

**To: Procurement Sub Committee**

**On: 30<sup>th</sup> November 2016**

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

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**Contract Authorisation Report**

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**1. Summary**

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award a Measured Term Contract (MTC) for the Maintenance, Repair, Replacement and Installation of Roller Shutters to Taymore Limited.
  - 1.2 The MTC was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contract (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
  - 1.3 A contract strategy for a Measured Term Contract (MTC) for the Maintenance, Repair, Replacement and Installation of Roller Shutters for properties across the Council estate was signed by the Director of Community Resources and the Strategic Commercial and Procurement Manager in September 2016.
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**2. Recommendations**

It is recommended that the Procurement Sub Committee authorise

- 2.1 The Head of Corporate Governance to award the MTC for the Maintenance, Repair, Replacement and Installation of Roller Shutters to Taymore Limited.
- 2.2 The value of this MTC is £210,000 excluding VAT over the initial 3 year period. The Council reserves the right to extend the contract on (1 or 2) separate occasions to a maximum total period of five (5) years. Where the Council take up both extensions to the Contract Period, the total contract value will be £350,000 excluding VAT over the 5 year term.

- 2.3 The proposed date for the MTC to commence is 6<sup>th</sup> January 2017; the exact date will be confirmed in the Council's Letter of Acceptance

### 3. Background

- 3.1 The Council has a requirement for a suitably qualified and experienced Supplier for the Maintenance, Repair, Replacement and Installation of Roller Shutters for Council owned properties.
- 3.2 A contract notice was despatched via Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) on 19<sup>th</sup> September 2016. The contract was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contract (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
- 3.3 Eleven Suppliers noted an initial interest and five (5) tender submissions were received by the closing date for the receipt of all tender submissions at noon on 20 October 2016 and of the remaining Suppliers one (1) declined to tender and five (5) did not respond.
- 3.4 All five (5) tenderers successfully passed the mandatory requirements as outlined above and were subsequently evaluated against a set of award criteria by the Corporate Procurement Unit and Community Resources. The award criteria were a price/quality ratio of 70% / 30%. Scores relative to the Award Criteria of each tenderer are as follows:

	Price (70%)	Quality (30%)	Total
<b>Taymore Limited</b>	70	23.25	93.25
<b>Aardee Security Shutters Limited</b>	51.16	8.15	59.31
<b>Gilgen Doors Systems UK Limited</b>	35.65	21.35	57
<b>KD Doors Limited</b>	23.2	20.75	43.95
<b>Arrow Industrial Group Limited</b>	25.34	17.8	43.14

- 3.5 The evaluation of tenders received identified that the tender submitted by Taymore Limited is the most economically advantageous tender.

3.6 Community Benefits submitted by Taymore Limited are detailed below:

Description	Quantity
New Entrant	1
Work Experience Placement	1
Meet the Buyer Events	2

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## Implications of this report

### 1. Financial Implications

The financial status of Taymore Limited has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company have satisfied the Council's requirements in relation to financial stability.

### 2. HR and Organisational Development

None

### 3. Community Plan/Council Plan Implications

Taymore Limited has committed to providing the community benefits as detailed in section 3.6 of this report.

### 4. Legal Implications

The procurement of this Measured Term Contract was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contract (Scotland) Regulations 2015 and Renfrewshire Council's Standing Orders Relating to Contracts.

### 5. Property Implications

The maintenance, repair, replacement and installation of roller shutters will enhance the security of the Council owned properties.

### 6. Corporate services Implications

None

### 7. Equal Opportunities Implications

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 and Safety Implications**

Taymore Limited has been evaluated by Renfrewshire Council's Health and Safety section and has met the minimum requirements regarding health and safety.

**9. Procurement Implications**

As detailed in the report, the procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council Standing Orders Relating to Contracts and the Council's Financial Regulations.

**10. Risk Implications**

Insurance levels were provided by Corporate Risk and insurance documents submitted as part of the tendering process were evaluated. Taymore Limited has sufficient cover in place.

**11. Privacy Impact**

N/A

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**List of background papers**

None

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