

## Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 26 August 2015	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

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

### CONVENER

Councillor Holmes, Convener presided.

### IN ATTENDANCE

D Amos, Head of Policy & Commissioning, J Lynch, Head of Property Services, F Hughes, Procurement Manager, L Gillan, Senior Procurement Specialist, K Thomson, Assistant Category Manager and G McLatchie, Communications Officer (all Chief Executive's); S Allan, Head of Amenity Services (Community Resources); L Feely, Housing Maintenance Client Manager (Development & Housing Services); and P Shiach, Committee Services Officer (Finance & Resources).

### DECLARATIONS OF INTEREST

Councillor Audrey Doig declared a non-pecuniary interest in relation to item 1(b) of the agenda - Notification of Contracts Authorised for Award During the Summer Recess - as she was an employee of Renfrewshire Leisure Limited, and indicated her intention to leave the meeting during consideration of this item and to take no part in any discussion or voting thereon.

**1(a) VOIDS MAINTENANCE AND REFURBISHMENT WORKS ANNUAL REVIEW 2015-2016 (YEAR 3)**

There was submitted a report by the Director of Finance & Resources relative to the methodology adopted for the determination of internal package orders for framework contractors for Year 3 (2015-16) of the voids maintenance and refurbishment works programme, and seeking authority to allocate work to the framework contractor(s) who offered best value.

The report indicated that a mini-competition was conducted under year 3 of the framework to appoint a back-up contractor to support the work of the Council's Building Services. The mini-competition was issued to a total of three companies through the Public Contract Scotland – Tender system. At the deadline for the return of tenders three bids had been received. Following evaluation all three submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award a Maintenance Term Contract (MTC) for Voids Maintenance and Refurbishment Works to Keepmoat Regeneration (Apollo) Limited;

(ii) That it be noted that the estimated spend under year 3 of the framework was £1,050,000 based on the number of void properties and work scope completed to year 2 of the framework; and

(iii) That it be noted that the contract period was one year and was expected to commence on 11 September, 2015 with an anticipated completion date of 13 September, 2016.

**DECLARATION OF INTEREST**

Councillor Audrey Doig having previously declared a non-pecuniary interest in the following item of business as an employee of Renfrewshire Leisure Limited, left the meeting and took no part in the consideration thereof.

**1(b) NOTIFICATION OF CONTRACTS AUTHORISED FOR AWARD DURING THE SUMMER RECESS**

There was submitted a report by the Director of Finance & Resources relative to contracts authorised for award by the Chief Executive in accordance with the Council's Scheme of Delegated Functions during the summer recess period.

Details of the contracts awarded and procedure undertaken were:

**a) CONTRACT DESCRIPTION**

Carriageway Defect Patching Work (2015-2016)

**PROCEDURE**

Below EU Threshold Open Procedure (Works)

**APPROVED CONTRACT VALUE**

£260,567

**CONTRACT PERIOD**

8 months

**SUCCESSFUL CONTRACTOR**

Finco Contracts Limited

**b) CONTRACT DESCRIPTION**

Carriageway Resurfacing Works 2015/16

**PROCEDURE**

Below EU Threshold Open Procedure (Works)

**APPROVED CONTRACT VALUE**

£470,458.97

**CONTRACT PERIOD**

7 months

**SUCCESSFUL CONTRACTOR**

Mac Asphalt Limited

**c) CONTRACT DESCRIPTION**

Footway Resurfacing Works 2015/16

**PROCEDURE**

Below EU Threshold Open Procedure (Works)

**APPROVED CONTRACT VALUE**

£256,045.50

**CONTRACT PERIOD**

7 months

**SUCCESSFUL CONTRACTOR**

Finco Contracts Limited

**d) CONTRACT DESCRIPTION**

Electronic Purchasing Card Solution (ePCS)

**PROCEDURE**

Direct Award

**APPROVED CONTRACT VALUE**

£0

**CONTRACT PERIOD**

3 years (optional extension 2 years)

**SUCCESSFUL CONTRACTOR**

The Royal Bank of Scotland

**e) CONTRACT DESCRIPTION** 3G Synthetic Sports Pitch at Renfrew Leisure Centre.

**PROCEDURE**

Below EU Threshold Open Procedure (Works)

**APPROVED CONTRACT VALUE**

£621,939.67

**CONTRACT PERIOD**

14 weeks

**SUCCESSFUL CONTRACTOR**

Allsports Construction and Maintenance Limited

**f) CONTRACT DESCRIPTION**

Installation of Biomass Boiler at St Anthony's Primary School

**PROCEDURE**

Below EU Threshold Open Procedure (Works)

**APPROVED CONTRACT VALUE**

£322,199.25

**CONTRACT PERIOD**

11 weeks + Maintenance Term Contract for 2 years after installation.

**SUCCESSFUL CONTRACTOR**

Alternative Heat Limited

**g) CONTRACT DESCRIPTION**

Street Lighting Maintenance (July 2015 – November 2015)

**PROCEDURE**

Direct Award

**APPROVED CONTRACT VALUE**

£450,000

**CONTRACT PERIOD**

4 months

**SUCCESSFUL CONTRACTOR**

Lightways (Contractors) Limited

**h) CONTRACT DESCRIPTION**

Renfrewshire City Deal Traffic and Transportation Modelling and Appraisal Services

**PROCEDURE**

Mini Competition

**APPROVED CONTRACT VALUE**

£250,000

**CONTRACT PERIOD**

Undefined

**SUCCESSFUL CONTRACTOR**

S I A S Limited

**i) CONTRACT DESCRIPTION**

Urban Treatment Works (2015/2016)

**PROCEDURE**

Below EU Threshold Open Procedure (Works)

**APPROVED CONTRACT VALUE**

£181,776

**CONTRACT PERIOD**

14 weeks

**SUCCESSFUL CONTRACTOR**

Finco Contracts Limited

**DECIDED:** That the table in paragraph 3.1 of the report which detailed the contracts authorised for award by the Chief Executive during the summer recess period, in accordance with the Renfrewshire Council Scheme of Delegated functions be noted.

1(c) **CONTRACT AUTHORISATION REPORT – STRATEGIC REVIEW OF STREET LIGHTING – LED PURCHASE DELEGATED APPROVAL**

There was submitted a report by the Director of Finance & Resources relative to delegated authority to agree the award of multiple mini-competitions, within the Scotland Excel Framework Street Lighting Materials Schedule 16/13.

The report advised that a number of Councils across Scotland had, or were intending to invest in LED replacements which might have a major impact on supply and demand of LED lanterns. Lead times had increased in some areas to up to 16 weeks.

The report indicated that Scotland Excel had a framework for the supply and delivery of street lighting materials (Street Lighting Materials Schedule 16/13) which had a Lot specific to LED lanterns (Lot 8).

**DECIDED:**

- (i) That authority be delegated to the Procurement Manager to authorise the appointment of suppliers via a number of mini competitions utilising the Scotland Excel framework Street Lighting Materials Schedule 16/13, Lot 8 to supply LED lanterns;
- (ii) That the Head of Corporate Governance be authorised to award the various mini competition for LED lanterns to the most economically advantageous tender;
- (iii) That it be noted that a Contract Authorisation Report would be submitted to the Procurement Sub Committee following the last mini competition with details of each exercise and outcome;
- (iv) That it be noted that the approximate value of the contracts would be £9million; and
- (v) That it be noted that the anticipated contract start date for the first mini competition would be September 2015 and further mini competitions would follow completion of various stages of design across the Council's landscape.



## Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 16 September 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

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

### CONVENER

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, K Scott, Category Manager and K Thomson, Category Manager – Community Resources (all Chief Executive's); S McFadden, Project Director (City Deal) and B Walker, Depute Project Director (City Deal) (both Development & Housing Services); and P Shiach, Committee Services Officer (Finance & Resources).

### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT - CLYDE WATERFRONT AND RENFREW RIVERSIDE LEAD CONSULTANCY COMMISSION – MULTI DISCIPLINARY SERVICES, ROADS AND BRIDGES**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a services contract for the Clyde Waterfront and Renfrew Riverside lead consultancy - multi-disciplinary services, roads and bridges which formed part of the City Deal project.

The report indicated that at the deadline for the return of submissions, 12 suppliers had submitted a pre-qualification questionnaire and the top seven tenderers that met the minimum requirements were issued with an invitation to tender. At the deadline for the return for tenders, four bids had been received and were evaluated against a set of award criteria which was based on a price/quality ratio of 40:60. 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 Clyde Waterfront and Renfrew Riverside lead Consultancy Commission – Multi-Disciplinary, Bridges and Roads, (reference RC1505\_3788(ITT\_2093)) to Grontmij Limited;

(ii) That it be noted that the spend on the contract was anticipated to be approximately £3.5m based on the rates tendered and a forecast of hours, technical disciplines and grades of staff required to undertake the commission;

(iii) That it be noted that an additional £1.1m may be spent on site supervision services during the construction phase, it being noted that site supervision services had been included as an optional element within the contract conditions and might be instructed in accordance with paragraph 3.13 of the report;

(iv) That it be agreed that if this optional element were to be taken up, a report to obtain authorisation would be submitted to the Procurement Sub-Committee at that time; and

(v) That it be noted that the contract was anticipated to commence in October 2015, with the current programme showing construction commencing in 2018 with completion in 2020.

**1(b) CONTRACT AUTHORISATION REPORT - GLASGOW AIRPORT INVESTMENT AREA LEAD CONSULTANCY COMMISSION – MULTI DISCIPLINARY SERVICES, ROADS AND BRIDGES**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a services contract for the Glasgow Airport Investment lead consultancy - multi-disciplinary services, roads and bridges which formed part of the City Deal project.



The report indicated that at the deadline for the return of submissions, 14 suppliers had submitted a pre-qualification questionnaire and the top seven tenderers that met the minimum requirements were issued with an invitation to tender. At the deadline for the return for tenders, five bids had been received and were evaluated against a set of award criteria which was based on a price/quality ratio of 40:60. 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 Glasgow Airport Investment lead Consultancy Commission – Multi-Disciplinary, Bridges and Roads, (reference RC1505\_4060 (ITT\_9194)) to Grontmij Limited;

(ii) That it be noted that the spend on the contract was anticipated to be approximately £2.5m based on the rates tendered and a forecast of hours, technical disciplines and grades of staff required to undertake the commission;

(iii) That it be noted that an additional £860,000 might be spent on site supervision services during the construction phase, it being noted that site supervision services had been included as an optional element within the contract conditions and may be instructed in accordance with paragraph 3.13 of the report;

(iv) That it be agreed that if this optional element were to be taken up, a report to obtain authorisation would be submitted to the Procurement Sub-Committee at that time; and

(v) That it be noted that the contract was anticipated to commence in October 2015, with the current programme showing construction commencing in 2018 with completion in 2020.

**1(c) VEHICLE REPLACEMENT**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of contracts for the purchase of various vehicles required under the Council's vehicle replacement programme for 2015/2016.

The report indicated that Scotland Excel had established a framework agreement for heavy and municipal vehicles. The framework agreement allowed for "direct awards" to be utilised as the selection procedure where the Council could demonstrate best value for money.

The report intimated that analysis of the suppliers on the relevant Lots of the Scotland Excel framework agreement was undertaken, and that the analysis demonstrated that best value for money could be achieved by making direct awards to relevant suppliers for the requirements as detailed in appendix 1 to the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award contracts up to the following values with the undernoted suppliers, for the provision of vehicles as detailed in the appendix to the report, with all contracts being individual awards under the Scotland Excel Framework Agreement for Heavy and Municipal Vehicles:

- Nu-Track Limited: up to £391,603
- Heil Farid European Company Limited: up to £265,620
- FAUN Zoeller UK Limited: up to £85,476; and

(ii) That it be noted that the delivery dates for the vehicles were detailed within the appendix to the report.

**1(d) CONTRACT AUTHORISATION REPORT: FRAMEWORK AGREEMENT - REMOVAL, RELOCATION & WAREHOUSE STORAGE SERVICES**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services seeking approval to enter into a framework agreement for removal, relocation and warehouse storage services.

The report indicated that at the deadline for the return of tenders, eight bids had been received. Following evaluation, six tenderers met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to establish a Framework Agreement for Removal, Relocation and Warehouse Storage Services;

(ii) That the Head of Corporate Governance be authorised to award the following three suppliers onto the Framework for Lot 1 – Adhoc Removal & Storage Services:

- Kelerbay Limited
- Richard Healey Removals Limited
- Harrow Green Limited;

(iii) That the Head of Corporate Governance be authorised to award the following three suppliers onto the Framework for Lot 2 – Homeless Services Removal & Storage Services:

- Kelerbay Limited
- Richard Healey Removals Limited
- The Removal Company (Scotland) Limited;

(iv) That it be noted that the Framework Agreement was for an initial period of three years following which time the Council had the option to extend up to an additional period of 12 months; and

(v) That it be noted that spend under the Framework Agreement would be approximately £625,000 excluding VAT over the four-year period.

## Minute of Special Meeting Procurement Sub-Committee

Date	Time	Venue
Monday, 19 October 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Holmes, Mack, Murrin and Williams.

### CONVENER

Councillor Holmes, Convener, presided

### IN ATTENDANCE

D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, K Thomson, Category Manager – Community Resources and L Gillan, Assistant Category Manager (all Chief Executive's); and K Graham, Head of Corporate Governance and P Shiach, Committee Services Officer (both Finance & Resources).

### APOLOGIES

Councillors Harte and Henry

### DECLARATIONS OF INTEREST

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

# 1 **CONTRACT AUTHORISATION REPORT - MINI COMPETITION FOR STREET LIGHTING MAINTENANCE AND REPAIRS**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to entering into a contract for street lighting maintenance and repairs under the terms of Renfrewshire Council's framework for Street Lighting Maintenance, Repairs, Improvements and Developments Lot 1 relating to maintenance and repairs of street lighting.

The report indicated that the three suppliers awarded places on Lot 1 of the framework had been invited to submit mini-competition bids via the Public Contracts Scotland Tender system.

The report advised that at the deadline for the return of submissions, two suppliers had submitted bids which were evaluated against a pre-determined set of Bid Criteria. Both submissions were then evaluated against the award criteria set out in the Framework Agreement which was 100% price.

## **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for Street Lighting Maintenance and Repairs to Lightways Contractors Limited under the terms of Renfrewshire Council's Framework for Street Lighting Maintenance, Repairs, Improvements & Developments, Lot 1 maintenance and repairs of street lighting; and

(b) That it be noted that the contract would commence on 2 November, 2015 for a period of 17 months at a value of up to £562,672 excluding VAT, with an option to extend for up to a further 12-month period at an additional value of £397,180, excluding VAT.