

Notice of Meeting and Agenda Procurement Sub-Committee

Date	Time	Venue
Wednesday, 11 November 2015	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Derek Bibby: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Tommy Williams:

Councillor Michael Holmes (Convener): Councillor Eddie Grady (Depute Convener)

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Further Information

This is a meeting which is open to members of the public.

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For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- | | | |
|-------------|--|----------------|
| 1(a) | Contract Authorisation Report - Fresh Bread and Rolls and other Fresh Bakery Produce | 5 - 10 |
| | Joint report by the Chief Executive and Director of Community Resources. | |
| 1(b) | Contract Authorisation Report - Demolition of 21-31 Hallhill Road, Spateston, Johnstone | 11 - 14 |
| | Joint report by the Chief Executive and the Director of Development & Housing Services. | |
| 1(c) | Contract Authorisation Report - Extension and Refurbishment of Mossvale/St James' Primary School | 15 - 20 |
| | Joint report by the Chief Executive and the Director of Children's Services. | |
| 1(d) | Contract Authorisation Report - Crown Commercial Service (CCS) Fuel Cards and Associated Services | 21 - 24 |
| | Joint report by the Chief Executive and the Director of Community Resources. | |
| 1(e) | Contract Authorisation Report - Lead Consultancy and Design Team Services for New Build Social Housing (Johnstone Castle and Dargavel Village, Bishopton) | 25 - 30 |
| | Joint report by the Chief Executive and the Director of Development & Housing Services. | |
| 1(f) | Contract Authorisation Report- Quantity Surveyor/Clerk of Work Services for New Build Social Housing (Johnstone Castle and Dargavel Village Bishopton) | 31 - 36 |
| | Joint report by the Chief Executive and the Director of Development & Housing Services. | |

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	Joint report by the Chief Executive and the Director of Community Resources.	
1(i)	Contract Authorisation Report - Mini-Competition for Demolition Work: Johnstone Castle (Elm Drive)	45 - 50
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To: Procurement Sub Committee

On: 11 November 2015

Report by:

**Joint Report
by
The Chief Executive & Director of Community Resources**

Contract Authorisation Report: Fresh Bread & Rolls and other Fresh Bakery Produce

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award a framework agreement to D McGhee and Sons for the Supply and Delivery of Fresh Bread & Rolls and other Fresh Bakery Produce. The Council in collaboration with East Renfrewshire Council have a current framework agreement with D McGhee and Sons for this provision which is due to expire on 13 December 2015.
 - 1.2 This procurement exercise has been conducted in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
 - 1.3 A joint contract strategy was completed approving a collaborative tender between Renfrewshire Council and East Renfrewshire Council in September 2015. A Minute of Agreement was prepared between both Councils which outlined each Council's roles and responsibilities and confirming that Renfrewshire Council would act as Lead Contracting Authority.
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2. Recommendations

2.1 It is recommended that the Procurement Sub Committee:

2.1.1 Authorise the Head of Corporate Governance to award a framework agreement to D McGhee and Sons for the Supply and Delivery of Fresh Bread & Rolls and other Fresh Bakery Produce.

2.1.2 Note the framework agreement will cover the period from 14 December 2015 up to 13 December 2017 with an option to extend for a further 1+1 years.

2.1.3 Note the total contract value across both councils is estimated to be £728,000 excluding VAT over the maximum four year period with spend pertaining to Renfrewshire Council being £488,000.

3. Background

3.1 The Council has a strategy to meet nutritional requirements and to improve both children and adult diets and contribute to improving mental health and longevity. To contribute towards the delivery of this service strategy, there is a requirement for the supply and delivery of Fresh Bread & Rolls and other Fresh Bakery Produce.

3.2 The tender opportunity followed the open procurement procedure for an above the EU threshold for goods in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 18 September 2015. Tender documentation was available for immediate download through the online e-tender system.

3.3 Three (3) suppliers noted an interest of which one tender submission was received by the closing date for the receipt of tender submissions at noon, on 13 October 2015.

3.4 Tender submission was evaluated using a two stage process of Bid Selection and Award criteria. The tender submission was first evaluated by representatives from the Corporate Procurement Unit, Health & Safety and Corporate Risk against pre-determined Bid Selection criteria which assessed their compliance with the product specification, legislative and nutritional requirements, capacity, experience & track record, their insurance levels and financial capabilities.

3.5 D McGhee and Sons Ltd met all mandatory requirements as outlined above and were subsequently evaluated by an evaluation panel comprising Corporate Procurement Unit, Community Resources and representatives from East

Renfrewshire Council against a set of Award Criteria, based on a price / quality matrix of 80% price / 20% quality.

- 3.6 The quality weighting at this stage of the evaluation considered the service delivery offered and included a product sampling session to ensure the quality of the product.
- 3.7 Following the outcome of this evaluation, it was determined that D McGhee and Sons Ltd submitted a fully compliant tender submission and could meet the contract requirements.
- 3.8 The total score achieved by D McGhee and Sons Ltd is listed in the table below:

	Price (80%)	Quality (20%)	Total
D McGhee and Sons Ltd	80.00	18.08	98.08

- 3.9 D McGhee and Sons Ltd is the incumbent contractor for both Renfrewshire and East Renfrewshire Council for the supply and delivery of fresh bread and rolls and other fresh bakery produce.
- 3.10 D McGhee and Sons Ltd have committed to no price increases over the initial 2 year period of the Framework.
- 3.11 Savings from Renfrewshire Council utilising the framework will be in the region of £8,610.70 per annum.
- 3.12 Community benefits were sought at the inception of the framework agreement and D McGhee and Sons Ltd have committed to delivery of the following community benefits.

Outcomes/Activity	No of People/Activity
Jobs (Unemployed)	1
Trainee Position	1
Work Experience Placements (16+years)	1
Industry Awareness Days	1
Workplace Visits	2
Supply Chain Briefings with SME's	1
Business Support Social Enterprises, Supported	1

Businesses, Third Sector Organisations	
S/NVQ's or equivalent for existing Employees	1

Implications of the Report

1. **Financial** – The financial status of D McGhee and Sons Ltd has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that all tenderers have satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None
3. **Community Planning** – D McGhee and Sons Ltd has a commitment to deliver a number of Community benefits under this framework as detailed in section 3.11 of this report.
4. **Legal** – The tendering procedures for the establishment of this framework were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for Above EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2012, as amended.
5. **Property Assets** - None
6. **Information Technology** – None.
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** – D McGhee and Sons Ltd health and safety submission has been evaluated by Renfrewshire Council's Health and Safety section. D McGhee and Sons Ltd have met the minimum requirements regarding health & safety.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.
10. **Risk** – None

11. Privacy Impact – None

List of background papers

(a) None

Author: Graeme Beattie, Senior Procurement Specialist, Tel 0141 618 4710



To: Procurement Sub Committee

On: 11th November 2015

Report by:

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

Contract Authorisation Report

Demolition of 21-31 Hallhill Road, Johnstone

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 Quantities (SBC/Q/Scot 2011) for the Demolition of 21-31 Hallhill Road, Johnstone. The Contract is utilising Renfrewshire Council's Framework Agreement for Demolition Works.
 - 1.2 The contract strategy, including the process for mini-competitions, was agreed by the Head of Property Services and the Head of Strategic Procurement in May 2012. The Framework Contract, Demolition Works RC1211_572(ITT1178) was tendered in accordance with the above EU Threshold Restricted Procedure for works and the Councils Standing Orders Relating to Contracts.
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2. Recommendations

- 2.1 It is recommended that the Procurement Subcommittee authorise the Head of Corporate Governance to award the Mini Competition for the Demolition of 21-31 Hallhill Road Johnstone to Reigart Contracts Limited.
- 2.2 The Procurement Sub-Committee is asked to note that the Contract is for a value of £382,042.08.

- 2.3 The contract period is 10 weeks and the start date will subject to the completion of the new build shops including by the tenants fit-out programme, the start date will be confirmed in the Council's Letter of Acceptance.

3. Background

- 3.1 The Council has a requirement for a suitable qualified and experienced demolition contractor to undertake the demolition of 21-31 Hallhill Road.
- 3.2 This contract was tendered as a mini competition under lot 2 of Renfrewshire Councils Framework Agreement for Demolition Works.
- 3.3 The tender documentation was published on the Public Contract Scotland website on 25th August 2015, and all three contractors on Lot 2 of the Framework were invited to tender.
- 3.4 All three contractors submitted a response by the closing date of 15th September 2015. The responses were evaluated by officers from the Corporate Procurement Unit, Corporate Insurance, Health and Safety and Property Services against pre-determined Bid Selection Criteria which assessed their capacity, experience & track record and their technical capabilities.
- 3.5 All three contractors met the Bid Selection Criteria and were then evaluated against a set of Award Criteria. The Award Criteria was based on a Price/Quality ratio of 70%/30%. The scores relative to the Award Criteria of tender are as follows:

	Price (70%)	Quality (30%)	Total
Reigart Contracts Limited	70.00	18.75	88.75
Hughes and Salvidge Limited	59.51	14.40	73.91
(JCJ Demolition & Construction) Ltd	64.82	20.85	58.67

- 3.6 The evaluation of tenders received identified that the tender submitted by Reigart Contracts Limited was the most economically advantageous.
- 3.7 Financial costs in respect of this contract will be met by the Service's Capital Budget for Financial Year 2015/16.
- 3.8 As part of the Framework Agreement Reigart agreed to provide the community benefits detailed below:

Description	Quantity
Training plans for sub-contractors	5
Existing Apprenticeships	2

As part of the mini competition additional community benefits were sought, Reigart have agreed to meet with CPU and confirm what further CB's could be delivered specific to this contract.

Implications of the Report

1. **Financial**
The financial stability of framework agreement contractors is monitored over the duration of the framework agreement
2. **HR & Organisational Development**
N/A
3. **Community Planning**
Reigart Contracts Limited has a commitment to deliver a number of Community benefits under this contract as detailed in section 3.8 and 3.8 of this report.
4. **Legal**
The tendering procedures for the establishment of this contract were in accordance with the requirements for awarding contracts under the Framework Agreement for Demolition Works, the Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts and the Public Contracts (Scotland) Regulations 2012, as amended.
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**
Reigart Contracts Limited's health and safety submission was evaluated by Corporate Health and Safety at the time of awarding the Framework and 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**

Reigart Contract Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirement regarding risk.

11. **Privacy Impact**

N/A

List of background papers

(1) Report to Council on 17 April 2013 entitled: '*Framework Agreement for Demolition Works.*'

Author: *Joanna Lindsay, Procurement Adviser 0141 618 6906.*

To: Procurement Sub Committee

On: 11 November 2015

Report by:

**Joint Report
by
The Chief Executive and Director of Children's Services**

**Contract Authorisation Report: The Extension and Refurbishment of Mossvale/
St James' Primary School**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot (2011 edition)) for The Extension and Refurbishment of Mossvale/ St James' Primary School RC1505_4108(ITT8542) which forms part of the work detailed in the School Estate Management Plan (SEMP).
 - 1.2 The Contract was tendered in accordance with the above the EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.
 - 1.3 CPU and Children Services agreed the Contract Strategy for this requirement including approach to market in June 2015.
-

2. Recommendations

2.1. It is recommended that the Procurement Sub Committee:

- 2.1.1 Authorise the Head of Corporate Governance to award the contract for the Extension and Refurbishment of Mossvale/ St James' Primary School (Reference RC1505_4108(ITT8542)) to Clark Contracts Ltd.

2.1.2 Note that the spend under this contract is anticipated to be £3,899,407.71 excluding VAT.

2.1.3 Note that the contract is anticipated to commence on the 6th December 2015 and will be for a period of 66 weeks, with work on site commencing on the 25th of January 2016 and completion no later than 28th April 2017. Once the work is complete there will be a 12 month defect period.

3. Background

- 3.1 Renfrewshire Council's vision for its school estate is to promote learning and achievement, and to give our children and young people the opportunity to learn in the best possible environment.
- 3.2 School estate management planning is central to Renfrewshire Council's asset management strategy. Children's Services are required to provide the Scottish Government with an outline of its School Estate Management Plan (SEMP), an exercise which contributes to the Council's corporate asset management plan; designed to ensure effective management of all council assets. The purpose of the SEM is to set out a strategy to focus the resources available for new and redesigned school and pre 5 accommodation.
- 3.3 The SEM is guided by Scottish Government's 9 principles for school estate management planning and the Council's 4 objectives for the school estate in Renfrewshire:

Scottish Government Principles:

1. Good consultation to support better outcomes;
2. Innovative design and change informed by experience;
3. A more integrated, holistic and longer term approach to change;
4. Schools must be in a condition to support and enhance their functions;
5. Schools must be more suitable and inclusive, better future proofed for flexibility and adaptability;
6. Schools should be greener, more sustainable and environmentally efficient;
7. A well managed estate should represent and deliver best value;
8. Schools should drive and support effective learning and teaching; and
9. Schools should best serve their communities.

Council Objectives:

1. To provide the best educational experience for all learners in Renfrewshire;
2. To satisfy the condition, sufficiency and suitability core facts;
3. To retain services within communities where possible; and
4. To provide environmentally and economically sustainable facilities with lower carbon footprints.

- 3.4 Through its school estate project team the Council continually reviews the performance of the school estate in terms of core fact findings which relate to the sufficiency, condition and suitability of buildings.
- 3.5 As a result of this review a phasing plan was created and Phase 1a and 1b were considered to be priority projects. Phase 1a includes the extension and refurbishment of Mossvale and St James' Primary School.
- 3.6 This tender opportunity followed the open procurement procedure for an above EU threshold contract for works in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 24th June 2015. Tender documentation was available for immediate download through the online e-tender system.
- 3.7 Twenty-eight (28) suppliers noted an interest of which three (3) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 20th August 2015.
- 3.8 Tender submissions were evaluated using a two stage process of Bid Selection and Award criteria. The tender submissions were first evaluated by representatives from the Corporate Procurement Unit, Finance and Resources, Health & Safety and Corporate Risk against pre-determined Bid Selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. One submission failed to meet the minimum requirements and was not considered further.
- 3.9 The remaining two tenderers, who met the minimum requirements as outlined above, were then evaluated against a set of Award Criteria, based on a price / quality matrix of 50% price / 50% quality. The outcome of this evaluation determined the total score achieved by each tenderer.

Tenderer	Quality Score (%)	Price Score (%)	Total Score (%)
Clark Contracts Ltd	33.95	47.85	81.80
Central Building Contractors (Glasgow) Ltd	30.95	50.00	80.95

- 3.10 It is recommended that the contract is awarded to Clark Contracts Ltd, who based on this evaluation, have provided the most economically advantageous tender.
- 3.11 The cost of this project is funded from the capital budget, the overall budget for the Mossvale/ St James' Primary School project is £4,123,637 with the budget available for the construction contract set at £3,899,474. This contract has been returned within the estimated budget.

3.12 Clark Contracts Ltd have committed to the delivery of the following community benefits as a result of the delivery of this contract:

Description	Quantity
Modern Apprenticeship	2
Graduate Placement	1
Trainee Position	1
Work Experience Placement (16+ years of age)	1
Industry Awareness Days	1
Career Event	1
Supply Chain Briefings with SMEs	1

Implications of the Report

1. **Financial** – The financial status of Clark Contracts Ltd has been assessed as part of the evaluation process and met with the Councils minimum requirements for this contract.
2. **HR & Organisational Development** - None
3. **Community Planning/ Council Plan Implications** – Clark Contracts Ltd has a commitment to deliver a number of community benefits under this contract as detailed in section 3.12 of this report. The works under this contract will also have overarching benefits:

Children and Young People	An improved school environment supports learning and achievement.
Community Care, Health and Well-being	An improved school environment supports health and wellbeing.
Empowering our Communities	None
Greener	Sustainable approaches to ensuring high quality assets will be developed.
Jobs and the Economy	None
Safer and Stronger	None

4. **Legal** – The tendering procedures for the establishment of a contract were conducted in accordance with the requirements of the Public Contracts (Scotland) Regulations 2012, as amended, and Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Works Contracts.
5. **Property Assets** – The works resulting from this contract are part of the School Estate Management Plan, which is designed to provide sustainable accommodation that is fit for education in the 21st century.
6. **Information Technology** – None.
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** – Clark Contracts Ltd health and safety submission was evaluated by Renfrewshire Council's Health and Safety section and met the minimum requirements regarding health & safety for this contract.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.
10. **Risk** – Clark Contracts Ltd insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding risk.
11. **Privacy Impact** – None

List of background papers

(a) **Education Policy Board Paper, 8th May 2014:**

Report on the consultation to develop the School Estate Management Plan (SEMP) and proposals to address the property challenges in the primary and pre 5 estate.

Author: Lauren Leitch, Senior Procurement Specialist, Tel 0141 618 5775



To: **Procurement Sub-Committee**

On: **11th November 2015**

Report by:

Joint Report

by

The Chief Executive and the Director of Community Resources

Heading:

**Contract Authorisation Report:
CCS Fuel Cards and Associated Services RM1027**

1. Summary

- 1.1 The purpose of this paper is to seek approval of the Procurement Sub Committee to enter into a contract for Fuel Cards and Associated Services under Crown Commercial Service framework for Fuel Cards and Associated Services RM1027 from 26th November 2015 to 13th May 2018.
 - 1.2 A direct call off award will be made to Allstar Business Solutions Ltd.
 - 1.3 Fuel cards are used by the drivers of Council vehicles to purchase fuel at fuel stations and the Transport Manager in Community Resources controls and monitors the fuel cards and the consumption of fuel.
 - 1.4 This strategy for fuel purchase was agreed as part the Corporate Review of General Transport.
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2. Recommendations

2.1 It is recommended that the Procurement Sub-Committee authorise:

- The Head of Corporate Governance to award the Contract for Fuel Cards and Associated Services to Allstar Business Solutions Ltd from 26th November 2015 to 13th May 2018.
 - Spend under the call-off contract will be in the region of £1.1 million pounds.
-

3. Background

3.1 The Crown Commercial Service provides commercial services putting in place national contracts for central government and the wider public sector to utilise in order to make savings.

3.2 The Council utilises these contracts where possible.

3.3 A direct award can be made from the Fuel Cards and Associated Services Framework RM1027.

3.4 The framework's Document Suite provides the contract details for all of the suppliers. Analysis of the framework was undertaken by officers of Community Resources and the Corporate Procurement Unit to determine best value for the Council.

3.5 The Allstar Business Solutions Ltd fuel card provides the best coverage of fuel stations for the Renfrewshire area with no transaction charge and fuel pricing will be set weekly at Platts pricing (market based price information on the oil industry) rather than fuel pump prices.

3.6 Savings from utilising the call-off contract with Allstar Business Solutions Ltd will be in the region of £14,500 per annum.

3.7 The majority of the fuel will be purchased locally within the Renfrewshire Council area.

Implications of the Report

1. Financial

Financial costs in respect of this Contract will be met from the Service's revenue budget.

2. HR & Organisational Development

None

3. **Community Planning**
The majority of the fuel will be purchased locally in the Renfrewshire Council area.
4. **Legal**
Utilising the Crown Commercial Service call-off contract is carried out in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework, Contract Standing Order 27.5.
5. **Property Assets**
None
6. **Information Technology**

None
7. **Equality & Human Rights**
None.
8. **Health & Safety**
None
9. **Procurement**
The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.
10. **Risk**
None.
11. **Privacy Impact**
Not Applicable

Author: Suzanne Gibb, Assistant Category Manager, 0141 618 7042, suzanne.gibb@renfrewshire.gov.uk.

To: Procurement Sub Committee

On: 11 November 2015

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

Heading:

Contract Authorisation Report For

**Lead Consultancy and Design Team Services for New Build Social Housing
(Johnstone Castle and Dargavel Village, Bishopton)**

RC1507_4513_ITT9384

1. Summary

- 1.1 The purpose of this report is to obtain authorisation from the Procurement Sub Committee to enter into a contract for Lead Consultancy and Design Team Services for New Build Social Housing projects at Johnstone Castle and Dargavel Village, Bishopton sites.
 - 1.2 Appointment of a contractor for lot two – Dargavel Village, Bishopton will be subject to the completion of due diligence to the Council's satisfaction on the prospective sites and therefore will be dependent on the successful transfer of land to the Council.
 - 1.3 The projects under this Contract form part of the Strategic Housing Investment Plan (SHIP) for Renfrewshire Council.
 - 1.4 CPU and Housing Services discussed and agreed the Contract Strategy for this requirement including approach to market in June 2015 prior to the issue of the Invitation to Tender at their regular procurement meetings. The Contract Strategy has been documented and signed off retrospectively.
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2. Recommendations

2.1 It is recommended for Lot one (Johnstone Castle) that the Procurement Sub Committee:

- a) Authorise the Head of Corporate Governance to award the Contract, both Lot one (Johnstone Castle) and Lot two (Dargavel Village, Bishopton), for Lead Consultancy and Design Team Services for New Build Social Housing (Johnstone Castle and Dargavel Village Bishopton), RC1507_4513_ITT9384, to Anderson Bell Christie (Partnership), subject to the transfer of land being successful;
- b) Note that spend under this Contract is anticipated to be in the region of £624,000, anticipated breakdown per lot noted below;

Lot One: Johnstone Castle - £290,250

Lot Two: Dargavel Village, Bishopton - £328,950

This estimated spend is based on the rates tendered in line with the RIBA Plan of Work 2013 stages.
- c) The Contract is to commence in December 2015 or alternatively, on the date confirmed in the Council's Letter of Acceptance. The current programme shows construction commencing in September 2016 with completion in March 2018.

3. Background

- 3.1 The Strategic Housing Investment Plan (SHIP) identifies key projects that will be delivered within Renfrewshire over the coming years. Johnstone Castle and Dargavel Village, Bishopton are just two of the sites that have been identified for projects that will create new affordable social housing in the Renfrewshire area. Both of which include the development of 100 new homes each.
- 3.2 This report relates only to the contract award for the lead consultancy and design team services for these new build social housing projects. A separate tender process has been undertaken for the Quantity Surveyor and Clerk of Works Services with a recommendation to award a contract for this aspect of the projects also being presented to the Procurement Sub Committee at this meeting.
- 3.3 Both project objectives for the new build social housing initiative comprise of:
 - Supporting the delivery of the Strategic Housing Investment Plan and Local Housing Strategy by providing good quality new affordable housing to meet identified needs.

- To provide a mix of social rented housing within both the Johnstone and Bishopton area, to meet need and demand.
- 3.4 The land transfer process is still in progress for lot two – Dargavel Village, Bishopton. It is expected that this will conclude by December 2015, satisfying the Council's due diligence. criteria.
- 3.5 This contract was tendered in accordance with the Council's Standing Orders Relating to Contracts over EU Threshold Open Procedure (Services) and the Public Contracts (Scotland) Regulations 2012, as amended..
- 3.6 A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 24 July 2015. Sixty-six contractors expressed an interest in the tender, with fifteen contractors submitting a response by the deadline for submissions of 12 noon on 2 September 2015. All fifteen contractors bid for both lots.
- 3.7 Two of the contractors who submitted a response also submitted a variant/alternative tender submission over and over their standard response. Both of their variant/alternative submissions were deemed non-compliant in this procurement exercise, as it had been stated within the advertised Contract notice that these would not be accepted. These variant/alternative bids were not evaluated.
- 3.8 The Fifteen tender submissions were evaluated by representatives from Corporate Procurement, Corporate Insurance, Health & Safety and Development & Housing Services against pre-determined criteria which assessed competence, experience, capacity and customer focus.
- 3.9 All fifteen tenders were evaluated against a set of award criteria which was based on a price / quality ratio of 40% / 60%. Each Lot was then evaluated separately.
- 3.10 For Lot One, the scores relative to the award criteria of each tenderer are as follows:

Supplier	Final Technical Score	Final Commercial Score	Total Score
Anderson Bell Christie (Partnership)	50.25	28.70	78.95
Robert Potter And Partners LLP	33.75	40.00	73.75
Do Architecture Ltd	45.00	25.99	70.99
Cooper Cromar	33.75	33.95	67.70
Stallan Brand Architecture And Design Ltd	30.75	30.50	61.25
Hypostyle Architects	34.50	24.89	59.39
Austin-Smith:Lord Llp	34.50	22.64	57.14
Collective Architecture	33.75	19.05	52.80

Haa Design	30.00	22.54	52.54
John Gilbert Architects	32.25	20.14	52.39
Grant Murray Architects Ltd	33.75	17.27	51.02
Halliday Fraser Munro	29.25	20.81	50.06
Ecd Architects	34.50	13.86	48.36
Jmarchitects	28.50	15.59	44.09
Hackland + Dore Architects Limited	26.25	17.24	43.49

3.11 For Lot One, Anderson Bell Christie provided the most economically advantageous tender.

3.12 For Lot Two, the scores relative to the award criteria of each tenderer are as follows:

Company	Final Technical Score	Final Commercial Score	Total Score
Anderson Bell Christie (Partnership)	50.25	25.83	76.08
Robert Potter And Partners LLP	33.75	40.00	73.75
Do Architecture Ltd	45.00	24.37	69.37
Cooper Cromar	33.75	33.78	67.53
Stallan Brand Architecture And Design Ltd	30.75	31.08	61.83
Austin-Smith:Lord LLP	34.50	23.71	58.21
Hypostyle Architects	34.50	21.84	56.34
Collective Architecture	33.75	20.42	54.17
Haa Design	30.00	22.97	52.97
John Gilbert Architects	32.25	20.52	52.77
Grant Murray Architects Ltd	33.75	17.60	51.35
Halliday Fraser Munro	29.25	21.64	50.89
Ecd Architects	34.50	16.02	50.52
Jmarchitects	28.50	16.04	44.54
Hackland + Dore Architects Limited	26.25	17.32	43.57

3.13 For Lot Two Anderson Bell Christie provided the most economically advantageous tender.

3.14 The estimated cost for this Contract can be accommodated within the approved budget.

- 3.15 95% of the tendered fee will be made on a staged payment basis, with payment being made once pre-set milestones have been reached and satisfied. Pre-set milestones have been laid out in the Invitation to Tender. Stages are defined by the RIBA Plan of Work 2013.
- 3.16 The remaining 5% of the tendered fee will be paid based on the successful tenderer, for each lot, meeting the KPI's set out in the Invitation to Tender.
- 3.17 Community Benefits were sought in this contract and Anderson Bell Christie have noted the following approach to achieving community benefits in their submission;
- COMMUNITY ENGAGEMENT: involving steering groups, focus groups through the lifetime of a project; managing public consultation events.
 - EMPOWERING LOCAL PEOPLE: providing design training, design workshops, precedent visits to other projects
 - IMPROVING LOCAL GREENSPACE: providing opportunities for "hands-on" involvement through gardening and arts projects
 - ASSISTANCE WITH FUNDING APPLICATIONS FOR COMMUNITY PROJECTS; including feasibility studies, assistance with application forms, community involvement
 - WORKING WITH SOCIAL ENTERPRISES: wherever possible involve local social enterprises as suppliers for projects
 - Provision of work experience placements to support young people in full-time further education or seeking employment to gain experience in the construction industry. Work placements can support those undertaking the CBE Diplomas, BTEC and full-time craft courses. The minimum duration of a work experience placement is 5 working days.
-

Implications of the Report

1. Financial

The financial stability of Anderson Bell Christie has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this contract.

Anderson Bell Christie's financial stability will be monitored over the period of the contract.

It is anticipated the project will be part funded by Scottish Government grant finance through the Affordable Housing Supply Programme. The remainder of the funding for the Council new build is being funded from the HRA.

2. HR & Organisational Development

N/A

3. Community Planning

N/a

4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2012, as amended.

Break clauses are contained with the Contract Terms and Conditions to mitigate any risk should there be any issues that arise prior to the transfer of land.

5. Property Assets

The land transfer for lot two – Dargavel Village, -Bishopton has yet to be formalised. Property Services and Community Resources are currently working alongside BAE Systems to ensure the site's meet our standards. As per section 75 of the agreement with BAE Systems, they are obliged to meet our requirements.

It is anticipated that the land transfer will be formalised by December 2015.

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

Anderson Bell Christie's health and safety submission was evaluated by Corporate Health and Safety as part of the assessment of qualification questionnaires and met the Council's minimum requirements regarding health and safety for this contract.

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

Anderson Bell Christie insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

11. Privacy Impact

N/A

List of background papers

(1) None

Author: Nicola Campbell, Senior Procurement Specialist, Tel 0141 618 4680.

To: Procurement Sub Committee

On: 11 November 2015

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

Heading:

Contract Authorisation Report For

**Quantity Surveyor/Clerk of Work Services For New Build Social Housing (Johnstone
Castle And Dargavel Village, Bishopton)**

RC1507_4524_ITT9437

1. Summary

- 1.1 The purpose of this report is to obtain authorisation from the Procurement Sub Committee to enter into a service contract for Quantity Surveyor/Clerk of Works Services for New Build Social Housing projects at Johnstone Castle and Dargavel Village, Bishopton sites.
 - 1.2 Appointment of a contractor lot two – Dargavel Village, Bishopton is subject to the completion of due diligence to the Council's satisfaction on the prospective sites and therefore will be dependent on the successful transfer of land to the Council.
 - 1.3 The projects under this Contract form part of the Strategic Housing Investment Plan (SHIP) for Renfrewshire Council.
 - 1.4 CPU and Housing Services discussed and agreed the Contract Strategy for this requirement including approach to market in June 2015 prior to the issue of the Invitation to Tender at their regular procurement meetings. The Contract Strategy has been documented and signed off retrospectively.
-

2. Recommendations

2.1 It is recommended for Lot one (Johnstone Castle) that the Procurement Sub Committee:

- a) Authorise the Head of Corporate Governance to award the Contract, both Lot one (Johnstone Castle) and Lot two (Dargavel Village, Bishopton) for the Quantity Surveyor/Clerk of Works Services for New Build Social Housing (Johnstone Castle and Dargavel Village, Bishopton), RC1507_4524_ITT9437, to Reid Associates (Partnership), subject the transfer of land being successful;
- b) Note that spend under this Contract is anticipated to be in the region of £202,405, anticipated breakdown per lot noted below;

Lot One: Johnstone Castle - £102,942.50

Lot Two: Dargavel Village, Bishopton - £99,462.50

This estimated spend is based on the rates tendered in line with the RIBA Plan of Work 2013 stages.
- c) The Contract is anticipated to commence in December 2015, or alternatively as confirmed in the Letter of Acceptance. The current programme shows construction commencing in September 2016 with completion in March 2018.

3. Background

- 3.1 The Strategic Housing Investment Plan (SHIP) identifies key projects that will be delivered within Renfrewshire over the coming years. Johnstone Castle and Dargavel Village, Bishopton are just two of the sites that have been identified for projects that will create new affordable social housing in the Renfrewshire area. Both of which include the development of 100 new homes each.
- 3.2 This report relates only to the contract award for the Quantity Surveyor/Clerk of Works Services for these new build social housing projects. A separate tender process has been undertaken for the Lead Consultancy and Design Team Services.
- 3.3 Both project objectives for the new build social housing initiative comprise of:
 - Supporting the delivery of the Strategic Housing Investment Plan and Local Housing Strategy by providing good quality new affordable housing to meet identified needs.

- To provide a mix of social rented housing within both the Johnstone and Bishopton area, to meet need and demand.
- 3.4 The land transfer process is still in progress progress for lot two – Dargavel Village, Bishopton. It is expected that this will conclude by December 2015, satisfying the Council's due diligence criteria.
- 3.5 This contract was tendered in accordance with the Council's Standing Orders Relating to Contracts over EU Threshold Open Procedure (Services) and Public Contracts (Scotland) Regulations 2012, as amended .
- 3.6 A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 30 July 2015. Twenty contractors expressed an interest in the tender, with five contractors submitting a response by the deadline for submissions of 12 noon on 9 September 2015. All five contractors bid for both lots.
- 3.7 The five tender submissions were evaluated by representatives from Corporate Procurement, Corporate Insurance, Health & Safety and Development & Housing Services against pre-determined criteria which assessed competence, experience, capacity and customer focus.
- 3.8 All five tenders were evaluated against a set of award criteria which was based on a price / quality ratio of 40% / 60%. Each Lot was evaluated separately.
- 3.9 For Lot One – Johnstone Castle, the scores relative to the award criteria of each tenderer are as follows:

Company	Final Technical Score	Final Commercial Score	Total Score	Total Ranking
Reid Associates (Partnership)	42.30	38.84	81.14	1
MB Langmuir & Hay (UK) Ltd	38.70	40.00	78.70	2
Brown + Wallace	42.30	34.43	76.73	3
Hardies LLP t/a Hardies Property & Construction Consultants	35.10	27.16	62.26	4
Pick Everard	34.20	26.66	60.86	5

- 3.10 For lot one – Johnstone Castle Reid Associates provided the most economically advantageous tender.
- 3.11 For lot two – Dargavel Village, Bishopton, the scores relative to the award criteria of each tenderer are as follows:

Company	Final Technical Score	Final Commercial Score	Total Score	Total Ranking
Reid Associates (Partnership)	42.30	40.00	82.30	1
MB Langmuir & Hay (UK) Ltd	38.70	39.80	78.50	2
Brown + Wallace	42.30	35.83	78.13	3
Pick Everard	34.20	29.80	64.00	4
Hardies LLP t/a Hardies Property & Construction Consultants	35.10	28.60	63.70	5

3.12 For lot two Dargavel Village, Bishopton Reid Associates provided the most economically advantageous tender.

3.13 The estimated cost for this Contract will be accommodated within the approved budget.

3.14 100% of the tendered fee will be made on a staged payment basis, with payment being made once pre-set milestones have been reached and satisfied. Pre-set milestones have been laid out in the Invitation to Tender. Stages are defined by the RIBA Plan of Work 2013.

3.15 Community Benefits were sought in this contract and Reid Associates have noted the following approach to achieving community benefits in their submission;

- Work with Gateway Work Experience Services (represents Renfrewshire Council and various other council's) to offer work experience placements for school pupils in their fourth year at secondary school.

Implications of the Report

1. Financial

The financial stability of Reid Associates has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this contract.

Reid Associates' financial stability will be monitored over the period of the contract.

It is anticipated the project will be part funded by Scottish Government grant finance through the Affordable Housing Supply Programme. The remainder of the funding for the Council new build is being funded from the HRA.

2. HR & Organisational Development

N/A

3. Community Planning

N/A

4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2012, as amended.

Break clauses are contained within the Contract Terms and Conditions to mitigate any risk should there be any issues that arise prior to the transfer of land.

5. Property Assets

The land transfer for progress for lot two – Dargavel Village, Bishopton has yet to be formalised. Property Services and Community Resources are currently working alongside BAE Systems to ensure the site's meet our standards. As per section 75 of the agreement with BAE Systems, they are obliged to meet our requirements.

It is anticipated that the land transfer will be formalised by December 2015.

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

Reid Associates' health and safety submission was evaluated by Corporate Health and Safety as part of the assessment of qualification questionnaires and met the Council's minimum requirements regarding health and safety for this contract.

Corporate Health and Safety have requested that the Housing department closely monitor the works and ensure appropriate Risk Assessments and Method Statements are completed during the contract period as Corporate Health and Safety would like to review these to ensure they satisfy Renfrewshire Council's standards.

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

Reid Associates' insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

11. Privacy Impact

N/A

List of background papers

(1) None

Author: Nicola Campbell, Senior Procurement Specialist, Tel 0141 618 4680.



To: Procurement Sub Committee

On: 11th November 2015

Report by:

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

Contract Authorisation Report

Lift Replacement and Upgrades Sheltered Housing

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 01st July 2015.
-

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.

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 27th 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 28th 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:

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

THYSSENKRUPP Elevator UK Ltd	64.31	5.20	3.00	72.51
Lift Maintenance Ltd	55.13	6.40	6.05	67.58
Kone Plc	51.73	13.40	0.75	65.88

- 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

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

List of Background Papers

None

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To: **Procurement Sub-Committee**

On: **11th November 2015**

Report by:

Joint Report

by

The Chief Executive and the Director of Community Resources

Heading:

**Contract Authorisation Report:
Scottish Procurement SP-15-005-01 Liquid Fuels**

1. Summary

- 1.1 The purpose of this report is to seek approval of the Procurement Sub Committee to enter into a contract for Liquid Fuels utilising Lots 103 – heating oils, central region and 203 – automotive fuels, central region, of Scottish Procurement's Liquid Fuels contract SP-15-005-1 from 14th October 2015 to 13th October 2017 with the option to extend for an additional 2 x 12 months.
- 1.2 Scottish Procurement's call-off for lots 103 and 203 is under the Crown Commercial Service Liquid Fuels Framework Agreement RM1013.

- 1.3 A contract authorisation report has been submitted to the Director of Community resources and the Strategic Commercial & Procurement Manager to authorise spend with Certas Energy t/a Scottish Fuels for the interim period from 14th October to 25th November 2015 under lots 103 and 203 of Scottish Procurement's Liquid Fuel contract SP-15-005-1.
- .
-

2. Recommendations

2.1 It is recommended that the Procurement Sub-Committee authorise:

- The Head of Corporate Governance to award the contract for Liquid Fuels to Ceritas Energy t/a Scottish Fuels from 14th October 2015 to 13th October 2017 with the option to extend for up to an additional 2 x 12 months.
 - Spend under the call-off contract will be in the region of £6 million pounds over the four years of the contract if the extension period is utilised.
-

3. Background

- 3.1 National contracts for commercial utilities for water services, electricity, gas and fuel are tendered by Scottish Procurement for the public sector in order to achieve economies of scale.
- 3.2 Scottish Procurement carried out a call-off against the Crown Commercial Service's RM1013.
- 3.3 Estimated Savings compared to previous rates and volumes from utilising the contract will be in the region of £19,000 per annum.
- 3.4 Scottish Procurement has achieved the following community benefits from Ceritas Energy t/a Scottish Fuels across the period of the contract. Scottish Procurement has advised that Renfrewshire Council's Economic Development team can liaise with the supplier re these opportunities.
- 12 Full time employees
 - to 10 apprentices
-

Implications of the Report

1. **Financial**
The cost is financed via services revenue budgets.
2. **HR & Organisational Development**
None
3. **Community Planning**
Certas Energy t/a Scottish Fuels has committed to Community benefits under the Scottish Procurement's call-off contract. The Council's Economic Development team will investigate opportunities with Certas Energy t/a Scottish Fuels.
4. **Legal**
The Scottish Procurement mini competition has been carried out in accordance with the Crown Commercial Service framework. Individual call off orders will be carried out under the previous arrangement.
5. **Property Assets**
None
6. **Information Technology**

None
7. **Equality & Human Rights**
None.
8. **Health & Safety**
None
9. **Procurement**
The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.
10. **Risk**
None.
11. **Privacy Impact**
Not Applicable

Author: Suzanne Gibb, Assistant Category Manager, 0141 618 7042, suzanne.gibb@renfrewshire.gov.uk.



To: Procurement Sub Committee

On: 11 November 2015

Report by:

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

Heading:

**Contract Authorisation Report For
Mini-Competition for Demolition Work – Johnstone Castle (Elm Drive)
RC1509_4768_ITT9933**

1. Summary

- 1.1 The purpose of this report is to obtain authorisation from the Procurement Sub Committee to enter into a works contract for demolition works at Elm Drive, Johnstone Castle.
 - 1.2 A mini-competition was run from Lot 2 – Low Complexity Demolition of Renfrewshire Council's Framework for Demolition, reference RC1211_572(ITT1178).
 - 1.3 The contract strategy, including the process for mini-competitions, was agreed by the Head of Property Services and the Head of Strategic Procurement in May 2012.
-

2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee:
 - a) Authorise the Head of Corporate Governance to award the Contract for Demolition Works at Johnstone Castle (Elm Drive), reference RC1509_4768_ITT9933, to JCJ (Demolition and Construction) Ltd;

- b) Note that spend under these contracts is anticipated to be in the region of £346,087.50.

- 2.2 This contract is anticipated to commence on 11 January 2016, or alternatively, on the date confirmed in the Letter of Acceptance, and be completed within 20 weeks of the start date.
-

3. Background

- 3.1 The Strategic Housing Investment Plan (SHIP) identified key projects that will be delivered within Renfrewshire over the coming years. Johnstone Castle is one of the sites that has been identified for projects that will create new affordable social housing in the Renfrewshire area, this will comprise of 100 new affordable homes being built.
- 3.2 Demolition of the current properties has to be carried out to accommodate for these new homes. This contract identifies house numbers 67-73 and 99-109 of Elm Drive for demolition.
- 3.3 This report relates only to the demolition works contract award for Johnstone Castle (Elm Drive). This contract states some of the homes within Elm Drive that are ready for demolition to allow the project to move forward. Separate tender processes have also been undertaken for the Lead Consultancy/Design Team Services and Quantity Surveyor/Clerk of Works Services at Johnstone Castle. Recommendations to award contracts for these other aspect of the projects also being presented to the Procurement Sub Committee at this meeting.
- 3.4 The overall project objectives for the new build social housing initiative, which this particular demolition work aligns with, comprise of:
- Supporting the delivery of the Strategic Housing Investment Plan and Local Housing Strategy by providing good quality new affordable housing to meet identified needs.
 - To provide a mix of social rented housing within the Johnstone area, to meet need and demand.
 - To drive community sustainability and maintain demand within the area.
- 3.5 This contract was tendered in accordance with the Public Contracts (Scotland) Regulations 2012, as amended and the Council's Standing Orders Relating to Contracts.
- 3.6 Six contractors from Lot 2 – Low Complexity Demolitions of the Renfrewshire Council Demolition Framework were invited to a Mini-Competition on 21 September 2015.

Three contractors submitted a response by the deadline for submissions of 12 noon on 2 October 2015.

3.7 The three tender submissions were evaluated by representatives from Corporate Insurance, Health & Safety and Development & Housing Services against pre-determined criteria which assessed competence, experience, capacity and community benefits.

3.8 All three tenders were evaluated against a set of award criteria which was based on a price / quality ratio of 70% / 30%.

3.9 The scores relative to the award criteria of each tenderer are as follows:

Company	Final Technical Score	Final Commercial Score	Total Score	Total Ranking
JCJ (Demolition and Construction) Ltd	24.90	70.00	94.90	1
Reigart Contracts	22.20	65.42	87.62	2
Hughes and Salvidge	12.00	53.97	65.97	3

3.10 It is recommended that the contract is awarded to JCJ (Demolition and Construction) Ltd, who based on this evaluation, have provided the most economically advantageous tender.

3.11 Community Benefits were sought in this contract and JCJ (Demolition and Construction) Ltd have noted the following in their submission;

- They will liaise with Renfrewshire Council and/or any other agencies named by the council, to identify and support, or provide any work experience opportunities for any persons who are struggling to achieve employment.
- They will meet with any employment agency as identified by Renfrewshire Council within the local community and facilitate a seminar where we could provide young people or others who are interested in the local community with a background on their industry and thereby promote the training opportunities that are available to any persons who are interested in working in their industry.
- They will notify the local Employment Agency and/or any other agencies named by Renfrewshire Council of any vacancies that arise within their company, or within any of their sub-contractors companies. Employment opportunities for people with a disability would also be notified in the same way.
- They will provide salvaged timber to the woodwork department of a local school as part of their recycling programme.
- They will carry out talks to the Auchenlodment Primary (or any other school identified by Renfrewshire Council) regarding the dangers of playing in construction sites. They are also able to provide information for older students regarding career paths within the demolition industry.

- 3.12 The estimated cost for this contract can be accommodated within the approved budget.
-

Implications of the Report

1. Financial

The financial stability of JCJ (Demolition and Construction) Ltd has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this contract.

JCJ (Demolition and Construction) Ltd financial stability will be monitored over the period of the contract.

2. HR & Organisational Development

N/A

3. Community Planning

N/A

4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2012, as amended.

5. Property Assets

Most of the properties set for demolition as part of this contract are now empty. However, there are a couple of properties still occupied by tenants. Housing Services are currently working with these tenants to decant them to allow the demolition works to begin in the new year.

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

JCJ (Demolition and Construction) Ltd's health and safety submission was evaluated by Corporate Health and Safety as part of the assessment of qualification questionnaires and met the Council's minimum requirements regarding health and safety for this contract.

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

JCJ (Demolition and Construction) Ltd insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

11. Privacy Impact

N/A

List of background papers

(1) None

Author: Nicola Campbell, Senior Procurement Specialist, Tel 0141 618 4680.



To: Procurement Sub Committee

On: 11th November 2015

Report by:

**Joint Report
by
The Chief Executive and Director of Children's Services**

**Contract Authorisation Report
for
The Provision of Specialised Services in Supported Accommodation and
Related Specialist Support Services to Women and their Children Affected by
Domestic Abuse**

1. Summary

- 1.1 The purpose of this report is to seek approval from the Procurement Sub Committee to authorise the Head of Corporate Governance to award a contract for the Provision of Specialised Services in Supported Accommodation and Related Specialist Support Services to Women and their Children Affected by Domestic Abuse.
- 1.2 The service is classified as a "Part B" service under the Public Contracts (Scotland) Regulations 2012 as amended therefore the full procurement rules do not apply. This contract was undertaken after agreement by the Procurement Manager on the 6th November 2014 under the negotiated procedure in accordance with the Council's Standing Order 12.2(b) and Schedule 5, clause C1(e).
-

2. Recommendations

2.1 It is recommended that the Procurement Sub Committee:

- (a) authorise the Head of Corporate Governance to award the contract to Renfrewshire Women's Aid, a charity registered with the Office of the Scottish Charity Regulator, for the Provision of Specialised Services in Supported Accommodation and Related Specialist Support Services to Women and their Children Affected by Domestic Abuse
 - (b) note that the proposed contract start date is the 1st December 2015 and that the contract shall be for an initial period of 3 years with the option to extend the contract for up to two extensions each of 1 year where, such option(s) are to be taken at the Council's sole discretion.
 - (c) Approve the total value of the Contract, including the maximum option period of £1,108,540, excluding VAT.
-

3. Background

- 3.1 Renfrewshire Council has a vital role in ensuring the safety and wellbeing of women and their children affected by domestic violence in their Council area.
- 3.2 Social Work's Review and Performance team carried out a review of the services provided by Renfrewshire Women's Aid. Findings from this review in terms of the success the service has in delivering positive outcomes for the service users, current uptake, the strategic fit, the cost effectiveness and efficiencies of the service, informed the basis of this negotiated procurement exercise.
- 3.3 Approval to enter into a negotiated contract with Renfrewshire Women's Aid was given in November 2014 in accordance with Schedule 5, clause C.1 (e) and clause 12.2(b) of the Standing Orders Relating to Contracts as the HOPACS was satisfied that the services required by service users would be best provided by the existing Provider and therefore that there was one suitable source of supply that could be identified, that the requirement of the contract is unique or, after research, only one suitable source of supply can be identified.
- 3.4 The procurement documentation was issued to Renfrewshire Women's Aid on the 2nd July 2015 and their submission received on 17th August 2015.
- 3.5 The submission was assessed by representatives from the Corporate Procurement Unit, officers from Renfrewshire Council's Criminal Justice team and officers from the Renfrewshire Health and Social Care Partnership, it was considered acceptable on both technical and commercial grounds.

- 3.6 The budget for the current requirement is £221,708 per annum. The negotiated amount for this new service is £221,708 per annum and that amount will remain fixed for the duration of the contract.
- 3.7 As part of the negotiated contract Renfrewshire Women's Aid were advised that it is Renfrewshire Council's aim to generate as many additional community benefits as possible from the contract. In response to this requirement Renfrewshire Women's Aid has agreed to provide the following benefits:
- A Prevention Outreach Worker will deliver age appropriate sessions to children in both Primary and Secondary schools in Renfrewshire promoting healthy relationships
 - Training and awareness sessions will be delivered to the Nursing students who attend the University of the West of Scotland
 - They will continue to raise their public profile through the use of local media to ensure the residents of Renfrewshire are aware of the help and support available to women and their children affected by domestic abuse
- 3.8 This contract exercise has been conducted in accordance with Renfrewshire Council's Standing Orders Relating to Contracts and in accordance with the Public Contracts (Scotland) Regulations 2012 (as amended), in so far as is applicable to this 'Part B' service.
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Implications of the Report

1. **Financial** - The financial status of Renfrewshire Women's Aid was assessed and satisfied the Council's requirements in relation to financial capacity
2. **HR & Organisational Development** - – None
3. **Community Planning** - Renfrewshire Women's Aid is a charity registered with the Office of the Scottish Charity Regulator and based in the Renfrewshire Council area.
Children and Young People – This service is available to Women and their children aged 16 years and under.
Community Care, Health & Well-being – The service provides accommodation for vulnerable women and their children to ensure their safety and well-being
Empowering our Communities – The service and the support it provides helps to demonstrate that domestic violence is not acceptable in this area
Safer and Stronger - The service will help to build stronger communities by supporting vulnerable women and their children
4. **Legal** - The contract arrangements were carried out in accordance with Renfrewshire Council's Standing Orders in respect of a negotiated contract.
5. **Property Assets** – None

6. **Information Technology** – None.
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** – The submission received was assessed by Renfrewshire Council's Health and Safety Officers and meets the necessary requirements
9. **Procurement** – This procurement process was conducted in accordance with the Council's Standing Orders Relating to Contracts
10. **Risk** – Renfrewshire Women's Aid submission was assessed by Renfrewshire Council's Risk Officer and meets the necessary requirements
11. **Privacy Impact** – In consultation with the Council's Information Governance Officers, Renfrewshire Women's Aid confirmed compliance with the relevant procedures

List of background papers

none

Author: *Alexandra Donaldson Ext. 6760*

To: Procurement Sub Committee

On: Wednesday, 11th November 2015

Report by:

**Joint Report
by
The Chief Executive & Director of Community Resources**

Contract Authorisation Report

Ground Maintenance Equipment

1. Summary

- 1.1. The purpose of this report is to seek the approval of the Procurement Sub-Committee to award contracts for the purchase of various ground maintenance equipment under the under the Council's Vehicle Replacement Programme for 2015/2016.
 - 1.2. The budget for Community Resources was approved at the Council meeting on 12 February 2015.
 - 1.3. A contract strategy document was approved by the Head of Procurement and Business Support and the Director of Community Resources on 20 September 2013 which covered the four vehicle replacement programmes from 2013/14 to 2017/18.
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1. Recommendations

- 2.1. It is recommended that the Procurement Sub Committee:

2.1.1 Authorise the Head of Corporate Governance to award contracts up to the following values with the Suppliers as noted below, for the provision of grounds maintenance equipment as detailed in Appendix 1 of this report. All contracts are individual direct awards under the Scotland Excel Framework Agreement for Grounds Maintenance (Contract Schedule Number 10-14)

- Fairways GM Ltd: up to £361,084.30
- Fraser C Robb: up to £10,700.00
- Hamilton Bros Engineering Ltd: up to £58,100

2.1.2 The delivery dates for the Grounds Maintenance Equipment are detailed within Appendix 1.

3. Background

- 3.1. Scotland Excel has established a Framework Agreement for Grounds Maintenance Equipment (ref: 10/14). All 32 Local Authorities in Scotland have the opportunity to utilise in this Framework Agreement. Scotland Excel advertised the requirement for this framework agreement in the Official Journal of the European Union through Public Contracts Scotland portal. The tender process was conducted using the Public Contracts Scotland tender system (PCS-Tender).
- 3.2. The procurement process undertaken to establish this Framework Agreement was the open tender procedure and was conducted in compliance with the Public Contracts (Scotland) Regulations 2012. The Framework Agreement allows for “Direct Awards” to be utilised as the Selection Procedure where the Council can demonstrate best value for money.
- 3.3. The procurement exercises were conducted in accordance with the Council’s Standing Order Relating to Contracts and in accordance with the requirements under the Framework Agreement for Grounds Maintenance Equipment (ref: 10/14).
- 3.4. The costs for these contracts will be met from the Community Resource’s Capital budget allocation for the Vehicle Replacement Programme for financial year 2015/16.
- 3.5. Community and additional benefits were requested on a voluntary basis with the following commitments provided from Fairways GM Ltd and Hamilton Bros Engineering Ltd.

Fairways GM Ltd:-

- Provide annual refresher courses for existing and new Council operators for a period of five years on equipment purchased.
- Support two educational visits to their manufacturing supply partner plant in Ipswich for up to six school leavers to support employment prospects.
- Provision of annual work placement or work experience fortnight for a school leaver or engineering candidate at their Renfrewshire head office.
- Contribute on an annual basis towards the cost of running a local sporting event in Renfrewshire in partnership with the Council.

Fraser C Robb:-

- Provision of work experience placement for Renfrewshire school pupils

Hamilton Bros Engineering Ltd.

- Support Renfrewshire schools and colleges by providing free training seminars in relation to Hamilton Bros Engineering Ltd day to day working environment.
- Assist Renfrewshire school leavers with work experience or summer jobs at their offices in Bishopton.
- Provide career advice to Renfrewshire students who are looking to enter the agricultural garden machinery trade.

Implications of the Report

1. **Financial** – These contracts will be funded from the capital budget allocation for the Vehicle Replacement Programme for FY2015/16.
2. **HR & Organisational Development** – None
3. **Community Planning** – Fairways GM Ltd and Hamilton Bros Engineering Ltd have committed to delivery of community benefits as outlined in Section 3.8 of the report.
4. **Legal** – The purchase of the Grounds Maintenance Equipment from these Suppliers was carried out in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework, Contract Standing Order 27.5 and in accordance with the requirements under the Grounds Maintenance Equipment (ref: 10/14)
5. **Property Assets** – None.
6. **Information Technology** – None.

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** – All suppliers' health and safety tender submissions were evaluated by Scotland Excel at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

9. **Procurement** – The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and Modern Government.

10. **Risk** – None.

11. **Privacy Impact** – None.

List of background papers

(a) Non Housing Capital Investment Programme Report, 2015/2016 and 2017/2018, 12 February 2015

Author: Graeme Beattie, telephone number 0141 618 4710, email address graeme.beattie@renfrewshire.gov.uk

Appendix 1

Supplier	Vehicle Requirement	Manufacturer	Model Number	Quantity	Scotland Excel Framework Agreement Utilised	Contract Value	Vehicle Delivery By
Fairways GM Ltd	Ride-on 1.52-1.83m single deck mower	Ransomes	HR300	14	Grounds Maintenance Equipment (10/14) Lot 6	£248,120.32	February 2016
Fairways GM Ltd	3 Cylinder Ride- On engine 25kw - 35Kw	Ransomes	Parkway 3 Including Full Road Lighting Kit and Beacon Specification	3	Grounds Maintenance Equipment (10/14) Lot 6	£82,754.88	February 2016
Fairways GM Ltd	Tractor Towed Gang Units 175kg	Ransomes	Mounted 3 Unit On Steel Wheels	3	Grounds Maintenance Equipment (10/14) Lot 11	£30,209.10	February 2016
Fraser C Robb	Tractor Mounted Single Deck Pasture Mower 625kg	Major	MJ70-24 (8400)	2	Grounds Maintenance Equipment (10/14) Lot 11	£10,700.00	February 2016
Hamilton Bros Engineering Ltd	Tractor w 1880kg engine 35kw - 40kw	Kubota	L5040 With Loader Removed	2	Grounds Maintenance Equipment (10/14) Lot 9	£37,800.00	February 2016
Hamilton Bros Engineering Ltd	Tractor Mounted Triple Deck Pasture Mower w 950kg	Major	MJ30-300	1	Grounds Maintenance Equipment (10/14) Lot 11	£6,900.00	February 2016
Hamilton Bros Engineering Ltd	Tractor Mounted Flail Deck w1.8m - 2.3 m Power kw 37lw - 67 kw	Major	MJ22-180	4	Grounds Maintenance Equipment (10/14) Lot 10	£13,400.00	February 2016

To: Procurement Sub Committee

On: 11th November 2015

Report by:

**Joint Report
by
The Chief Executive & Director of Community Resources**

Contract Authorisation Report

Strategic Review of Street Lighting – LED Lantern Replacement 2016/2017

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to award a contract for the Strategic Review of Street Lighting - LED Lantern Replacement 2016/2017, reference RC1509_4859_ITT10106.
- 1.2 The procurement exercise has been conducted in accordance with the above EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 1.3 A contract strategy document has been approved by the Strategic Commercial & Procurement Manager and Director of Community Resources for the Strategic Review of Street Lighting – LED Programme.

2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee:
 - 2.1.1 Authorise the Head of Corporate Governance to award the Contract for Strategic Review of Street Lighting – LED Lantern Replacement 2016/2017 (reference RC1509_4859_ITT10106) to Lightways Contractors Ltd.

2.1.2 Authorise the Head of Corporate Governance to award Lightways Contractors Ltd the Contract for the value of £1,700,688.88.

2.1.3 The Contract will commence on 14 January 2016. The completion date for the last section of the works is 31 March 2017. (63 weeks).

3. Background

- 3.1 Community Resources is responsible for the maintenance of all street lighting within the Council boundary area. This contract includes for installation of new LED lanterns to the street lighting infrastructure of all roads (excluding trunk roads) within the Renfrewshire Council boundary area.
- 3.2 On 12th March 2014, the Environment Policy Board approved that Community Resources will undertake improvements to street lighting within the Renfrewshire boundary area. The original project timescales were 3- 4 years and this has been reduced to 15 months to allow the savings projected to be materialised as part of the Better Council Strategic Programme.
- 3.3 The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Works), Public Contracts (Scotland) Regulations 2012, as amended.
- 3.4 A contract notice was published on the Public Contracts Scotland advertising portal on 24 September 2015. Tender documentation was available for immediate download through the online e-tender system.
- 3.5 Thirty six (36) contractors noted an interest. At the deadline for tender submissions, 12 noon on Wednesday 21 October 2015, three (3) submissions were received.
- 3.6 All three tender submissions were evaluated against a pre-determined set of Bid Selection Criteria by officers from the Corporate Procurement Unit, Corporate Insurance, Corporate Health & Safety and Community Resources. None of the tenderers failed to meet the Bid Selection Criteria.
- 3.7 Tender submissions were then evaluated against a set of award criteria which was based on a price / quality ratio of 70% / 30%. The scores relative to the award criteria of each tenderer are as follows:

Supplier	Price (70%)	Quality (30%)	Total Score
Centre Great Ltd	39.39	15.10	54.49
Lightways Contractors Ltd	70.00	28.05	98.05
Power 1 Electrical Contractors Limited	24.20	28.55	52.75

- 3.8 It is recommended that the contract is awarded to Lightways Contractors Ltd, who based on evaluation, have provided the most economically advantageous tender. Rates have been agreed for the contract duration.
- 3.9 In terms of environmental management, Lightways Contractors Ltd have confirmed that 20% of their vehicles are Euro 6 compliant. The tender contained a question on end of life for lanterns and columns, Lightways Contractors Ltd confirmed that they strip lanterns removed from site. The resulting waste is then recycled. Lamps are disposed of in accordance with WEEE regulations and by registered disposal companies.
- 3.10 Lightways Contractors Ltd have committed to delivery of the following community benefits as a result of delivery of this contract:
- 1 x Trainee
 - 1 x 16+ work experience placement
 - 1 x school mentoring
 - 1 x S/NVQ or equivalent for existing employee
 - they will encourage and support the training and recruitment of local labour/young people and people returning to the labour market to fully equip them to obtain and sustain employment.
 - they will meet with Renfrewshire Council and its partners to discuss how they as a company can contribute to the councils economic and social regeneration objectives.
 - Currently support many non-profitable organisations and have confirmed they will assist local Renfrewshire based corporate and social responsibility projects.
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Implications of the Report

1. Financial

Financial costs in respect of this Contract will be met from the Service's capital budget.

2. HR and Organisational Development

None.

3. Community Planning

Safer and Stronger	Renfrewshire Council has a statutory obligation under the Roads (Scotland) Act 1984 for the provision and
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maintenance of roads and footways.

This type of improvement to the condition of the road network contributes to maintaining network availability and public safety.

Greener	The recommended contractors have an environmental policy which demonstrates that they give consideration to the impact their business and processes have on the environment.
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4. Legal

The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Works), Public Contracts (Scotland) Regulations 2012, as amended.

5. Property

None.

6. Information Technology

None

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 and Safety

Tenderers health and safety submissions have been evaluated by Renfrewshire Council's Health and Safety section. All tenderers have met the minimum requirements regarding health & safety.

9. Procurement

The procurement exercise was conducted in accordance with Renfrewshire Council's Standing Orders Relating to Contracts.

10. Risk

N/A

11. Privacy Impact

N/A

Author: *Laura Gillan, Assistant Category Manager 0141 618 7464.*

