie@renfrewshire.gov.uk](mailto:graeme.beattie@renfrewshire.gov.uk)

## Appendix 1

Supplier	Vehicle Requirement	Quantity	Scotland Excel Framework Agreement Utilised	Contract Value	Vehicle Delivery By	Environmental Benefits / Considerations
Nu-Track Limited	30 Seater Bus	3	Heavy and Municipal Vehicles (02/13) Lot 8	£314,486	One vehicle available for immediate delivery. Remaining two vehicles delivery February 2016	Will conform to new Euro 6* emission standards in line with EU regulations (please see explanation below)
Nu-Track Limited	26 Seater Bus	1	Heavy and Municipal Vehicles (02/13) Lot 8	£77,117	Available for immediate delivery	Will conform to new Euro 6* emission standards in line with EU regulations (please see explanation below)
Heil Farid European Company Ltd	RCV Chassis Refurbishment and new body / lifter	3	Heavy and Municipal Vehicles (02/13) Lot 7	£265,620 includes refurbishment of chassis and potential hire vehicle to cover	January 2016	N/A
FAUN Zoeller UK Ltd	RCV Chassis Refurbishment and new body / lifter	1	Heavy and Municipal Vehicles (02/13) Lot 7	£85,476 includes refurbishment of chassis and potential hire vehicle to cover	January 2016	N/A

Since 1993, when the very first 'Euro 1' legislation was introduced for trucks and buses, the European Commission has regulated the amount of pollutants coming out of the tail-pipe of a diesel engine. In particular, the Commission identified two key constituents within the exhaust stream - Oxides of Nitrogen or 'NOx', and 'Particulate Matter' (basically soot particles) - as being harmful, and which needed to be controlled and reduced. For each vehicle type, different standards apply. European emission standards define the acceptable limits for exhaust emissions of new vehicles sold in EU member state. All vehicles over 7 tonne i.e. heavy vehicles need to comply with Euro 6, this is the latest diesel engine emission legislation being driven by the European Commission.



**To: Procurement Sub Committee**

**On: 16 September 2015**

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**Report by:**

**Joint Report  
by  
The Chief Executive and Director of Development & Housing**

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**Contract Authorisation Report: Framework Agreement - Removal, Relocation & Warehouse Storage Services**

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**1. Summary**

- 1.1 The purpose of this contract authorisation report is to seek the approval of the Procurement Sub Committee to enter into a Framework Agreement for Removal, Relocation and Warehouse Storage Services, reference RC1409\_2856.
- 1.2 The Framework Agreement was tendered in accordance with the above the EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts. A Contract Strategy was agreed by the Procurement Manager and the Head of Housing Services on 1 October 2014.
- 1.3 The Framework Agreement will commence on 13 October 2015, or alternatively, the date confirmed in the Letter of Acceptance and will be for a period of 3 years with an option to extend for a period of up to 12 months.
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**2. Recommendations**

2.1. It is recommended that the Procurement Sub Committee:

- 2.1.1 Authorise the Head of Corporate Governance to establish a Framework Agreement for Removal, Relocation and Warehouse Storage Services.

2.1.2 Authorise the Head of Corporate Governance to award the following 3 suppliers on to the Framework for Lot 1 – Adhoc Removal & Storage Services;

Kelerbay Limited

Richard Healey Removals Ltd

Harrow Green Limited

2.1.3 Authorise the Head of Corporate Governance to award the following 3 suppliers on to the Framework for Lot 2 – Homeless Services Removal & Storage Services;

Kelerbay Limited

Richard Healey Removals Ltd

The Removal Company (Scotland) Ltd

2.1.4 Note the Framework Agreement shall be for an initial period of three years, following which time the Council have the option to extend up to an additional 12 months.

2.1.5 Note spend under this Framework Agreement will be in the region of £625,000 excluding VAT over the maximum four year period.

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### **3. Background**

3.1 The Council require to put in place a Framework for Removal, Relocation and Warehouse Storage Services. The Framework is required for adhoc removals which may be required throughout the Council's departments and also for homeless persons removals where the Council has a statutory duty to provide removal and storage facilities for persons who find themselves homeless and are being assisted by the Council's Housing Advice and Homeless Services.

3.2 The tender opportunity followed the open procurement procedure for an above the EU threshold for services in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 22 June 2015. Tender documentation was available for immediate download through the online e-tender system.

3.3 Seventeen (17) suppliers noted an interest of which eight (8) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 24 July 2015.

- 3.4 Tender submissions were evaluated using a two stage process of Bid Selection and Award criteria. The tender submissions were first evaluated by representatives from the Corporate Procurement Unit, Development & Housing, Health & Safety and Corporate Risk against pre-determined Bid Selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. Two submissions failed to meet the minimum requirements and were not considered further.
- 3.5 The remaining six tenderers, who met the minimum requirements as outlined above, were then evaluated against a set of Award Criteria, based on a price / quality matrix of 70% price / 30% quality. The outcome of this evaluation determined the total score achieved by each tenderer.
- 3.6 Only the top 3 scoring tenderers will be awarded onto each Lot of the Framework.

### **Lot 1 – Adhoc Removals**

<b>Tenderer</b>	<b>Quality Score (%)</b>	<b>Price Score (%)</b>	<b>Total Score (%)</b>	<b>Ranked Position</b>
Kelerbay Ltd	17.40	70.00	87.40	1
Richard Healey Removals Ltd	16.00	60.33	76.33	2
Harrow Green Limited	15.30	59.55	74.85	3
Clockwork Removals Ltd	13.60	59.14	72.74	4
The Removal Company (Scotland) Ltd	14.80	57.74	72.54	5
Bishops Move Ltd	14.10	49.38	63.48	6

### **Lot 2 – Homeless Services Removals**

<b>Supplier</b>	<b>Quality Score (%)</b>	<b>Price Score (%)</b>	<b>Total Score (%)</b>	<b>Ranked Position</b>
Kelerbay Ltd	17.20	63.59	80.79	1
Richard Healey Removals Ltd	17.80	60.07	77.87	2
The Removal Company (Scotland) Ltd	15.60	56.48	72.08	3

- 3.7 Services under the value of £20,000 will be ordered under the Framework Agreement as a direct call off, with services being offered to the supplier ranked first. Should this supplier be unable to deliver the services, services will be offered to the next ranked supplier. Mini competitions will be undertaken over £20,000.00.
- 3.8 Suppliers have committed to no price increases over the initial 3 year period of the Framework. Mini competitions and negotiations may result in price decreases which may alter the ranking of suppliers under the Lot.
- 3.9 The Council's anticipated spend under this Framework will be in the region of £625,000 over the 4 year period.
- 3.10 Community benefits have been offered subject to the level of spend under the Framework:

**Kelerbay Ltd:**

Depending on contract volumes and demand they would take an active part in Renfrewshire employment projects.

**Richard Healey Removals:**

The company currently work with local organisations to provide work experience to long term unemployed. They encourage young people to join the company straight from school and provide a continuous training development plan to progress within company.

Depending on contract volumes and demand they may have the possibility of creating 2 permanent full time jobs.

**Harrow Green Ltd:**

Depending on contract volumes and demand they could:

- Agree a project in conjunction with the Council involving local school pupils or community groups.
- Undertake a workshop in a community group or youth group in Renfrewshire with a view to introducing/developing employability skills.
- Take on a work placement for a minimum of 5 days for an S4, S5 or S6 pupil from a Renfrewshire School.
- Take on a work placement for a minimum of 5 days for a teacher from a Renfrewshire school
- Undertake a programme of career talks in Renfrewshire schools
- Take on a person for work experience for a minimum of 5 days for unemployed person (not necessarily young person)
- Take on an extended work placement for a total period of 15 days for a school pupil from a Renfrewshire School (Placement could be over a period of time with individual placements ie one day or a week and not necessarily a block placement)
- Provide one-to-one mentoring to a young person from Renfrewshire (e.g one hour per month for 12 months)
- Take on an extended work placement for young person from a Council employability support programme (3-6 months).



- Support a programme of mock interviews for pupils, not necessarily in the one school).
- Recruit and commence an additional formal apprenticeship

#### **The Removal Company (Scotland) Ltd:**

Depending on contract volumes and demand they would be happy to enter into discussion with Renfrewshire Council and its partners with a view to starting one.

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### **Implications of the Report**

1. **Financial** – The financial status of each of the tenderers has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that all tenderers have satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None
3. **Community Planning** – As there is no guarantee of any level of spend under the Framework Agreement tenderers could not give a firm commitment to community benefits however the suppliers to be appointed onto the Framework have noted that any community benefits offered would be subject to the level of spend and activity under the Framework as per 3.10 above.
4. **Legal** – The tendering procedures for the establishment of this Framework Agreement were in accordance with the requirements of the Public Contracts (Scotland) Regulations 2012, as amended, schedule 3 Part A for contracts and Renfrewshire Council's Standing Orders Relating to Contracts.
5. **Property Assets** - None
6. **Information Technology** – None.
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** – Tenderers health and safety submissions have been evaluated by Renfrewshire Council's Health and Safety section. All tenderers have met the minimum requirements regarding health & safety.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.

10. **Risk** – None

11. **Privacy Impact** – None

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**List of background papers**

(a) None

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