

To: Finance, Resources and Customer Services Policy Board

On: 1 September 2021

Report by: Joint report by the Chief Executive and the Director of Finance and Resources

Heading: Contract Award: Council-Wide Laundry Maintenance (RC-CPU-20-096)

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 the Council-Wide Laundry Maintenance (RC-CPU-20-096) to WashCo Limited.
- 1.2 The recommendation to award a Contract follows a procurement process conducted in accordance with the Public Contracts (Scotland) Regulations 2015 for an above EU Threshold contract using the Open procedure (Services) and the Council's Standing Orders Relating to Contracts. This procurement was carried out prior to the United Kingdom's EU Exit on 30 December 2020 and continues to be subject to the EU procurement procedures in place prior to that date.
- 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic Commercial Category Manager on 17 December 2020.
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2. **Recommendations**

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

- (a) Authorise the Head of Corporate Governance to award a Services Contract for Council-Wide Laundry Maintenance to WashCo Limited;
 - (b) Authorise the award of a Contract up to a total contract value of £350,000.00 excluding VAT for the period of contract (initial and both extension periods);
 - (c) Authorise the initial period of contract of three (3) years with the option to extend on two (2) separate occasions each for a period of twelve (12) months. The contract is anticipated to commence on the 27 October 2021. In the event that the Contract does not commence on 27 October 2021, the Contract period shall run from the actual date of commencement as stated in the Letter of Acceptance; and
 - (d) Note that WashCo Limited is required to enter into a Data Processor Agreement with the Council.
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3. **Background**

- 3.1 The Council require to appoint a suitably experienced Service Provider to provide servicing and maintenance for the current Council owned laundry equipment and provide reactive repairs across various properties within the Council area.
- 3.2 There is a range of communal launderette facilities in 120 locations across Renfrewshire, some serving high rise blocks and others in outhouses and other buildings grouped near certain tenement and maisonette flatted blocks. These facilities are used by Council tenants and occupiers of former Council houses sold through Right to Buy. A service charge is applied for each property in terms of the Councils lease agreement or the property owners Title Deeds. To ensure that machines are operational and accessible, a flexible repair and maintenance contract is required. This contract will provide the Council with rapid access to a competent contractor to carry out reactive repairs and maintenance as and when instructed by the Contract Administrator (CA).
- 3.3 Due to the anticipated value of the Contract a contract notice was dispatched via the Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) with the notice

published on OJEU on 15 December 2020 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform. This procurement was carried out prior to the United Kingdom's EU Exit on 30 December 2020 and continues to be subject to the EU procurement procedures in place prior to that date.

During the tendering live period ten (10) companies expressed an interest in the tender. By the closing date set (12 noon, 08 February 2021) for return of electronic tender submissions six (6) companies made a tender submission and four (4) companies did not respond.

- 3.4 All six (6) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the following Council services: Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.
- 3.5 All six (6) tenderer submissions complied with the minimum selection criteria of the ESPD and progressed to evaluation of the Award Criteria which was based on a weighting of 40% Quality 60% Price.
- 3.6 The scores relative to the award criteria for each of the tender submissions are noted below:

		Quality (40%)	Price (60%)	Total (100%)
1	WashCo Limited	32.88%	52.17%	85.05%
2	Electrolux Professional Limited	30.25%	50.36%	80.61%
3	Girbau UK Limited	19.00%	60.00%	79.00%
4	Professional Dosing Solutions Limited	26.00%	50.88%	76.88%
5	Thain Commercial Limited	20.75%	53.82%	74.57%
6	MAG Equipment Limited	3.50%	46.80%	50.30%

- 3.7 The evaluation of tender submissions received identified that the tender submission by WashCo Limited was the most economically advantageous to the Council.

- 3.8 Community Benefits were requested as part of the procurement process and WashCo Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

Community Benefit Description	No of People / Activity
S/NVQ (or equivalent) for <ul style="list-style-type: none">• New Employee• Existing Employee• Supply Chain Employee	1
Financial Support for a Community Project	1

Implications of the Report

1. **Financial** – The costs for this Contract will be met by the Housing Revenue Account (HRA).
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning –**
 - Building strong, safe and resilient communities – Protecting vulnerable people, and ensuring people receive the care and support they need to live safely and independently within their own homes and communities.
 - Creating a sustainable Renfrewshire for all to enjoy – WashCo Limited has committed to deliver numerous Community Benefits as detailed within section 3.8 of this report.
4. **Legal** – The procurement of this Contract has been conducted as an above EU Threshold (Services) Open Procurement Procedure in accordance with the Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2015. The procurement exercise was carried out prior to the United Kingdom EU exit and continues to be subject to the relevant Service contract EU procurement procedures for a contract of this value.

5. **Property/Assets** – By awarding this Contract, the Council will have the ability to carry out statutory maintenance and repairs on a reactive basis to the current installed laundry equipment.
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** – WashCo Limited's 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 shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – WashCo Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Data Protection Impact Assessment (DPIA) is required for this contract, as this does not involve new technologies or other ways of processing personal data. However, the contract will be GDPR compliant as there may be a requirement for WashCo Limited to handle personal information when a fault is reported and a Data Processor Agreement has been included as a requirement of this contract. WashCo Limited have confirmed compliance with the form of the Data Processor Agreement.
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 has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

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