

## Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 13 May 2015	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

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

### CONVENER

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

A Russell, Director of Finance & Resources; F Hughes, Procurement Manager, 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) CONTRACT AUTHORISATION REPORT - MEASURED TERM CONTRACT FOR CCTV/INTRUDER FIRE ALARM/VESDA AND WARDEN AID CALL MAINTENANCE WITHIN RENFREWSHIRE COUNCIL PUBLIC BUILDINGS**

There was submitted a joint report by the Directors of Finance & Resources and Community Resources relative to the award of a Measured Term Contract (MTC) for CCTV/Intruder Fire Alarm/VESDA and Warden Aid Call Maintenance within Renfrewshire Council Public Buildings.

The report indicated that at the deadline for the return of tenders, eight bids had been received. Following evaluation all eight 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 initial term of the MTC for a period of three years from the date of commencement, which was anticipated to be 6 July, 2015 with an option to extend to a further one plus one years, be approved;
- (ii) That the Head of Corporate Governance be authorised to award the contract for a MTC, RC1502\_3433 (ITT7062) to SPIE Scotshield Limited; and
- (iii) That it be noted that the value of the contract over the three-year period would not exceed £630,000 and over five years would not exceed £1,050,000.

**1(b) CONTRACT AUTHORISATION REPORT - RESIDUAL WASTE AND BULKY WASTE**

There was submitted a joint report by the Directors of Finance & Resources and Community Resources relative to the award of two contracts for the provision of treatment of residual waste and the treatment of bulky waste.

The report advised that the contracts would be commissioned under the following lots within the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste:

- Lot 1:- Treatment of Residual Waste, approximately 39,000 tonnes per annum; and
- Lot 2:- Treatment of Bulky Waste, approximately 600 tonnes per annum.

The report intimated that a contract strategy document for the Treatment of Residual Waste and Bulky Waste was signed in April 2015 by the Procurement Manager and the Director of Community Resources.

The report indicated that Scotland Excel had established a framework agreement for the treatment of recyclable and residual waste in July 2014 and all 32 Local Authorities had the opportunity to participate in the agreement. Details of the procurement process were contained in the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the following contracts under the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste (contract schedule number 14-23);

- Treatment of Residual Waste to William Tracey Limited, it being noted that spend on the contract would not exceed £16,497,000 over the maximum four year contract duration; and

- Treatment of Bulky Waste to William Tracey Limited, it being noted that spend on the contract would not exceed £252,000 over the maximum four year contract duration; and

(ii) That it be agreed that both contracts would commence on 5 July, 2015 for an initial period of three years, until 4 July, 2018, with an option to extend for up to 12 months subject to contract performance and agreement on cost.

**1(c) CONTRACT AUTHORISATION REPORT - SEGREGATED GARDEN WASTE**

There was submitted a joint report by the Directors of Finance & Resources and Community Resources relative to the award of the contract for the provision of treatment of segregated garden waste.

The report indicated that Scotland Excel had established a framework agreement for the treatment of organic waste. All 32 Local Authorities had the opportunity to participate in the agreement. Details of the procurement process were contained in the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the following contract under the Scotland Excel framework for the treatment of organic waste (contract schedule number 10-12):

- Treatment of Segregated Garden Waste to GP Green Recycling Limited, it being noted that spend on the contract would not exceed £1,370,000 over the maximum four year contract duration; and

(ii) That it be agreed that the contract would commence on 1 June, 2015 for an initial period of three years, until 31 May, 2018, with an option to extend for up to 12 months subject to contract performance and agreement on cost.

**1(d) CONTRACT AUTHORISATION REPORT - SUPPLY AND INSTALLATION OF PHOTOVOLTAIC SOLAR PANELS - PHASE 2**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to the award of a package order for the supply and installation of photovoltaic solar panels – phase 2 in 10 schools throughout the Renfrewshire area.

The report indicated that the award of a framework agreement for the design supply and installation of photovoltaic solar panels was approved by the Procurement Sub-Committee on 22 January, 2014 and four contractors were accepted onto the framework.

The report advised that all four contractors on the framework were invited to participate in a mini competition for the supply and installation of photovoltaic solar panels – phase 2. 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 supply and installation of photovoltaic solar panels – phase 2 to Emtec Group Limited, it being noted that the contract value was £197,094 excluding VAT;

(ii) That it be noted that the term of the contract was estimated as six weeks; and

(iii) That it be noted that the anticipated site start date was Monday 29 June, 2015 with an anticipated completion date of Monday 10 August, 2015.

**1(e) CONTRACT AUTHORISATION REPORT - WATER AND WASTE WATER SERVICES**

There was submitted a report by the Director of Finance & Resources relative to the renewal of the agency agreement to utilise the current extension of Scottish Procurement's Water and Waste Water Services contract with the current provider, from 1 April, 2015.

The report advised that a new national contract for water and waste water services was due to commence on 1st April, 2015 however the award had been delayed and Scottish Procurement had extended the existing agreement with the current provider.

**DECIDED:**

(i) That the Procurement Manager be authorised to renew the agency agreement for the supply of water and waste water services from 1 April, 2015 to 30 June, 2018, or such a period as may be permitted under its terms;

(ii) That any contract extensions with Business Stream (the current provider) be utilised until Scottish Procurement's new water and waste water services contract had been awarded; and

(iii) That it be noted that the value of any extensions would be approximately £101,000 per month until the new contract was available.

1(f) **CONTRACT AUTHORISATION REPORT - PROVISION OF HOUSING SUPPORT SERVICES FOR SINGLE HOMELESS PEOPLE AND CHILDLESS COUPLES WHO MAY HAVE COMPLEX NEEDS**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to the award of the contract for the provision of housing support services for single homeless people and childless couples who may have complex needs.

The report indicated that at the deadline for the return of tenders, one submission had been received. The tender was evaluated against a pre-determined voluntarily published set of bid selection criteria, details of which were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the provision of housing support services for single homeless people and childless couples who may have complex needs (contract reference RC1411\_3133ITT 6380) to Loretto Care, who were the incumbent provider of the existing service; and

(ii) That the contract term of three years from 1 June, 2015 be approved, it being noted that the value of the contract would be up to £567,108.73 excluding VAT, with an option to extend for a further one-year period on two occasions, bringing the total length of the contract, if extended, to five years with a maximum value of £945,181.21 excluding VAT.