

**To: Finance, Resources and Customer Services Policy Board**

**On: 2<sup>nd</sup> February 2022**

---

**Report by: The Chief Executive and the Acting Director of Finance and Resources**

---

**Heading: Contract Award: Multi Storey Lift Refurbishment (RC-CPU-20-208)**

---

**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 Multi Storey Lift Refurbishment (RC-CPU-20-208) to Jackson Lift Services Limited.
  - 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with The Council's Standing Orders Relating to Contracts for a below Regulated Threshold (Works) Contract using the Open Tender Procedure.
  - 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic Commercial and Procurement Manager on 5th October 2021.
- 

**2. Recommendations**

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

- (a) Authorise the Head of Corporate Governance to award a Contract for the Multi Storey Lift Refurbishment (RC-CPU-20-208) to Jackson Lift Services Limited;
  - (b) Authorise the Contract Sum of £486,741.40 excluding VAT and an additional 5% contingency for any unforeseen works;
  - (c) Note the works are for a total period of two (2) years with an anticipated starting date of 1<sup>st</sup> March 2022. The actual starting date will be confirmed in the Council's Letter of Acceptance to Jackson Lift Services Limited.
- 

### 3. **Background**

- 3.1 This procurement is for the appointment of a suitably experienced contractor to carry out the refurbishment of lifts at fourteen (14) Residential Multi Storey properties throughout Renfrewshire.

As part of the routine/programmed inspections carried out by Property Services, a survey identified that remedial works were required to be undertaken, in order to maintain the lifts to domestic dwellings within 14 of the multi storey properties which form part of the Council's housing stock. The Contract programme is for works to be carried out in each of the 14 multi storey blocks and will be carried out on a single lift at a time.

- 3.2 For the procurement of this Contract, a contract notice was published on the Public Contracts Scotland advertising portal on 6<sup>th</sup> October 2021 with the tender documentation available for downloading from the Public Contracts Scotland-Tender platform on this date.

During the live tendering period, fourteen (14) companies expressed an interest in the Contract. By the closing date set for the return of electronic tender submissions, 12 noon on Wednesday 27<sup>th</sup> October 2021, four (4) companies submitted a tender response, four (4) declined to respond and six (6) did not submit a response.

- 3.3 In accordance with Standing Orders Relating to Contracts 11.5, Tenderers were required to complete a Single Procurement Document (SPD) to be submitted with their tender submission. All four (4) tender submissions were evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) by representatives from Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

3.4 All four (4) tenderers confirmed compliance with the minimum criteria of the SPD and progressed to evaluation under the award criteria weighting of 60% Price and 40% Quality.

3.5 The scores relative to the award criteria of the four (4) tenderers are noted below:

|          |                                  | <b>Price<br/>(60%)</b> | <b>Quality<br/>(40%)</b> | <b>Total<br/>(100%)</b> |
|----------|----------------------------------|------------------------|--------------------------|-------------------------|
| <b>1</b> | <b>Jackson Lift Services Ltd</b> | 60.00%                 | 29.50%                   | <b>89.50%</b>           |
| <b>2</b> | <b>Consult Lift Services Ltd</b> | 42.71%                 | 36.25%                   | <b>78.96%</b>           |
| <b>3</b> | <b>ADL Lift Services Ltd</b>     | 47.13%                 | 27.75%                   | <b>74.88%</b>           |
| <b>4</b> | <b>Saltire Lift Services</b>     | 48.73%                 | 17.00%                   | <b>65.73%</b>           |

3.6 The evaluation of tender submissions received identified that the submission by Jackson Lift Services Limited was the most economically advantageous tender.

3.7 The form of Contract will be the SBCC Minor Works Building Contract (MW/Scot) 2011 Edition, supplemented/amended by the Employer's Amendments.

3.8 This project is funded from Revenue – General Services budget, Project Code HG321LIFTRE (KXD86/601002)

3.9 Community Benefits were requested as part of this procurement process and Jackson Lift Services Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

| <b>Community Benefit Description</b>   | <b>No of People / Activity</b> |
|--|--------------------------------|
| Job for an unemployed individual   | 1                              |
| Modern Apprenticeship  | 1                              |
| S/NVQ (or equivalent) for <ul style="list-style-type: none"><li>• New Employee</li><li>• Existing Employee</li><li>• Supply Chain Employee</li></ul> | 1                              |
| Financial Support for a Community Project  | 1                              |

---

## Implications of the Report

1. **Financial** – The cost for these works will be met by the Revenue – General Services budget.
2. **HR & Organisational Development** – No TUPE implications
3. **Community/Council Planning**
  - *Our Renfrewshire is fair* – Tenderers were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities etc.
  - *Our Renfrewshire is safe* – A central requirement of the Property Services department is to ensure that Council property, facilities and assets are properly maintained in a manner that complies with existing statutory legislation (Statutory Compliance) and that appropriate records are retained. This lift refurbishment work will ensure safe entry and exit for domestic residents within Renfrewshire Multi Storey blocks.
  - *Creating a sustainable Renfrewshire for all to enjoy* – Jackson Lift Services Limited has committed to deliver a number of Community Benefits as detailed within section 3.8 of this report.
4. **Legal** - The procurement of this Contract was conducted as a below Regulated (Works) Open Procurement Procedure in accordance with the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** The project will facilitate the refurbishment of existing passenger transportation systems within 14 Residential Multi Storey Properties across Renfrewshire. This contract will assist the Council in its legal obligation to ensure that properties under its control remain safe to use.
6. **Information Technology** - No Information Technology implications have arisen or are anticipated.
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 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** – Jackson Lift Services 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 procedure outlined within this report ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern government.
10. **Risk** – Jackson Lift Services Limited's 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** - No COSLA Policy Position implications have arisen or are anticipated.
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. **Energy Consumption** - there is an opportunity to reduce energy consumption by replacing all lighting with LED lighting. The contractor will be required to consider energy saving measures where possible. **Vehicle Emissions** - the Lift Contractor will take full cognisance of the sites to ensure full consideration is taken on environmental issues, energy implications and access to sites. **Waste Production** - contractors are required to provide documented procedures for dealing with waste (e.g. waste management plans, waste segregation, recycling etc.).

---

**Author:** Joyce Boutiche, Procurement Advisor,  
joyce.boutiche@renfrewshire.gov.uk