

Notice of Meeting and Agenda Procurement Sub-Committee

Date	Time	Venue
Wednesday, 02 December 2015	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.gov.uk/agendas.

For further information, please either email 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.

1(a) Contract Authorisation Report - Building Management Systems (BMS) Installation and Bureau Service 5 - 8

Joint report by Chief Executive and Director of Finance & Resources

1(b) Contract Authorisation Report - Supply of Prepared Meals to Support the Provision of the Community Meals Service 9 - 12

Joint report by Chief Executive and Head of Adult Services

To: Procurement Sub Committee

On: 2 December 2015

Report by:

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

Heading:

**Contract Authorisation Report For
BUILDING MANAGEMENT SYSTEM (BMS) INSTALLATIONS AND
BUREAU SERVICE**

RC1507_4332_ITT8994

1. Summary

- 1.1 The purpose of this report is to obtain authorisation from the Procurement Sub Committee to enter into a NEC3 Term Service Short Contract for a Building Management System (BMS) Installation and Bureau Service.
 - 1.2 The properties that will be covered by this Contract will be for both Renfrewshire Council and Renfrewshire Leisure's properties. The Contract itself will be Renfrewshire Councils, with Renfrewshire Leisure giving pre-agreed permission to access their premises.
 - 1.3 This procurement exercise has been conducted in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
 - 1.4 The Contract Strategy for this requirement was approved in August 2015.
-

2. Recommendations

2.1 It is recommended that the Procurement Sub Committee:

- a) Authorise the Head of Corporate Governance to award the Contract for Building Management Systems (BMS) Installation and Bureau Service, RC1507_4332_ITT8994, to Advanced Energy Management Services Ltd;
- b) Note that spend under this contract is anticipated to be in the region of £362,350 excluding VAT.
- c) The contract is anticipated to commence on 11 January 2016 or alternatively, on the date confirmed in the Council's Letter of Acceptance and run for a period of three years, with two possible one year extension periods.

3. Background

- 3.1 Finance and Resources are responsible for ensuring acceptable internal conditions throughout the Council Estate, hence the need for our existing and future BMS to be integrated onto a common platform and then monitored by Bureau Service.
- 3.2 Having all BMS on a common platform that can be monitored 24/7 ensures efficiency in the operation and running of all heating plant. It also ensures any breakdowns and errors are highlighted at the onset and are rectified immediately to ensure no/minimal disruption to the Staff working within the Council Estate.
- 3.3 A single Contractor was sought to complete the integration of their existing and future BMS onto a common platform; Supply and install further BMS and to provide a 24/7 BMS Bureau Service.
- 3.4 This contract was tendered in accordance with the over EU Threshold Open Procedure (Services), as detailed in the Public Contracts (Scotland) Regulations 2012, as amended and the Council's Standing Orders Relating to Contracts.
- 3.5 A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 24th August 2015. Twenty suppliers expressed an interest in the tender, with three of the suppliers submitting a response by the deadline for the submissions of 12 noon on 5th October 2015.
- 3.6 The three tender submissions were evaluated by representatives from Corporate Procurement, Corporate Insurance, Corporate Accounting, Health & Safety and Finance and Resources Services against pre-determined criteria forming part of the published tender documents which assessed competence, experience, capacity and customer focus.
- 3.7 All three tenders were evaluated against a set of award criteria which was based on a price / quality ratio of 70% / 30%.

3.8 The scores relative to the award criteria of each tenderer are as follows:

Company	Final Technical Score	Final Commercial Score	Total Score	Total Ranking
Advanced Energy Management Services Limited	24.00	70.00	94.00	1
Affiniti Response Ltd	22.50	67.96	90.46	2
Craigalan Controls Ltd	9.00	15.49	24.49	3

3.9 It is recommended that the contract is awarded to Advanced Energy Management Services Ltd, who based on this evaluation, have provided the most economically advantageous tender.

3.10 The estimated cost for this contract can be accommodated within the approved budget.

3.11 Community Benefits were sought and Advanced Energy Management Services Ltd have noted the following approach to achieving community benefits in their submission;

- Assist with the reduction of Renfrewshire Council's Carbon Footprint through work on the contract.
- Provide presentations to local schools to promote the ethos and awareness of energy management and carbon reduction issues.
- Provide work experience placements in conjunction with Renfrewshire Council.

Implications of the Report

1. Financial

The financial stability of Advanced Energy Management Services Ltd has been assessed as part of the evaluation procedure and it has been agreed, based on both the evidence submitted and Corporate Accounting's financial analysis, that the financial risk for this contract is low.

Following Corporate Accounting's advice, Advanced Energy Management Services Ltd will be monitored over the period of the contract and following standard Council practice will not be offered credit terms or advanced payments.

2. HR & Organisational Development

N/A

3. Community Planning

N/A

4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services contracts and as detailed in the Public Contracts (Scotland) Regulations 2012, as amended.

5. Property Assets

There will be no disruptive works carried out to our existing heating plant.

6. Information Technology

N/A

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

Advanced Energy Management Services Ltd health and safety submission was evaluated by Corporate Health and Safety as part of the assessment of qualification questionnaires and met the Council's minimum requirements regarding health and safety for this contract.

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

Advanced Energy Management Services Ltd insurances have been assessed and evaluated to confirm that they will meet all the minimum requirements regarding risk.

11. Privacy Impact

N/A

List of background papers

(1) None

Author: Nicola Campbell, Senior Procurement Specialist, Tel 0141 618 4680.

To: Procurement Sub Committee

On: 2nd December 2015

**Joint Report
by
The Chief Executive and Head of Adult Services**

**Contract Authorisation Report
For
The Supply of Prepared Meals to Support the Provision of the Community
Meals Service**

1. Summary

- 1.1 The purpose of this report is to seek approval from the Procurement Sub Committee to authorise the Head of Corporate Governance to award a contract for the Provision of Prepared Meals through direct award utilising Lot 1 of the Scotland Excel Framework Agreement for Community Meals.
 - 1.2 Renfrewshire Council and Adult Services aim to help vulnerable people of all ages live independently and securely in their own homes by providing personal and housing support services. Providing access to nutritious food is a core element of supporting vulnerable people to allow them to remain healthy, and independent. The Renfrewshire Community Meals Service supports 520 people equating to over 4720 meals per week.
 - 1.3 The Scotland Excel Framework for Community Meals was tendered in accordance with the above EU Threshold Open Procedure (Supplies)
-

2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee:

- (a) authorise the Head of Corporate Governance to award the contract to Apetito Limited for the Provision of Community Meals
 - (b) note that the proposed contract start date is the 15 December 2015 and that the contract shall be for an initial period of 1 year with the option to extend the contract for up to 1 year, such option to be taken up at the Council's sole discretion.
 - (c) note the total estimated value of the Contract, including the extension period based on historic consumption, is in the region of £720,000, excluding VAT.
-

3. Background

- 3.1 Renfrewshire Council has a statutory duty to provide care and protection to the most vulnerable people across Renfrewshire. One of the key activities in ensuring this aim is achieved is the delivery of a Community Meals Service. To support delivery of this service, the contracted supplier of prepared meals provides a bulk delivery to the Community Meals Service at Baltic Park in Paisley. The Community Meals Service then heat and deliver an individual hot meal to service users on a daily basis.
- 3.2 Adult Services Review and Performance team carried out a review of the current service. Findings of the review in terms of the success the service has in delivering positive outcomes for the service users, current uptake, the strategic fit, the cost effectiveness and efficiencies of the service, informed the basis of this procurement exercise.
- 3.3 This contract exercise has been conducted in accordance with Renfrewshire Council's Standing Order 27.5 and in accordance with the Public Contracts (Scotland) Regulations 2012 (as amended).
- 3.4 The HOPAC was satisfied that a direct award could be made to Apetito Limited using the Scotland Excel scoring. Of the three suppliers accepted on to Lot 1 - Bulk Delivery to a Central Distribution Point, Apetito scored the highest with a final score of 95.42%, ICare (GB) Limited scored 85.56% and MacLean's Bakery (Benbecula) Ltd scored 43.31%.
- 3.5 Renfrewshire Council contacted Apetito Limited directly to advise that it is the aim of the Council to generate as many additional community benefits as possible. In response to this requirement Apetito Limited confirmed that nationally they provide the following benefits:
 - They are key funders of the Malnutrition Taskforce which aims to reduce unnecessary malnutrition amongst older people;
 - The Apetito Staff Foundation gives financial support to the charitable and voluntary activities of its staff;
 - They have a charity of the year, this year they are supporting Alzheimer's Society and Alzheimer's Support.

Implications of the Report

1. **Financial** - The financial status of Apetito was assessed and satisfied the Council's requirements in relation to financial capacity
2. **HR & Organisational Development** - – None
3. **Community Planning** -

Children and Young People – None.

Community Care, Health & Well-being – This service supports service users to stay in their own homes where they feel safe and secure.

Empowering our Communities – Service Users and the communities mutually benefit from the continuity provided by the service users remaining in their own homes.

4. **Legal** - The contract arrangements were carried out in accordance with Renfrewshire Council's Standing Orders in respect of negotiated contracts/procedures
5. **Property Assets** – None
6. **Information Technology** – None.
7. **Equality & Human Rights** –
 - (a) 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 submission received was assessed by the Evaluation panel and meets the necessary requirements
9. **Procurement** – This procurement process was conducted in accordance with the Council's Standing Orders Relating to Contracts
10. **Risk** – Apetito's submission was assessed by the Evaluation panel and meets the necessary requirements

11. **Privacy Impact** – The submission received was assessed by the Evaluation panel and meets the necessary requirements

List of background papers

none

Author: *Alexandra Donaldson Ext. 6760*