

**MINUTE OF MEETING OF THE PROCUREMENT SUB-COMMITTEE  
HELD ON 12<sup>th</sup> NOVEMBER, 2014**

**PRESENT**

Councillors Murrin, Grady, Lawson, K MacLaren, M MacLaren, Williams, Mack, Henry, Bibby, Gilmour, Audrey Doig, Noon, Holmes and Harte.

Councillor Holmes, Convener presided.

**IN ATTENDANCE**

A Russell, Head of Corporate Finance; A Johnston, Community Benefits & Compliance Manager, S Griffin, Senior Procurement Specialist, F Hughes, Procurement Manager, G Herbert and L Leitch, Procurement Advisers, B Lambert, C Laughlan and K Scott, Assistant Category Managers, and P Shiach, Committee Services Officer (all Finance & Corporate Services).

**DECLARATIONS OF INTEREST**

There were no declarations of interest intimated prior to the commencement of the meeting.

**1. CONTRACT AUTHORISATION REPORTS**

**(a) Brediland Primary School – Electrical Upgrade**

There was submitted a joint report by the Directors of Finance & Corporate Services and Development & Housing Services relative to the award of a contract for electrical rewiring and associated works within Brediland Primary School.

The report indicated that at the deadline for the return of tenders, six bids had been received. Following evaluation, during which one of the contractors withdrew their submission, five tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for Electrical Rewiring and Associated Works (RC1408\_2664(ITT5348)) within Brediland School to Arthur McKay & Co Limited;
- (ii) That it be noted that the date of possession would be Monday 19<sup>th</sup> January, 2015 with a contract duration of 16 weeks; and
- (iii) That it be noted that the value of the contract would be up to £315,583.84 excluding VAT.

**(b) Gallowhill Primary School Electrical Re-wire and Associated Works**

There was submitted a joint report by the Directors of Finance & Corporate Services and Development & Housing Services relative to the award of a contract for electrical re-wiring and associated works at Gallowhill Primary School.

The report indicated that at the deadline for the return of tenders, five bids had been received. Following evaluation, all five tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for Electrical Rewiring and Associated Works (RC1408\_2802(ITT5727)) to Clark Contracts Limited;
- (ii) That it be noted that the date of possession would be Monday 5<sup>th</sup> January, 2015 with a contract duration of 16 weeks; and
- (iii) That it be noted that the value of the contract would be up to £310,849.53 excluding VAT.

**(c) Employee Occupational Health and Wellbeing**

There was submitted a report by the Director of Finance & Corporate Services relative to the award of a contract for employee occupational health and wellbeing.

The report indicated that at the deadline for the return of tenders, four bids had been received. Following evaluation, all four tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for employee health and wellbeing (RC2437\_4916) to People Asset Management Limited up to a total value of £531,984, including any options to extend; and
- (ii) That it be noted that the period of the contract would be two years with the option to extend for up to a further one plus one years, it being anticipated that the contract would run from 1<sup>st</sup> February, 2015, however if delayed, the contract would commence from the date of contract award.

**(d) Preparation and Delivery of Community Meals (Sandwiches/Snack Meals)**

There was submitted a joint report by the Directors of Finance & Corporate Services and Social Work relative to the award of a contract for the preparation and delivery of community meals (sandwiches/snack meals).

The report indicated that at the deadline for the return of tenders, two bids had been received. Following evaluation, both tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for the preparation and delivery of community meals (sandwiches/snack meals) to PJS Foods Limited;

- (ii) That it be noted that the anticipated start date of the contract was 1<sup>st</sup> December, 2014, and that the contract would be for an initial period of up to two years with an option to extend for up to two extensions each of one year, with such option(s) taken up at the Council's sole discretion; and
- (iii) That the estimated value of the contract including the maximum option period, based on historic consumption, of £280,000, be approved.

(e) **RAMH First Crisis Response Counselling Service**

There was submitted a joint report by the Directors of Finance & Corporate Services and Social Work relative to the award of a contract for first crisis response counselling service to RAMH in Paisley.

The report advised that approval had been granted in August 2013 to enter into a negotiated contract with RAMH in accordance with Schedule 5, clause C.1 (e) and clause 12.2 (b) of the Council's Standing Orders relating to Contracts as the Head of Strategic Procurement & Business Support had confirmed that the services required by service users would be best provided by the existing provider and that therefore there was only one suitable source that could be identified, that the requirement of the contract was unique, or, after research, that only one suitable source of supply could be identified.

The report also indicated that tender documentation was issued to RAMH and on its submission, was assessed by representatives from the Corporate Procurement Unit, the Social Work Review and Performance Team and NHS Greater Glasgow & Clyde Mental Health Team, and was considered acceptable on both technical and commercial grounds.

The report indicated that the budget for the current requirement was £224,032 per annum. The new requirement included for increases in services. The tendered amount for the new requirement was £224,026 and would remain fixed for the duration of the contract.

**DECIDED:**

- (i) That the Head of Legal & Democratic Services be authorised to award the contract to RAMH for the provision of the first crisis response counselling service;
- (ii) That it be noted that the proposed contract start date would be 1<sup>st</sup> December, 2014 and that the contract would be for an initial two year period with the option to extend the contract for up to two extensions each of one year, such option(s) to be taken up at the Council's sole discretion; and
- (iii) That the value of the contract, including the maximum option period, in the sum of £896,102.67, excluding VAT, be approved.

**2. COMMUNITY BENEFIT**

There was submitted a report by the Director of Finance & Corporate Services relative to an update of the achievements to date on delivering community benefits through the evaluation weighting and providing details of the progress of the pilots conducted under the Community Benefits Strategy.

The report detailed the commitments derived from procurement exercises, since the implementation in June 2013, of a 10% weighting in construction and infrastructure projects. As a result of these commitments, it was recognised that the new Community Benefits Strategy should improve the monitoring process, ensuring that the Community Benefit commitments were verified and shared with other Council departments and partner organisations.

The report outlined progress of the Community Benefit pilots approved in June 2014.

**DECIDED:**

- (i) That the results from the 10% community benefits evaluation weighting, approved in June 2013, on construction and infrastructure projects be noted;
- (ii) That the progress of the Community Benefit Pilots, approved in June 2014, be noted; and
- (iii) That it be noted that the Community Benefits and Compliance Manager would provide a progress report to this Sub-Committee on a quarterly basis, commencing in February 2015.

**3. PROCUREMENT STRATEGY 2014-15**

There was submitted a report by the Director of Finance & Corporate Services relative to the implementation of the strategy which set out the procurement aims and goals of the Council for 2014-15.

The report advised that Procurement Strategy and action plan covering the period 2010-2013 had been successfully completed with the new Strategy intended as an interim strategy for 2014-2015.

The report indicated that during this period the Council would formalise plans for the Better Council Strategic Change Programme and the CPU would carry out a strategic review of its activities to ensure they were fully aligned to the needs of this Programme. A copy of the proposed Strategy was appended to the report.

Councillor K MacLaren, seconded by Councillor Lawson, moved the following amendment to replace recommendation 2.1 of the report. This was agreed: -

“That in approving the new Procurement Strategy 2014-2015, the Procurement Sub Committee amends the strategy to support job creation and to oppose the use of schemes which force job seekers into unpaid work or face losing their benefits – schemes known popularly as workfare. The new Procurement Strategy would therefore pledge Renfrewshire Council not to use any contractors who were involved in workfare schemes.”

**DECIDED:**

- (i) That in approving the new Procurement Strategy 2014-2015 the Procurement Sub Committee amends the strategy to support job creation and to oppose the use of schemes which force job seekers into unpaid work or face losing their benefits – schemes known popularly as workfare. The new Procurement Strategy would therefore pledge Renfrewshire Council not to use any contractors who were involved in workfare schemes; and

- (ii) That it be noted that a longer term Procurement Strategy for 2015-2017 would be produced before March 2015 which would align fully with the emerging Better Council Strategic Change Programme and with the recommendations outlined in the EU Procurement Directives.