

## Minute of Meeting

### Procurement Sub-Committee

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

#### PRESENT

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

#### CHAIR

Councillor Holmes, Convener, presided.

#### IN ATTENDANCE

D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, L Leitch, Senior Procurement Specialist, D Taggart, Procurement Category Manager and C Laughlan, Assistant Category Manager (all Chief Executive's); and J Lynch, Head of Property and P Shiach, Committee Services Officer (both Finance & Resources).

#### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT: DESIGN AND BUILD - RACKING AND SHELVING CONTRACT AT NEW MUSEUM STORE**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a Standard Building Contract Design and Build for use in Scotland (SBC/DB/Scot (2011 edition)) for a Design and Build - Racking and Shelving contract at New Museum Store RC/OC/112/16 which formed part of the work detailed in the Paisley Heritage Asset Strategy.

The report advised that at the deadline for the return of tenders two bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 55:45. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract RC/OC/112/16 for the Design and Build – Racking and Shelving contract at New Museum Store to Rackline Limited;

(ii) That it be noted that the estimated contract value was £380,906.00 excluding VAT; and

(iii) That it be noted that the contract was anticipated to commence on or around 9 March 2016 or from the date stated in the Letter of Acceptance subject to the conclusion of the lease, for a total term of 66 weeks, as detailed in the report.

**1(b) CONTRACT AUTHORISATION REPORT - CO-MINGLED FOOD AND GARDEN WASTE**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a contract for the treatment of co-mingled food and garden waste.

The report advised that Scotland Excel had established a framework agreement for the treatment of organic waste. The agreement incorporated three lots including the Treatment of Food Waste (Lot 1), the Treatment of Segregated Garden Waste (Lot 2) and the Treatment of Co-mingled Food and Garden Waste (Lot 3).

Following evaluation of offers by Scotland Excel, 12 suppliers were awarded onto the Framework Agreement across the three lots. Details of the procurement process undertaken to establish the Framework were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Treatment of Co-mingled Food and Garden Waste under Lot 3, Model B of the Scotland Excel Framework Agreement for the Treatment of Organic Waste to GP Plantscape Limited;

(ii) That it be noted that the spend on the contract would be up to £1,295,000.00 over the maximum three-year duration of the contract; and

(iii) That it be noted that the contract would cover the period from 1 October 2016 to 31 March 2018 with an option to extend for up to 12 months.

**1(c) CONTRACT AUTHORISATION REPORT - ICT HOSTING PARTNER**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for an ICT hosting Partner.

The report indicated that a procurement exercise had been undertaken as a mini-competition under the Scottish Government's Hosting Services Framework. At the deadline for submissions, five framework suppliers' bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 20:80. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for an ICT Hosting Partner to Pulsant Limited;

(ii) That it be noted that the duration of the contract was three years, with the Council having the option to extend for a period of 12 months on two separate occasions; and

(iii) That it be noted that the estimated value of the contract was £4,006,350.80, rising to £5,470,446.80 if the extension periods were utilised.

**1(d) CONTRACT AUTHORISATION REPORT - MEASURED TERM CONTRACT FOR THE PLANNED PREVENTATIVE MAINTENANCE AND REACTIVE REPAIRS OF LAUNDRY EQUIPMENT**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of measured term contract for the planned preventative maintenance and reactive repairs of laundry equipment.

The report advised that at the deadline for the return of tenders one bid had been received. The bid was evaluated against a set of award criteria which was based on a price/quality ratio of 80:20. Details of the scores relative to the award criteria were contained within the report.

The report indicated that 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 was economically advantageous.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the Measured Term Contract (MTC) for the Planned Preventative Maintenance and Reactive Repairs of Laundry Equipment to Electrolux Professional Limited;

(ii) That it be noted that the value of the contract was £68,232.94 excluding VAT for the servicing element, and that the reactive repairs element of the MTC was estimated to be approximately £40,000 per year which could be met from the approved budget; and

(iii) That it be noted that the contract was anticipated to commence on 27 February 2016, or alternatively, the date as specified in the letter of acceptance, for a period of four years.

**1(e) CONTRACT AUTHORISATION REPORT - PROVISION OF A WIDE AREA NETWORK**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the provision of a wide area network.

The report advised that the procurement exercise was tendered as a mini-competition under the Crown Commercial Services (CCS) Network Services Framework utilising Lot 1 – Data Access Services.

The report advised that at the deadline for the return of tenders two bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 30:70. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of a Wide Area Network, reference RC/RC/104/16 to Virgin Media Business Limited under Lot 1 of the CCS Network Services Framework RM1045;

(ii) That it be noted that the duration of the contract was four years with an option to extend on two separate occasions for a further period of 12 months, and that the contract was anticipated to commence on 6 May 2016; and

(iii) That it be noted that the value of the contract was £2,158,648.14, rising to £3,052,012.71 if the extension periods were utilised.