

To: Finance, Resources and Customer Services Policy Board

On: 1 September 2021

Report by: Joint report by the Chief Executive and Director of Environment and Infrastructure

Heading: Measured Term Contract for the Provision of Scaffolding and Associated Works – RC-CPU-20-390

1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Works Contract for the Provision of Scaffolding and Associated Works (RC-CPU-20-390) to Top Scaffolding Limited.
 - 1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure and the Strategic Commercial Category Manager on 27 May 2021.
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2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:

- 2.1.1 authorise the Head of Corporate Governance to award a contract for the Provision of Scaffolding and Associated Works (RC-CPU-20-390) to Top Scaffolding Limited.
- 2.1.2 authorise a spend under the contract of up to £500,000.00 excluding VAT.
- 2.1.3 The Contract Period will be 48 months anticipated to commence on 30 October 2021 but shall be confirmed in the Letter of Acceptance.

3. **Background**

- 3.1 Facilities Management (Hard Services) are responsible for the maintenance and repair of Council properties. Facilities Management (Hard Services) directly employ trades people to carry out the maintenance and repair works. Where works at height are required a specialist contractor is appointed to erect a suitable working platform, or scaffolding. This allows the work to be carried out safely in compliance with the Health and safety Regulations for working at height. The Council does not have the inhouse resource to provide these works. This contract is therefore for the appointment of a specialist contractor to erect, maintain on site and dismantle and remove from site on job completion, scaffolding and associated works.
- 3.2 The form of Contract will be the SBCC Measured Term Contract for use in Scotland 2011, MTC/Scot (2011 Edition) incorporating the Employers Amendments.
- 3.3 A Contract Notice was published on the Public Contract Scotland advertising portal on Tuesday 8 June 2021 with the tender documentation available for downloading from the Public Contract Scotland – Tender platform.

During the tendering period Eight (8) companies expressed an interest in the Contract. By the closing date (12 noon, 5 July 2021) set for return of electronic tender submissions, three (3) companies submitted a tender submission and five (5) failed to respond.
- 3.4 Each of the tender submissions were evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) and which they had completed as part of the tender submission by representatives from Environment & Infrastructure, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

3.5 All three (3) tender submissions complied with the minimum requirements of the SPD and progressed to evaluation of the award criteria which was based on a weighting of 75% Price / 25% Quality.

3.6 The scores relative to the award criteria for each of the Tenderers who made a tender submission are noted below:

| | | Price (75%) | Quality (25%) | Total (100%) |
|----------|--|------------------------|--------------------------|-------------------------|
| 1 | Top Scaffolding Limited | 73.95% | 24.50% | 98.45% |
| 2 | JR Scaffolding Services Limited | 75.00% | 22.00% | 97.00% |
| 3 | TM Scaffolding Limited | 52.57% | 5.75% | 58.32% |

3.7 The evaluation of tender submissions received identified that the tender submission by Top Scaffolding Limited was the most economically advantageous to the Council.

3.8 Community Benefits were requested as part of the procurement process and Top Scaffolding Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

| Community Benefit Description | No of People / Activity |
|--|--------------------------------|
| Job for an unemployed individual from a Priority Group | 1 |
| Modern Apprenticeship (Top Scaffolding Limited will work with the Council to identify potential candidates; the successful candidate will join as a Modern Apprentice and work towards achieving their CISRS Scaffolder Part 1 and then onto Part 2, which would be funded by Top Scaffolding Ltd.) | 1 |
| Industry Skill Transfer to Schools | 1 |
| Financial Support for a Community Project | 1 |

Implications of the Report

1. **Financial** – The costs for this Contract will be met by the Hard Facilities Management revenue repairs budget.
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning –**
 - Our Renfrewshire is fair - ensuring all residents have safe, quality and affordable housing.
 - Our Renfrewshire is safe – the provision of the scaffolding allows Building Services to carry out works which will ensure that tenants living in Council domestic properties have safe homes to live in.
 - Building strong, safe and resilient communities – Housing is fundamental to quality of life and the scaffolding works allow the Council to provide quality, affordable housing to residents.
4. **Legal** – The procurement of this Contract has been conducted in accordance with the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** - The Contract will facilitate the maintenance and repairs to 12,500 tenanted and operational properties within Renfrewshire.
6. **Information Technology** – No Information Technology implications have arisen or are anticipated
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** – Top Scaffolding Limited’s health and safety credentials were evaluated by Corporate Health and Safety and met the Council’s minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – Top Scaffolding Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position** – Not applicable.
13. **Climate Risk** – The level of impact associated with provision of these works has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

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