

## Notice of Meeting and Agenda Procurement Sub-Committee

Date	Time	Venue
Wednesday, 17 February 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Derek Bibby: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Tommy Williams:

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

### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

### 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.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.



## Items of business

### Apologies

Apologies from members.

### 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.

- |             |                                                                                                                                                  |                |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>1(a)</b> | <b>Contract Authorisation Report: Design and Build - Racking and Shelving Contract at New Museum Store</b>                                       | <b>5 - 10</b>  |
|             | Joint report by the Chief Executive and the Director of Development and Housing Services.                                                        |                |
| <b>1(b)</b> | <b>Contract Authorisation Report - Co-mingled Food and Garden Waste</b>                                                                          | <b>11 - 14</b> |
|             | Joint report by the Chief Executive and the Director of Community Resources                                                                      |                |
| <b>1(c)</b> | <b>Contract Authorisation Report - ICT Hosting Partner</b>                                                                                       | <b>15 - 18</b> |
|             | Joint report by the Chief Executive and the Director of Finance & Resources                                                                      |                |
| <b>1(d)</b> | <b>Contract Authorisation Report - Measured Term Contract for the Planned Preventative Maintenance and Reactive Repairs of Laundry Equipment</b> | <b>19 - 22</b> |
|             | Joint report by the Chief Executive and the Director of Development & Housing Services                                                           |                |
| <b>1(e)</b> | <b>Contract Authorisation Report - Provision of a Wide Area Network</b>                                                                          | <b>23 - 26</b> |
|             | Joint report by the Chief Executive and the Director of Finance & Resources                                                                      |                |



**To: Procurement Sub Committee**

**On: 17 February 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive and the Director of Development and Housing Services**

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**Contract Authorisation Report: Design and Build- Racking and Shelving  
Contract at New Museum Store**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Standard Building Contract Design and Build for use in Scotland (SBC/DB/Scot (2011 edition)) for Design and Build- Racking and Shelving Contract at New Museum Store RC/OC/112/16 which forms part of the work detailed in the Paisley Heritage Asset Strategy.
  - 1.2 The Contract was tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Development and Housing Services Category Manager and the Policy and Regeneration Manager on 1<sup>st</sup> December 2015.
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## **2. Recommendations**

- 2.1. It is recommended that the Procurement Sub Committee authorise:
    - 2.1.1 The Head of Corporate Governance to award the contract RC/OC/112/16 for the Design and Build- Racking and Shelving Contract at New Museum Store to Rackline Limited.
    - 2.1.2 The estimated contract value is £380,906.00 excluding VAT.
    - 2.1.3 The contract is anticipated to commence on or around the 9<sup>th</sup> March 2016 or from the date stated on the Letter of Acceptance subject to the conclusion of the lease and will be for a total term of 66 weeks (breakdown detailed in 3.10 below).
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## **3. Background**

- 3.1 Paisley and its town centre are vital to the economic and social performance of all of Renfrewshire. The Paisley Heritage Asset Strategy which was approved in January 2014 sets out an ambitious vision for Paisley including the development of a signature museum project of national status, developing opportunities to improve the visitor offer and rebrand Paisley as a visitor destination, providing employment and regeneration opportunities. The Strategy highlights the potential to significantly improve the performance of Paisley's tourism economy, creating around 800 new jobs in the town.
- 3.2 The Paisley Museum redevelopment is the flagship project of the regeneration strategy, contributing 238 new jobs to the overall target. Branching from the Paisley Museum redevelopment is the Paisley Museum Store project. The purpose of this project is to relocate the Council's museum collections storage facility from Whitehaugh Barracks into the lower ground floor of the former Littlewoods store on Paisley High Street. Conditions at the Barracks are not fit for purpose for the storage of the collections and provide no opportunity for those collections not on display at the museum to be viewed by the public. The project will make them available for controlled public access, with the opportunity of using vacant town centre space for this purpose, therefore contributing to increased footfall in the town centre.
- 3.3 The vacant space is owned by Associated British Foods (ABF). A lease to occupy the premises is currently in the progress of being agreed with the owner to allow the Council's design team access to develop the refurbishment proposals. A design consultancy team has been appointed, led by Collective Architecture Ltd. The works under this contract will be subject to the conclusion of the lease.
- 3.4 The project programme for delivery of the new stores is a critical dependency for the museum refurbishment works. It is currently anticipated that the Store is required to be available for decant of the Museum by September 2017.

- 3.5 As a result in order to meet the programme it was agreed that the delivery of the new Museum Store should be delivered under two separate contracts; a contract for the design and installation of racking and shelving that will safely house the invaluable collection and a fit out contractor to construct a suitable space within the new Museum Store location. The focus of this report is the first contract for Design and Build- Racking and Shelving Contract at New Museum Store.
- 3.6 This tender opportunity followed the open procurement procedure for a below EU threshold contract for works 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 the 2<sup>nd</sup> December 2015. Tender documentation was available for immediate download through the online e-tender system.
- 3.7 Sixteen (16) suppliers noted an interest of which two (2) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 8<sup>th</sup> January 2016.
- 3.8 Tender submissions were evaluated using a two stage process of Bid Selection and Award criteria published in the tender. The tender submissions were first evaluated by representatives from the Corporate Procurement Unit, Finance and Resources, Health & Safety and Corporate Risk against pre-determined Bid Selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. Both tender submissions met the minimum requirements moving on to stage 2.
- 3.9 Both tenderers met the minimum requirements as outlined above and were then evaluated against a set of Award Criteria, based on a price / quality matrix of 55% price / 45% quality. The outcome of this evaluation determined the total score achieved by each tenderer.

<b>Tenderer</b>	<b>Quality Score (%)</b>	<b>Price Score (%)</b>	<b>Total Score (%)</b>
Rackline Limited	33.80	45.02	78.82
Whittan Industrial t/a Link 51(Shelving and Storage)	20.97	55.00	75.97

- 3.10 Based on the evaluation carried out the tender from Rackline Limited represents the best value and the most economically advantageous tender. The contract will be for a total period of 66 weeks which is broken down as follows:
- Estimated contract award is 9<sup>th</sup> March 2016.
  - Design Period of 7 weeks with likely completion 27<sup>th</sup> April 2016.

- Manufacture and Installation period of 59 weeks. Installation will be phased through the separate alteration and fit out contract with completion by 16<sup>th</sup> June 2017.

Upon completion of the installation the defects period will run for 12 months following practical completion.

3.11 The cost of this project is funded from the capital budget within the Regeneration Fund.

3.12 As part of this tender Rackline Limited have committed to the delivery of the following community benefits during the delivery of this contract:

Description	Quantity
Jobs (Unemployed)	1
Industry Awareness Days	1
School Mentoring	1

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## Implications of the Report

1. **Financial** – The financial status of Rackline Limited has been assessed as part of the evaluation process and met with the Council's minimum requirements for this contract.

2. **HR & Organisational Development** - None

3. **Community Planning/ Council Plan Implications** – Rackline Limited has a commitment to deliver a number of community benefits under this contract as detailed in section 3.12 of this report. The work under this contract will also contribute to the benefits under the Paisley Heritage Asset Strategy:

**Community Care, Health & Well-being** - The delivery of actions within the Heritage Asset strategy have the potential to positively impact on physical, emotional and mental health and wellbeing.

**Jobs and the Economy** – The strategy will contribute to meeting all of the outcomes of the Plan, for Renfrewshire to –

- Be one of the best locations in Scotland to invest, in terms of its people, businesses and local communities.

- Have a growing local economy creating employment for a well trained, qualified and motivated workforce — where unemployment is reduced and employment opportunities are growing.

- Be the best connected local economy in Scotland, internationally, nationally and regionally.



- Have attractive environments and successful town centres created through successful area regeneration that contribute positively to local community and economic growth

**Safer and Stronger** - Implementing the strategy will assist Renfrewshire citizens to have a positive attitude to their community.

4. **Legal** – The tendering procedures for the establishment of a contract were conducted in accordance with the requirements of the Public Contracts (Scotland) Regulations 2012, as amended, and Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works Contracts.
5. **Property Assets** – The works resulting from this contract are part of the Heritage Asset Strategy.
6. **Information Technology** – Dialogue has been commenced with IT Business Relationship Officers re provision of ICT infrastructure to the Museum Store to ensure appropriate consideration during technical design.
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** – Rackline Limited health and safety submission was evaluated by Renfrewshire Council's Health and Safety section and met the minimum requirements regarding health & safety for this contract.
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** – Rackline Limited insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding risk.
11. **Privacy Impact** – None

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## List of background papers

(a) **Economy and Jobs Policy Board Paper 29<sup>th</sup> January 2014:**

**Paisley Heritage Asset Strategy**

- (b) **Economy and Jobs Policy Board Paper, 21<sup>st</sup> May 2014, 19<sup>th</sup> November 2014 and 20<sup>th</sup> May 2015:**

**Paisley Heritage Asset Strategy Progress Reports**

- (c) **Economy and Jobs Policy Board Paper, 18<sup>th</sup> November 2015:**

**Paisley Heritage Asset Strategy: Progress Report 4**

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**Author:** Lauren Leitch, Senior Procurement Specialist, Tel 0141 618 5775

**To: Procurement Sub Committee**

**On: 17 February 2016**

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**Report by:**

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

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## **CONTRACT AUTHORISATION REPORT - COMINGLED FOOD & GARDEN WASTE**

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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 contract to GP Plantscape Limited for the Treatment of Comingled Food & Garden Waste.
  - 1.2 The contract will be awarded under the following Lot within the Scotland Excel Framework Agreement for the Treatment of Organic Waste
    - Lot 3, Model B:- Treatment of Comingled Food & Garden Waste
  - 1.3 A contract strategy document for the Treatment of Comingled Food & Garden Waste was signed in January 2016 by the Strategic Commercial & Procurement Manager and Director of Community Resources.
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### **2. Recommendations**

It is recommended that the Procurement Sub-Committee Authorise:

- 2.1 The Head of Corporate Governance to award a contract to GP Plantscape Limited for the Treatment of Comingled Food & Garden Waste under Lot 3, Model B of the Scotland Excel Framework Agreement for Treatment of Organic Waste (Contract Schedule Number 10-12):

- 2.2 The spend on this contract up to £1,295,000 excluding VAT over the maximum three year contract duration.
  - 2.3 The contract to commence on 1 October 2016 to 31 March 2018 with the Council reserving the option to extend for up to 12 months.
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### **3. Background**

- 3.1 On the 2nd December 2015 the Leadership Board approved a proposal to introduce a 12 month comingled food and garden waste service for 55,000 of the 82,000 households during the financial year 2016/2017.
- 3.2 This new comingled service provision will remove the need for separate weekly food waste collections for the 55,000 households who have a separate garden waste bin. Garden waste bins incorporating food waste will be uplifted and emptied fortnightly throughout the year however approximately 23,000 households which include flats and tenements that do not have a garden bin will remain on weekly food waste collection service.
- 3.3 Scotland Excel established a Framework Agreement for the Treatment of Organic Waste. All 32 Local Authorities in Scotland have the opportunity to participate in this Framework Agreement. The Framework Agreement incorporates three lots including the Treatment of Food Waste (Lot 1), the Treatment of Segregated Garden Waste (Lot 2) and the Treatment of Comingled Food and Garden Waste (Lot 3).
- 3.4 The procurement process undertaken to establish the Framework Agreement was the open tender procedure and was conducted in compliance with the EU Procurement Legislation.
- 3.5 An evaluation of offers was undertaken by Scotland Excel and a User Intelligence Group, which included representation from the Council. Twelve suppliers were awarded onto the Framework Agreement across three lots.
- 3.6 The Scotland Excel Framework Agreement for Treatment of Organic Waste provides the facility to make direct award of contract to a supplier where best value can be demonstrated. The Council considered the current Framework Agreement rates and analysis carried out by the Council demonstrated that the Council will achieve best value by entering into a contract with GP Plantscape Limited prior to 1 April 2016 with the service to start from 1 October 2016. This approach will mitigate the Council against a future price increase from GP Plantscape Limited effective from 1 April 2016.

- 3.8 The Council's spend on this contract until 31 March 2019 is up to £1,295,000 excluding VAT over the maximum three year contract duration with spend being met from the Community Resource's revenue budget. The pricing under this contract will remain fixed for the duration of the contract.
- 3.9 GP Plantscape Limited have committed to delivery of the following community benefits:
- Support Renfrewshire Council by supplying free compost for an agreed project.
  - Support educational visits to view the state of the art processing plant located in Blantyre.
  - Retain local employment by sub contracting the handling and transportation of the Comingled Food & Garden Waste to a local Renfrewshire company.
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## **Implications of the Report**

1. **Financial** – Financial costs will be met from Community Resources revenue budgets for each financial year.

The financial status of GP Plantscape Limited was assessed, and satisfied the Council's requirements.

2. **HR & Organisational Development** – None
3. **Community Planning** – GP Plantscape Limited has committed to delivery of community benefits as outlined in Section 3.9 of the report.
4. **Legal** – The procurement exercise has been carried out in compliance with Council Standing Orders relating to Contracts and Framework Agreement requirements.
5. **Property Assets** - None.
6. **Information Technology** – None.
7. **Equality & Human Rights** – GP Plantscape Limited Equality & Human Rights has been assessed under the Scotland Excel Framework Agreement for the Treatment of Organic Waste and have confirmed their compliance with their statutory obligations in respect of Equality and Human Rights.
8. **Health & Safety** – GP Plantscape Limited Health & Safety has been assessed under the Scotland Excel Framework Agreement for the Treatment of Organic Waste to ensure that they met the minimum requirements regarding Health & Safety.

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** – Not Applicable

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### **List of background papers**

(a) Better Council Change Programme Report, presented to Leadership Board on 2 December 2015.

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**Author:** Graeme Beattie, telephone number 0141 618 4710, email address [graeme.beattie@renfrewshire.gov.uk](mailto:graeme.beattie@renfrewshire.gov.uk)

**To: Procurement Sub Committee**

**On: Wednesday 17<sup>th</sup> February 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive & Director of Finance and Resources**

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## **Contract Authorisation Report**

### **ICT Hosting Partner**

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#### **Summary**

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to award a contract for a ICT hosting Partner, reference RC/RC/103/16.
- 1.2 The procurement exercise was conducted in accordance with the above EU Threshold Open Procedure (Supplies and Services) and the Council's Standing Orders Relating to Contracts.
- 1.3 A contract strategy document has been approved by the Head of Policy and Commissioning and Head of Information and Communications Technology for a ICT hosting Partner.

## **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise:
  - 2.1.1 The Head of Corporate Governance to award the Contract for a ICT Hosting Partner, reference RC/RC/103/16, to Pulsant Limited.
  - 2.1.2 The value of the contract at £4,006,350.80 and £5,470,446.80 if the extension periods are utilised.
  - 2.1.3 The duration of contract to be 3 years with the council having the option to extend on two separate occasions for a further 12 months

### 3. Background

- 3.1 The Council has in place an ICT Transformation programme with a vision to fundamentally change the way ICT services are delivered within the Council. This will cover all aspects of the service – applications; end user support; networks and data centres.
- 3.2 The Council currently owns and manages two production Data Centres, in close geographic proximity. Over the next 2 years, the majority of all core services are due for maintenance renewals – see table below:-

Type	Maintenance Renewal Date
Application Virtualisation (Citrix)	31 March 2016
Server Virtualisation (Vmware)	31 March 2016
Solaris/Unix/Veritas (Sparc)	04 April 2018

- 3.3 In addition there are risks and issues that are becoming apparent due to the age of the Storage Array Network solution on which the majority of enterprise solutions are dependant.
- 3.4 Compliance with PSN requirements has introduced additional infrastructure components at significant cost and complexity which has a direct impact on users.
- 3.5 An options appraisal exercise was undertaken in relation to data centre services which concluded that there were no technical or financial reasons that would preclude the Council from moving towards a cloud hosted service model and a partnership with a hosting provider. Following from this an outline business case was collated to further investigate the financial implications of such a move. The outcome of this review supported the original options appraisal undertaken.
- 3.6 To allow for this support and partnership, a procurement exercise was undertaken as a Mini Competition under the Scottish Government's Hosting Services Framework (SP-14-004). This exercise was also conducted in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Supplies and Services), Public Contracts (Scotland) Regulations 2012, as amended.
- 3.7 All eight (8) framework suppliers were invited to participate. At the deadline for tender submissions, 4pm on Thursday 26<sup>th</sup> November 2015, five (5) submissions were received.
- 3.8 Tender submissions were then evaluated against a set of award criteria which was based on a price / quality ratio of 20% / 80%. The scores relative to the award criteria of each tenderer are as follows:



<b>Supplier</b>	<b>Quality (80%)</b>	<b>Price (20%)</b>	<b>Total Score (100%)</b>
<b>Pulsant Limited</b>	52.76	14.58	<b>67.33</b>
<b>Iomart Group PLC t/a Iomart Hosting</b>	43.37	20.00	<b>63.37</b>
<b>Brightsolid Online Technology</b>	41.37	14.96	<b>56.34</b>
<b>Capita IT Enterprise Services</b>	41.37	9.96	<b>51.33</b>
<b>Onyx Group Limited</b>	23.81	19.77	<b>43.58</b>

3.9 It is recommended that the contract is awarded to Pulsant Limited, who based on evaluation, have provided the most economically advantageous tender.

3.10 Due to this being a new requirement and the unknown costs pertaining to this requirement the service will meet the full cost from their budget, with no savings achieved.

3.11 Pulsant Limited have committed to delivery of the following community benefits as a result of delivery of this contract:

- 1 x Modern Apprenticeship
- 1 x Graduate
- 1 x Trainee Position
- 20 x Work Experience Placements (16 + years of age)
- 2 x Career Events
- 1 x Business Mentoring SME's
- 1 x S/NVQ's or equivalent for Existing Employees
- 1 x S/NVQ's or equivalent for New Entrants
- 1 x Financial support for a community project
- 1 x Non financial support for a community project

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## Implications of the Report

### 1. Financial

Financial costs in respect of this Contract will be met from the Service's capital and revenue budget.

### 2. HR and Organisational Development

None.

### 3. Community Planning

None

**4. Legal**

The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Supplies and Services), Public Contracts (Scotland) Regulations 2012, as amended.

**5. Property**

None.

**6. Information Technology**

This procedure undertaken will ensure ongoing support for the Councils requirements in relation to Data Hosting

**7. Equality & Human Rights**

None

**8. Health and 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**

PIA Undertaken and completed, a Data Processor Agreement (DPA) will be agreed and formalised with the awarded supplier

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**Author:** *Craig Laughlan, ICT Category Manager, 0141 618 7047.*

**To: Procurement Sub Committee**

**On: 17<sup>th</sup> February 2016**

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**Report by:**

**Joint Report  
by  
Chief Executive and Director of Development and Housing**

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### **Contract Authorisation Report**

Measured Term Contract for the Planned Preventative Maintenance and Reactive  
Repairs of Laundry Equipment

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#### **1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a Measured Term Contract for the Planned Preventative Maintenance and Reactive Repairs of Laundry Equipment.
  - 1.2 The procurement exercise RC1510\_4988 (ITT\_10415) was conducted in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
  - 1.3 The contract strategy was agreed by the Head of Development & Housing Services and the Category Manager for Development and Housing in November 2015.
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#### **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise:
  - 2.1.1 the Head of Corporate Governance to award the Measured Term Contract (MTC) for the Planned Preventative Maintenance and Reactive Repairs of Laundry Equipment to Electrolux Professional Limited.

2.1.2 the MTC is for a value of £68,232.94 excluding VAT for the servicing element. Reactive repairs element of the MTC are estimated to be in the region of £40,000 per year which can be met from the approved budget.

2.1.3 The contract is anticipated to commence on 27<sup>th</sup> February 2016 or alternatively, the date as specified in the Letter of Acceptance and will be for a Contract Period of 4 years.

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### 3. Background

- 3.1 The Council has a requirement for a suitable qualified and experienced contractor to carry out Planned Preventative Maintenance (PPM) and reactive repairs to 471 laundry appliances located within 125 Council managed laundrettes and sheltered housing complexes throughout Renfrewshire Council area.
- 3.2 This contract was tendered following the Open procurement procedure for above EU thresholds for Services in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to OJEU via the Public Contracts Scotland portal on 26<sup>th</sup> October 2015.
- 3.3 The tender documentation was published on 26<sup>th</sup> October 2015 and available for immediate download through the online e-tender system.
- 3.4 One contractor submitted a response by the closing date of 10<sup>th</sup> December 2015. The response was evaluated by officers from the Corporate Procurement Unit, Corporate Insurance, Health and Safety and Property Services against pre-determined Bid Selection Criteria which assessed their capacity, experience & track record and their technical capabilities.
- 3.5 The contractor met the Bid Selection Criteria and was then evaluated against a set of Award Criteria. The Award Criteria was based on a Price/Quality ratio of 80%/20%. The scores relative to the Award Criteria of tender are as follows:

	<b>Price (80%)</b>	<b>Quality (20%)</b>	<b>Total</b>
Electrolux Professional Limited	80	10.25	<b>90.25</b>

- 3.6 For the maintenance element of the tender, common items were specified. An evaluation of market rates for these items identified that the tender submitted by Electrolux Professional Limited is economically advantageous.
- 3.7 Financial costs in respect of this contract will be met by the Development & Housing Service's Revenue Budget. It is unlikely that any potential savings can be made within this contract due to the reactive nature of repairs.
- 3.8 Electrolux Professional Limited has committed to deliver 2 school mentoring opportunities as part of community benefits element of the contract.

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## Implications of the Report

1. **Financial** – The financial status of Electrolux Professional Limited was assessed as part of the evaluation process and met with the Council's minimum requirements for this contract.
2. **HR & Organisational Development** – None.
3. **Community Planning** – Electrolux Professional Limited has a commitment to deliver a number of Community benefits under this contract as detailed in section 3.8 of this report.
4. **Legal** – The tendering procedures for the establishment of this contract was in accordance with the requirements for awarding contracts under the Renfrewshire Council's Standing Orders Relating to Contracts for above EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2012, as amended.
5. **Property Assets** – Regular servicing and maintenance of laundry equipment will ensure that the council's property assets are kept to an appropriate standard and there is a continued use of this property into the foreseeable future.
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. 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** – Electrolux Professional Limited's health and safety submission was evaluated by Renfrewshire Council's Health and Safety section at the time of awarding the measured term contract and met the minimum requirements regarding health and safety.
9. **Procurement** – The Procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – Electrolux Professional Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirement regarding risk.
11. **Privacy Impact** – None.

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## List of background papers - (1) N/A

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**Author:** Beth-Joy MacLeod, Senior Procurement Specialist, Tel: 0141 618 7885.



**To: Procurement Sub Committee**

**On: Wednesday 17<sup>th</sup> February 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive & Director of Finance and Resources**

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

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## **1. Summary**

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to award a contract for the Provision of a Wide Area Network, reference RC/RC/104/16.
- 1.2 The procurement exercise was conducted in accordance with the Call Off Contract requirements under the CCS Framework Agreement RM 1045 the Council's Standing Orders Relating to Contracts for above EU Threshold Open Procedure (Supplies and Services).
- 1.3 A contract strategy document has been approved by the Head of Policy and Commissioning and Head of Information and Communications Technology for the Provision of a Wide Area Network.

## **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise:
  - 2.1.1 The Head of Corporate Governance to award the Contract for Provision of a Wide Area Network, reference RC/RC/104/16, to Virgin Media Business Limited following mini-competition under Lot 1 of the CCS Network Services Framework RM1045.

2.1.2 The value of the contract at £2,158,648.14 and full contract value to be £3,052,012.71 if extension periods are utilised.

2.1.3 Contract duration of 4 years with the option to extend on two separate occasions for a further 12 months. The contract is anticipated to commence on 6<sup>th</sup> May 2016.

### 3. Background

3.1 On 23 April 2008 the General Management and Finance Policy Board approved the need to replace the Council's Wide Area Network (WAN) which resulted in the current network infrastructure being deployed in 2009. The current contract is due to expire on 5 May 2016. In order to provide the infrastructure for the implementation of the Council's strategic initiatives over the next 4 to 6 years, Renfrewshire Council now needs to replace its Wide Area Network (WAN) with a supplier to provide the appropriate circuits and active equipment and provide both the Council's internal and external customers with exemplary levels of customer service.

3.2 It is anticipated the awarded supplier will partner with Renfrewshire Council in order to design and develop a network to support the future needs of the Council. One of the desired outcomes being a reduced number of revenue dependant sites.

3.3 The procurement exercise was tendered as a Mini Competition under the Crown Commercial Services (CCS) Network Services Framework (RM1045) utilising Lot 1 – Data Access Services also in accordance with the framework requirements and also conducted in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Supplies and Services).

3.4 All twenty six (26) framework suppliers on Lot 1 of RM1045 were invited to participate. At the deadline for tender submissions, 12 noon on Wednesday 26<sup>th</sup> November 2015, two (2) submissions had been received.

3.5 Tender submissions were then evaluated against a set of award criteria which was based on a price / quality ratio of 30% / 70%. The scores relative to the award criteria of each tenderer are as follows:

Supplier	Price (30%)	Quality (70%)	Total Score
Virgin Media Business Limited	30.00%	47.97%	77.97%
Pinacel Solutions UK Ltd	10.68%	41.48%	52.16%

3.6 It is recommended that the Contract is awarded to Virgin Media Business Limited, who after evaluation of the Tender Submissions received, have provided the most economically advantageous tender.



- 3.7 Financial costs in respect of this Contract will be met from the Service's capital and revenue budgets..
- 3.8 Virgin Media Business Limited have committed to delivery of the following community benefits as a result of delivery of this contract:
- 6 x Modern Apprentices
  - 2 x Non financial support for a community project
    - "Switched on Families"
    - "Switched on Futures"
- 

## **Implications of the Report**

### **1. Financial**

Financial costs in respect of this Contract will be met from the Service's capital and revenue budgets.

### **2. HR and Organisational Development**

None.

### **3. Community Planning**

None

### **4. Legal**

The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Supplies and Services).

### **5. Property**

None.

### **6. Information Technology**

This procedure undertaken will ensure continuous supply and ongoing support for the Councils requirements in relation to WAN.

### **7. Equality & Human Rights**

None

### **8. Health and Safety**

None

**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**

PIA Undertaken and completed, a Data Processing Agreement (DPA) will be agreed and formalised with the awarded supplier

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