
To: Procurement Sub Committee

On: Wednesday, 11th November 2015

Report by:

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

Contract Authorisation Report

Ground Maintenance Equipment

1. Summary

- 1.1. The purpose of this report is to seek the approval of the Procurement Sub-Committee to award contracts for the purchase of various ground maintenance equipment under the under the Council's Vehicle Replacement Programme for 2015/2016.
 - 1.2. The budget for Community Resources was approved at the Council meeting on 12 February 2015.
 - 1.3. A contract strategy document was approved by the Head of Procurement and Business Support and the Director of Community Resources on 20 September 2013 which covered the four vehicle replacement programmes from 2013/14 to 2017/18.
-

1. Recommendations

- 2.1. It is recommended that the Procurement Sub Committee:

2.1.1 Authorise the Head of Corporate Governance to award contracts up to the following values with the Suppliers as noted below, for the provision of grounds maintenance equipment as detailed in Appendix 1 of this report. All contracts are individual direct awards under the Scotland Excel Framework Agreement for Grounds Maintenance (Contract Schedule Number 10-14)

- Fairways GM Ltd: up to £361,084.30
- Fraser C Robb: up to £10,700.00
- Hamilton Bros Engineering Ltd: up to £58,100

2.1.2 The delivery dates for the Grounds Maintenance Equipment are detailed within Appendix 1.

3. Background

- 3.1. Scotland Excel has established a Framework Agreement for Grounds Maintenance Equipment (ref: 10/14). All 32 Local Authorities in Scotland have the opportunity to utilise in this Framework Agreement. Scotland Excel advertised the requirement for this framework agreement in the Official Journal of the European Union through Public Contracts Scotland portal. The tender process was conducted using the Public Contracts Scotland tender system (PCS-Tender).
- 3.2. The procurement process undertaken to establish this Framework Agreement was the open tender procedure and was conducted in compliance with the Public Contracts (Scotland) Regulations 2012. The Framework Agreement allows for “Direct Awards” to be utilised as the Selection Procedure where the Council can demonstrate best value for money.
- 3.3. The procurement exercises were conducted in accordance with the Council’s Standing Order Relating to Contracts and in accordance with the requirements under the Framework Agreement for Grounds Maintenance Equipment (ref: 10/14).
- 3.4. The costs for these contracts will be met from the Community Resource’s Capital budget allocation for the Vehicle Replacement Programme for financial year 2015/16.
- 3.5. Community and additional benefits were requested on a voluntary basis with the following commitments provided from Fairways GM Ltd and Hamilton Bros Engineering Ltd.

Fairways GM Ltd:-

- Provide annual refresher courses for existing and new Council operators for a period of five years on equipment purchased.
- Support two educational visits to their manufacturing supply partner plant in Ipswich for up to six school leavers to support employment prospects.
- Provision of annual work placement or work experience fortnight for a school leaver or engineering candidate at their Renfrewshire head office.
- Contribute on an annual basis towards the cost of running a local sporting event in Renfrewshire in partnership with the Council.

Fraser C Robb:-

- Provision of work experience placement for Renfrewshire school pupils

Hamilton Bros Engineering Ltd.

- Support Renfrewshire schools and colleges by providing free training seminars in relation to Hamilton Bros Engineering Ltd day to day working environment.
- Assist Renfrewshire school leavers with work experience or summer jobs at their offices in Bishopton.
- Provide career advice to Renfrewshire students who are looking to enter the agricultural garden machinery trade.

Implications of the Report

1. **Financial** – These contracts will be funded from the capital budget allocation for the Vehicle Replacement Programme for FY2015/16.
2. **HR & Organisational Development** – None
3. **Community Planning** – Fairways GM Ltd and Hamilton Bros Engineering Ltd have committed to delivery of community benefits as outlined in Section 3.8 of the report.
4. **Legal** – The purchase of the Grounds Maintenance Equipment from these Suppliers was carried out in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework, Contract Standing Order 27.5 and in accordance with the requirements under the Grounds Maintenance Equipment (ref: 10/14)
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** – All suppliers' health and safety tender submissions were evaluated by Scotland Excel at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

9. **Procurement** – The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and Modern Government.

10. **Risk** – None.

11. **Privacy Impact** – None.

List of background papers

(a) Non Housing Capital Investment Programme Report, 2015/2016 and 2017/2018, 12 February 2015

Author: Graeme Beattie, telephone number 0141 618 4710, email address graeme.beattie@renfrewshire.gov.uk

Appendix 1

Supplier	Vehicle Requirement	Manufacturer	Model Number	Quantity	Scotland Excel Framework Agreement Utilised	Contract Value	Vehicle Delivery By
Fairways GM Ltd	Ride-on 1.52-1.83m single deck mower	Ransomes	HR300	14	Grounds Maintenance Equipment (10/14) Lot 6	£248,120.32	February 2016
Fairways GM Ltd	3 Cylinder Ride- On engine 25kw - 35Kw	Ransomes	Parkway 3 Including Full Road Lighting Kit and Beacon Specification	3	Grounds Maintenance Equipment (10/14) Lot 6	£82,754.88	February 2016
Fairways GM Ltd	Tractor Towed Gang Units 175kg	Ransomes	Mounted 3 Unit On Steel Wheels	3	Grounds Maintenance Equipment (10/14) Lot 11	£30,209.10	February 2016
Fraser C Robb	Tractor Mounted Single Deck Pasture Mower 625kg	Major	MJ70-24 (8400)	2	Grounds Maintenance Equipment (10/14) Lot 11	£10,700.00	February 2016
Hamilton Bros Engineering Ltd	Tractor w 1880kg engine 35kw - 40kw	Kubota	L5040 With Loader Removed	2	Grounds Maintenance Equipment (10/14) Lot 9	£37,800.00	February 2016
Hamilton Bros Engineering Ltd	Tractor Mounted Triple Deck Pasture Mower w 950kg	Major	MJ30-300	1	Grounds Maintenance Equipment (10/14) Lot 11	£6,900.00	February 2016
Hamilton Bros Engineering Ltd	Tractor Mounted Flail Deck w1.8m - 2.3 m Power kw 37lw - 67 kw	Major	MJ22-180	4	Grounds Maintenance Equipment (10/14) Lot 10	£13,400.00	February 2016