
To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: The Chief Executive and the Director of Communities and Housing Services

Heading: Contract Award: High Level Gutter Cleaning to 3 Storey Blocks and Above (RC-CPU-21-319)

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 a Services Contract for High Level Gutter Cleaning to 3 Storey Blocks and Above (RC-CPU-21-319) to Caledonian Maintenance Services Limited.
- 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts 1 January 2022 for an above Threshold Government Procurement Agreement (GPA) (Services) contract using the Open Procedure.
- 1.3 A Contract Strategy was approved by the Strategic Commercial and Procurement Manager and the Head of Housing Services on 21st November 2022.

2. Recommendations

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

- (a) Authorise the Head of Corporate Governance to award a Contract for High Level Gutter Cleaning to 3 Storey Blocks and Above (RC-CPU-21-319) to Caledonian Maintenance Services Limited;
- (b) Authorise the maximum contract value of up to £800,000.00 excluding VAT;
- (c) Authorise the Contract Period of 24 months with the Council having the option to extend for up to 12 months on two separate occasions subject to the Service Provider's satisfactory operation and performance. The Service Provider shall begin performing the Service on the date stated in the Letter of Acceptance and shall complete it by the Expiry Date.

3. **Background**

- 3.1 This procurement exercise is for the appointment of a suitably qualified Service Provider to undertake high level gutter cleaning services to various properties within the Renfrewshire Council area. This service will enable the Council to maintain high standard housing stock which is free from health & safety and environmental issues.
- 3.2 To initiate the procurement procedure a Contract Notice was published on Find a Tender issued via the Public Contracts Scotland advertising portal on 23rd November 2022 with the tender documentation available for downloading from the Public Contracts Scotland – Tender portal from this date.
- 3.3 During the live tender period, thirty organisations expressed an interest in the tender. By the closing date set for the return of electronic tender submissions, 12 noon, Monday 9th January 2023, five organisations submitted a tender response, three organisations declined to respond, and twenty-two organisations did not respond.
- 3.4 Tenderers were required to complete a Single Procurement Document (SPD) to be submitted with their tender submission. All five organisations were evaluated against a pre-determined set of criteria in the form of the SPD by representatives from the following Council Services: Housing Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

3.5 All five tender submissions received complied with the minimum selection criteria of the SPD. The five tender submissions were each evaluated against the Award Criteria which were based on a weighting of 70% Price 30% Quality.

3.6 The scores relative to the Award Criteria for each of the five tender submissions are noted below:

		Price (70%)	Quality (30%)	Total (100%)
1	Caledonian Maintenance Services Limited	70.00%	14.00%	84.00%
2	K & G Roofing Ltd	65.43%	16.00%	81.43%
3	High Level Window Cleaners Ltd	55.09%	11.25%	66.34%
4	Pendrich Height Services Limited	24.63%	5.00%	29.63%
5	Northern Steeplejacks (Edinburgh) Limited	9.13%	19.00%	28.13%

3.7 The evaluation of tender submissions received identified that the submission by Caledonian Maintenance Services Limited was the most economically advantageous tender.

3.8 The Conditions of Contract applying to this Contract are Renfrewshire Council General Conditions of Contract for Services with Special conditions.

3.9 The cost of this Contract will be met by the Housing Revenue Account.

3.10 Community Benefits were requested as part of the procurement process and Caledonian Maintenance Services Limited confirmed that the following Community Benefits would be made available to the Council for this Contract.

Community Benefit Description	No of People / Activity
Job for an unemployed individual from a Priority Group	1
Job for an unemployed individual	1
Industry Awareness Event	1

Implications of the Report

1. **Financial** – No financial implications have arisen or are anticipated. The Financial and Economic Standing have been assessed as part of the tender selection criteria- which Caledonian Maintenance Services Limited passed. The cost of these services will be met by the Housing Revenue Account.

2. **HR & Organisational Development** – No TUPE implications.

3. **Community/Council Planning** –

- **Our Renfrewshire is thriving** – maximising economic growth, which is inclusive and sustainable
- **Our Renfrewshire is well** – supporting the wellness and resilience of our citizens and communities
- **Our Renfrewshire is fair** - addressing the inequalities which limit life chances
- **Our Renfrewshire is safe** – protecting vulnerable people, and working together to manage the risk of harm.

Place:

- Working together to ensure our neighbourhoods are safe, vibrant, and attractive places to live
- Demonstrating that Renfrewshire is a great place to live, work and visit
- Developing our relationship with and working alongside communities on the decisions that affect them

Economy:

- Linking opportunities to enhance economic benefits for Renfrewshire
- Creating sustainable employment opportunities
- Ensuring that all people can benefit from the inclusive growth in Renfrewshire
- Supporting people into Fair Work
- Matching skills and opportunities across Renfrewshire

Fair:

- Reducing inequalities
- Creating inclusive and supportive learning environments for children and young people

Green:

- Empowering people and organisations to make informed green choices

Living our Values:

- Delivering Best Value for our citizens and customers

4. **Legal** – The Procurement of this Services Contract has been conducted as an above GPA Threshold Open Procedure in accordance with the Public Contracts (Scotland) Regulations 2015 and Renfrewshire Council's Standing Orders Relating to Contracts 1 January 2022.
5. **Property/Assets** – This contract will ensure the Council's properties are maintained to a high standard and free from health & safety and environmental issues.
6. **Information Technology** – No Information Technology implications have arisen or are anticipated.
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** - Caledonian Maintenance Services Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's 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 procurement procedures, efficiency, and modern Government.
10. **Risk** – Caledonian Maintenance Services Limited insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding insurance risk.
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated.

12. **Cosla Policy Position** – No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The Level of impact associated with provision of this service have been assessed using the Scottish Government Sustainability Test and is considered Low Risk.

The Scottish Procurement Document (SPD) Environmental Management question was utilised:

- ISO14001:2015
- SEPA Waste Carriers License
- Waste Segregation onsite for composting areas for green waste

List of Background Papers

(a) None

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