

Renfrewshire Council



To: Finance, Resources and Customer Services Policy Board

On: 11th November 2020

Report by: The Chief Executive and the Director of Environment and Infrastructure

Heading: Contract Authorisation Report for a Term Contract for a Planned Programme of In-Service Inspection and Testing of Electrical Equipment

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a contract for a Planned Programme of In-Service Inspection and Testing of Electrical Equipment (RC-CPU-19-065) to Norwood Electrical (UK) Limited.
 - 1.2 The procurement exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts and the above EU Threshold Open Procedure for a Services Contract.
 - 1.3 A Contract Strategy was approved by the Head of Facilities Management (Hard and Soft Services) and the Strategic Procurement Manager on 5 February 2020.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
- 2.1.1 authorise the Head of Corporate Governance to award a contract for a Planned Programme of In-Service Inspection and Testing of Electrical Equipment (RC-CPU-19-065) to Norwood Electrical (UK) Limited.
 - 2.1.2 authorise a spend under the Contract of up to £500,000.00 excluding VAT.
 - 2.1.3 note that the Contract will be formed under the SBCC Measured Term Contract for use in Scotland, MTC/Scot (2011 Edition) terms and conditions incorporating the Councils amendments (Employers Amendments).
 - 2.1.4 note that the Contract will be for a period of 3 years commencing on or around the 6th January 2021. The Council will have, at its sole discretion, the option to extend the Contract for further periods. The length of any extension periods awarded will be determined by the Council but the total of any extension periods awarded will not exceed 24 months.
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3. Background

- 3.1 The Council has a duty of care towards its employees and must ensure that these employees are not subject to any danger whilst in Council premises. This Contract for the In-Service Inspection and Testing of Electrical Equipment ensures that any portable electrical appliances, used by Council employees in the carrying out of their duties, are safe to use. All portable electrical appliances are inspected and tested at frequencies detailed within the IET Code of Practice for In Service Inspection and Testing of Electrical Equipment (Current Edition).
- 3.2 The Contract was tendered as an above EU threshold Services Contract using the Open Procedure. The Contract was dispatched via the Public Contracts Scotland portal on the 2nd March 2020 and advertised in the Official Journal of the European Union (OJEU) on the 4th March 2020. The tender documents were available for download through the Public Contracts Scotland – Tender portal.
- 3.3 The published tender had an original return date of 12 noon on the 3rd April 2020. Due to the Government coronavirus lockdown restrictions that came into force towards the end of March 2020, the tender return date was extended.

This was to ensure that companies who had to furlough staff, or had staff that were self isolating, would not be disadvantaged by not being able to submit a bid within the original timelines. The tender return date was extended on five occasions in line with the extensions to the lockdown period. The tender submission deadline was finally extended to returns by 12 noon on Friday, 28th August 2020.

- 3.4 During the tendering period, thirty four (34) companies expressed an interest in the Contract. By the closing date set for return of electronic tenders, 12 noon on Friday, 28th August 2020, four (4) companies submitted a response, ten (10) declined to respond and twenty (20) failed to respond. The bids received were evaluated by a panel comprising representatives from Facilities Management (Support Services) and the Corporate Procurement Unit.
- 3.5 The bidders were initially evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD). All four (4) bidders satisfied the Council's requirements in respect of their responses to the ESPD.
- 3.6 The technical and commercial responses of the bidders were scored against the Award Criteria of 25% technical and 75% commercial. The scores achieved by the bidders are detailed in the table below.

| | | Technical (25%) | Commercial (75%) | Total |
|----------|---|----------------------------|-----------------------------|--------------|
| 1 | Norwood Electrical (UK) Limited | 21.50 | 75.00 | 96.50 |
| 2 | Valley Electrical Services Limited | 17.75 | 70.31 | 88.06 |
| 3 | Richard Irvin FM Limited | 21.25 | 59.62 | 80.87 |
| 4 | SS Testing Limited | 6.25 | 50.50 | 56.75 |

- 3.7 The evaluation of tender submissions received identified Norwood Electrical (UK) Limited as the most economically advantageous tenderer.
- 3.8 Community Benefits were sought as part of this Contract. Norwood Electrical (UK) Limited have committed to providing the following community benefits over the initial 3 year contract period;

| Community Benefit Description | No of People / Activity |
|---|-------------------------|
| Job for an unemployed individual. | 1 |
| Work Experience Placement for an individual 16+ years of age. | 1 |

- 3.9 Norwood Electrical (UK) Limited have also committed to providing community benefits to the value of 30 Community Benefit Points for each and every 12 month contract extension period awarded.

Implications of the Report

1. Financial

The costs associated with this Contract will be financed through the property repairs budget managed by Facilities Management (Support Services).

2. HR & Organisational Development

None.

3. Community/Council Planning

None.

4. Legal

The tendering procedure for this Services Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 under the Open Procedure and Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services Contracts.

5. Property/Assets

This Contract will assist the Council in its legal obligation to ensure that properties under its control are safe to use.

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

Norwood Electrical (UK) Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.

9. Procurement

The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. Risk

Norwood Electrical (UK) Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.

11. Privacy Impact

None.

12. Cosla Policy Position

None.

13. Climate Risk

No climate risk implications have arisen or are anticipated.

List of Background Papers

None

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