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**To: Procurement Sub Committee**

**On: 11<sup>th</sup> November 2015**

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**Report by:**

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

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**Contract Authorisation Report**

**Lift Replacement and Upgrades Sheltered Housing**

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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 Standard Building Contract with Contractors Design (SBCC/D/Scot 2011) for the Lift Replacement and Upgrades Sheltered Housing to Consult Lift Services Ltd.
  - 1.2 This procurement exercise has been conducted in accordance with the below EU Threshold Open Procedure (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 Housing Maintenance Manager on 01<sup>st</sup> July 2015.
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**2. Recommendations**

- 2.1 It is recommended that the Procurement Subcommittee authorise the Head of Corporate Governance to award the Contract for Lift Replacement and Upgrades Sheltered Housing RC1507\_4494 (ITT9335) to Consult Lift Services Ltd.

- 2.2 The procurement Sub-Committee is asked to note that the value of this contract is £210,468.30, excluding VAT.
- 2.3 The Contract is expected to start in January 2016 and is for a duration of 3 years, date of commencement will be confirmed in the letter of acceptance.

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### 3. Background

- 3.1 The Council has a requirement for a suitable qualified and experienced contractor to carry out a structural assessment, calculations and verification of existing lift shafts to confirm suitability for installation of new life equipment. This includes the complete removal and disposal of existing lift equipment and carry out structural, building and electrical alterations.
- 3.2 This contract was tendered in accordance with the below EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 3.3 A Contract notice was published on the Public Contract Scotland advertising portal on 27<sup>th</sup> July 2015 with the tender documentation available for downloading from the Public Contract Scotland – Tender website. During the tendering period fifteen companies expressed an interest in the contract. By the closing date set for return of electronic tenders, 12 noon on 28<sup>th</sup> August 2015, seven companies' submitted a response, six companies declined to tender and two did not respond.
- 3.5 The seven electronic tender submissions received were evaluated by representatives from the Corporate Procurement Unit, Corporate Insurance, Health & Safety and Property Services against pre-determined Bid Selection Criteria which assessed their capacity, experience & track record and their technical and financial capabilities.
- 3.6 Six of the companies met the Bid Selection Criteria and were then evaluated against a set of Award Criteria, one company failed Bid Selection. The Award Criteria was based on a Price/Quality ration of 70%/30%. The scores relative to the Award Criteria of each tenderer are as follows:

|                              | <b>Price<br/>(70%)</b> | <b>Quality<br/>(20%)</b> | <b>Community<br/>Benefits<br/>(10%)</b> | <b>Total</b> |
|------------------------------|------------------------|--------------------------|---|--------------|
| Consult Lift Services Ltd    | 70.00                  | 12.00                    | 9.45                                    | <b>91.45</b> |
| Classic Lifts (Scotland) Ltd | 62.88                  | 16.60                    | 6.70                                    | <b>86.18</b> |
| Orona Ltd                    | 65.49                  | 13.60                    | 6.40                                    | <b>85.49</b> |

|                              |       |       |      |              |
|------------------------------|-------|-------|------|--------------|
| THYSSENKRUPP Elevator UK Ltd | 64.31 | 5.20  | 3.00 | <b>72.51</b> |
| Lift Maintenance Ltd         | 55.13 | 6.40  | 6.05 | <b>67.58</b> |
| Kone Plc                     | 51.73 | 13.40 | 0.75 | <b>65.88</b> |

- 3.7 The evaluation of tenders received identified that the tender submitted by Consult Lift Services Limited was the most economically advantageous.
- 3.8 Financial costs in respect of this contract will be met by the Service's Capital Budget for Financial Year 2015/16.
- 3.9 Community benefits were sought as part of this Contract and, Consult Lift Services Limited offered the following community benefits;

| Description                                  | Quantity |
|--|----------|
| Modern Apprenticeships                       | 1        |
| Jobs (Unemployed)                            | 1        |
| Work Experience Placements (16+ years)       | 1        |
| Work Experience Placements (14-16 years)     | 2        |
| Industry Awareness Days                      | 1        |
| Workplace visits                             | 1        |
| School Mentoring                             | 1        |
| Supply Chain briefings with SME's            | 1        |
| S/NVQ's or equivalent for Existing Employees | 2        |

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## Implications of the Report

### 1. Financial

The financial status of Consult Lift Services Ltd has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company have satisfied the Council's requirements in relation to financial stability.

### 2. HR & Organisational Development

N/A

### 3. Community Planning

Consult Lift Services Ltd has a commitment to deliver a number of Community benefits under this contract as detailed in section 3.9 of this report.

4. **Legal**  
The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts
5. **Property/Assets**  
N/A.
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**  
Consult Lift Services Ltd health and safety submission has been evaluated by Corporate Health & Safety and have 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**  
Consult Lift Services Ltd insurances have been assessed and evaluated to confirm that they have met the minimum requirement regarding risk.
11. **Privacy Impact**  
N/A

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### **List of Background Papers**

None

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