

## Notice of Meeting and Agenda Procurement Sub-Committee

Date	Time	Venue
Wednesday, 01 April 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Board Membership

Councillor Derek Bibby: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Paul Mack: Councillor Marie McGurk: Councillor Alexander Murrin: Councillor Iain Nicolson: Councillor Allan Noon: Councillor Tommy Williams

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

### 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, contact  
[democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk).

## Items of business

### Apologies

Apologies received from members of the Board.

### 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.

- 1      Contract Authorisation Report - Extension of Provision of a Wide Area Network      3 - 6**  
Report by Director of Finance & Resources
  
- 2      Contract Authorisation Report - Family Support for Children Affected by Disability      7 - 12**  
Joint report by Directors of Finance & Resources and Children's Services
  
- 3      Contract Authorisation Report - Lochfield Primary School Roofing, Remedial and Maintenance Works      13 - 16**  
Joint report by Directors of Finance & Resources and Development & Housing Services

To: **Procurement Sub-Committee**

On: **1<sup>st</sup> April 2015**

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**Report by:**

**Report**

**by**

**Director of Finance & Resources**

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**Heading:**

**Contract Authorisation Report:  
Extension of Provision of a Wide Area Network**

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**1. Summary**

- 1.1 At the General Management and Finance Policy Board on the 22<sup>nd</sup> April 2009 it was approved that Telewest Limited be awarded a contract for the Provision of a Replacement Wide Area Network under tender reference R081100093 for a 5 year period with the option to extend for a further period of 2 years.
  - 1.2 The contract commenced on 6<sup>th</sup> May 2009 and the initial period expired on 5 May 2014.
  - 1.3 A year extension period was agreed by the Procurement Sub Committee on 14<sup>th</sup> May 2014
  - 1.4 The purpose of this report is to obtain approval to utilise the final year extension option to extend the Provision of a Wide Area Network contract from 6<sup>th</sup> May 2015 to 5<sup>th</sup> May 2016.
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## **2. Recommendations**

It is recommended that the Procurement Sub-Committee:

- 2.1 Authorises the Head of Procurement and Business Support to extend the contract for the Provision of a Replacement Wide Area Network to Telewest Ltd from 6th May 2015 until 5th May 2016.
  - 2.2 Notes that the value of the contract extension from 6th May 2015 until 5th May 2016 will not exceed £450,000.
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## **Implications of the Report**

1. **Financial**  
The cost for the contract extension is financed via services revenue budgets.
  2. **HR & Organisational Development**  
None
  3. **Community Planning**  
None
  4. **Legal**  
This contract extension will be issued under the procedures under the Council's Standing Orders Relating to Contracts.
  5. **Property Assets**  
None
  6. **Information Technology**  
  
None
  7. **Equality & Human Rights**  
None.
  8. **Health & Safety**  
None
  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**  
Not Applicable
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**To: Procurement Sub Committee**

**On: 1<sup>st</sup> April 2015**

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**Report by:**

**Joint Report  
by  
Director of Finance & Resources and Director of Children's Services**

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**Heading:**

**Contract Authorisation Report  
Family Support Services for Children Affected by Disability**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to authorise the Head of Corporate Governance to award a contract for the provision of Family Support Services for Children Affected by Disability.
- 1.2 The services under this Contract will provide locally based, child centred, family support designed around the needs of the child, in line with the principles of the Children (Scotland) Act 1995. The Service will support children with disabilities to be cared for by their families using a range of services which are appropriate to the child's particular needs. These services will be delivered in a range of premises and locations e.g. in the children's own homes, in the provider's premises and in the wider community. This Contract will assist Renfrewshire Council in meeting its strategic aims, in respect of The Renfrewshire Children's Services and the Scottish Government's "Getting It Right For Every Child" Policy.

- 1.3 The service is classified as a “Part B” service under the Public Contracts (Scotland) Regulations 2012 as amended, which means the full procurement rules do not apply to it.
  - 1.4 This Contract was tendered using a procedure equivalent to the open tendering procedure under the EU rules and in accordance with the Council’s Standing Orders Relating to Contracts. A Contract Strategy was agreed by the Head of Child Care & Criminal Justice and the Procurement Manager in November 2014.
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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 the Contract, No. RC1410\_3010\_ITT(6143) for the provision of Family Support Services for Children Affected by Disability to Action for Children
    - 2.1.2 Approves that the Contract start date is 15 June 2015 and that the Contract shall be for an initial period of up to 3 years with the option to extend the Contract for up to a maximum of two extensions each of 1 year, such option(s) to be taken up at the Council’s sole discretion.
    - 2.1.3 Approve the value of the Contract including the maximum option periods, as £624,347 excluding VAT.
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## **3. Background**

- 3.1 The provision of Family Support Services for Children Affected by Disability (previously known as Family Based Respite and Family Support Services for Children and Young People with Additional Support Needs) is currently delivered by Barnardo’s under Contract Ref. R081100177 which commenced on 20 April 2009 and is due to end on 14 June 2015.
- 3.2 The tender opportunity followed a procedure equivalent to the open tendering procedure under the EU rules and 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 on 4th December 2014. Tender documentation was available for immediate download through the online e-tender system and 6 submissions were received by the published tender deadline of 12:00hrs on 15th January 2015.



- 3.3 The service is classified as a “Part B” service under the Public Contracts (Scotland) Regulations 2012 as amended, which means the full procurement rules do not apply to it.
- 3.4 Tender submissions were evaluated by representatives from the Corporate Procurement Unit, Social Work, Corporate Risk and Health & Safety using a two stage process of Bid Selection and award criteria. The tender submissions were evaluated against pre-determined assessment criteria which were voluntarily published by the Council. Stage One, Bid Selection, assessed tenderer’s capacity, experience & track record, financial standing and their technical capabilities. All 6 tenders met the minimum requirements in relation to the Bid Selection Criteria and progressed to Stage Two evaluation on the basis of the published award criteria.
- 3.5 Under the Award criteria tenders were evaluated against a set of Award Criteria, based on a price / quality matrix of 10% price/90% quality. The scores for each tenderer, relative to the Award Criteria, are as follows:

<b>Tenderer</b>	<b>Quality Score (%)</b>	<b>Price Score (%)</b>	<b>Total Score (%)</b>
Action for Children	85.46	9.80	95.26
Quarriers	76.46	9.79	86.25
Capability Scotland	74.66	9.74	84.40
Barnardo's	69.31	9.79	79.10
Real Life Options	68.44	9.79	78.23
Sense Scotland	61.22	10	71.22

- 3.6 On the basis of this evaluation Action for Children is considered to have submitted the most economically advantageous tender. Prices will remain fixed during the full period of the Contract, including the option periods.

3.7 The recommended Provider, Action for Children, has committed to the delivery of the following community benefits which were evaluated as part of their tender submission:

- provision of supported, waged job opportunities for young people within the provider's range of services. It is estimated that within this contract 2 young people per annum from the Renfrewshire area will be employed within a range of the Provider's services within travel to work distances
- financial support will be provided to employers to take on young people who are disabled, a young carer, a care leaver or an ex offender. It is estimated that approximately 4 young people per annum will benefit from this opportunity.
- opportunities will be created for service users to work as volunteers at events such as music festivals, sporting events etc. giving opportunities for service users to gain work experience and to build confidence and relationships. It is estimated that approx. 2 young people per annum will take advantage of these opportunities.
- provision of a series of workshops, or other events, in schools within Renfrewshire (dealing with topics linked to the curriculum for excellence including discussions on equality and diversity, discrimination, disability rights and citizenship) plus employability workshops for young people who are interested in the development of a career in social care/nursing or health related employment.

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## Implications of the Report

1. **Financial** –The financial implications are noted at paragraph 2.1.3 of the Report and will be met from existing Social Work resources. The financial status of the recommended Provider was assessed and satisfied the Council's requirements
2. **HR & Organisational Development** – None
3. **Community Planning** - see details of proposed Community Benefits at paragraph 3.2 above.
4. **Legal** – The tendering procedures for the establishment of this Contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts. The Contract is for a Part B service and, as such, this is not subject to the full requirements of the Public Contracts (Scotland) Regulations 2012, as amended.

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** – The submissions received were assessed by Renfrewshire Council's Health and Safety Officers. The recommended Provider's Health and Safety policy and procedures is considered to meet the necessary requirements
9. **Procurement** – 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's Standing Orders Relating to Contracts and the Council's Financial Regulations.
10. **Risk** – A number of Key Risks have been identified in the Contract Strategy and appropriate actions have been and will be implemented to prevent these arising or to mitigate their impact.
11. **Privacy Impact** – Service Users' individual rights to privacy will be fully respected and the successful tenderer has confirmed acceptance of all terms and responsibilities.

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**List of background papers**      **None**

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**To:    *The Procurement Sub Committee***

**On:    *1<sup>st</sup> April 2015***

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**Report by:**

***Joint Report  
By  
Director of Finance & Resources and Director of Development &  
Housing Services***

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**Heading:**

**Contract Authorisation Report  
Lochfield PS Roofing Remedial & Maint Works (32232)  
RC1412\_3378(ITT6895)**

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**1.    Summary**

- 1.1    The purpose of this report is to seek the approval of the Procurement Sub Committee to appoint a Contractor to carry out a complete roof refurbishment for Lochfield Primary School, Quarry Road, Paisley, PA2 7RD.
  - 1.2    The contract was tendered in accordance with the Council's Standing Orders Relating to Contracts for contracts below the EU Threshold for Works. A Contract Strategy for the roofing works and associated works was agreed by Development and Housing Services and the Corporate Procurement Unit on 8<sup>th</sup> January, 2015.
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**2.    Recommendations**

- 2.1    It is recommended that the Procurement Sub Committee authorise the Head of Corporate Governance to award the Contract for Lochfield PS Roofing Remedial & Maint Works (32232) RC1412\_3378(ITT6895), to Keepmoat Regeneration Limited, with a contract value of £316,776.71 plus a 10% contingency sum of £31,667.67.

- 2.2 To note it is anticipated that the Contract will commence on the 29<sup>th</sup> April 2015 for a period of 18 weeks to completion of works, however this will be confirmed in the Contract Award letter otherwise known as the Letter of Acceptance.
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### 3. Background

- 3.1. The works under this Contract include overlaying the existing flat roofs, including the upgrade of all insulation to meet current “u” value, renewal of slates with tiles to pitched roofs, replacement of all gutters and downpipes and associated render repairs.
- 3.2. This Contract was tendered in accordance with a below EU Threshold Open Procedure (Works) and the Councils Standing Orders Relating to Contracts.
- 3.3. A contract notice was published in the Public Contracts Scotland advertising portal on the 8<sup>th</sup> January 2015 with the tender documentation available for downloading from the Public Contracts Scotland – Tender website. The contract has been tendered under the Public Contracts (Scotland) Regulations 2012, as amended, in so far as it applies.
- 3.4. During the tendering period twenty-two (22) suppliers expressed an interest in the contract. By the closing date set for the return of electronic tenders, 12 noon on Monday 2<sup>nd</sup> February 2015, six (6) suppliers submitted tenders, six (6) suppliers declined to tender and ten (10) suppliers did not respond.
- 3.5. The six (6) electronic tender responses received were opened on the 2<sup>nd</sup> February 2015 and were then evaluated by representatives from the Corporate Procurement Unit, Corporate Risk, Health & Safety, and Development & Housing Services, against pre-determined Bid Selection criteria, which assessed their capacity, experience and track record, and their technical and financial capacity.

None of the six (6) suppliers who submitted a tender failed bid selection.

- 3.6. All six (6) suppliers passed bid selection and were then evaluated against a set of award criteria. The Award Criteria was based on a price / quality / community benefits ratio of 65% / 30% / 5%.

	Price Score (65%)	Quality Score (30%)	Community Benefits (5%)	Total Score (100%)
Keepmoat Regeneration Limited	65.00%	21.00%	3.80%	89.80%
R&R Construction (Scotland) Ltd	56.11%	14.10%	3.85%	74.06%

Marley Eternit Ltd (t/a Marley Contract Services)	58.00%	12.00%	3.80%	73.80%
Clark Contracts Ltd	42.65%	24.00%	4.45%	71.10%
MPMH Construction Limited	41.70%	24.00%	4.20%	69.90%
Avonside Roofing Ltd (t/a Avonside Energy Efficiency)	41.51%	12.20%	4.40%	58.11%

- 3.7. It is recommended that this works Contract be awarded to the Keepmoat Regeneration Limited who submitted the Most Economically Advantageous Tender.
- 3.8. Keepmoat Regeneration Limited have committed to delivery of the following community benefits during the contract period:
- 1 x Work Experience Placements (16 + years of age)
  - 1 x Industry Awareness Day
  - 1 x Workplace Visits
- 3.9. The Service Department allocated a budget of £440,000.00 for this project; however, with the tendered contract value of £348,454.34, this represents an overall saving of £91,545.66.

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## Implications of the Report

### 1. Financial

The financial status of the Company recommended for award of this contract was assessed and satisfied the Council's requirements in relation to financial stability.

### 2. HR & Organisational Development

Not applicable

### 3. Community Planning

Keepmoat Regeneration Limited have committed to delivery of community benefits as detailed in clause 3.8 of this report.

### Greener

The type of works proposed through this contract will improve the fabric of this building (new roof coverings and insulation) which will in turn aid in the reduction of the carbon footprint of this building.

### 4. Legal

The tendering procedures for the establishment of this contract were in accordance with the Renfrewshire Council's Standing Orders Relating to

Contracts for below EU threshold works contracts and the Public Contracts (Scotland) Regulations 2012, as amended, in so far as it applies.

5. **Property/Assets**

By carrying out of these works it will ensure the continued use of this property into the foreseeable future, improve the environment for the property users and is likely to reduce repair and maintenance costs.

6. **Information Technology**

Not Applicable

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**

Keepmoat Regeneration Limited's health and safety submission has been evaluated by Renfrewshire Council's Health and Safety Section and has met the minimum requirements regarding health & safety.

9. **Procurement**

The procurement procedures outlined within this report shall ensure that the Council meets statutory requirements in respect of procurement procedures, efficiency and modern government.

10. **Risk**

Corporate Risk have vetted the indemnity provision held by the recommended company and have confirmed that it satisfied the minimum requirement relative to this contract.

11. **Privacy Impact**

Not Applicable.

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**List of Background Papers**

(a) None

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