

## Minute of Meeting Procurement Sub-Committee

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

### PRESENT

Councillors Bibby, Gilmour, Harte, Henry, Holmes, K MacLaren, M MacLaren, Murrin and Williams.

### CONVENER

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, K Scott, Category Manager and K Thomson, Category Manager - Community Resources (all Chief Executive's); J Lynch, Head of Property Services and R Devine, Senior Committee Services Officer (both Finance & Resources).

### APOLOGIES

Councillors Grady and Mack.

### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT - FRESH BREAD AND ROLLS AND OTHER FRESH BAKERY PRODUCE**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a framework agreement for the supply and delivery of fresh bread and rolls and other fresh bakery produce.

The report indicated that the Council in collaboration with East Renfrewshire Council had a framework agreement with D McGhee and Sons Limited for this provision which was due to expire on 13 December, 2015.

The report advised that three suppliers had noted an interest, and at the deadline for the return of tenders one bid had been received. Following evaluation the bid, from D McGhee and Sons Limited met all the mandatory requirements as outlined in the report. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award a framework agreement to D McGhee and Sons Limited for the Supply and Delivery of Fresh Bread and Rolls and other Fresh Bakery Produce;

(ii) That it be noted that the framework agreement would cover the period from 14 December 2015 to 31 December, 2017 with an option to extend for a further two periods of one year; and

(iii) That it be noted that the contract value across both councils was estimated to be £728,000 excluding VAT over the maximum four-year period with spend pertaining to Renfrewshire Council being £488,000.

**1(b) CONTRACT AUTHORISATION REPORT - DEMOLITION OF 21-31 HALLHILL ROAD, SPATESTON, JOHNSTONE**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a standard building contract with quantities (SBC/Q/Scot 2011) for the demolition of 21-31 Hallhill Road, Johnstone utilising Renfrewshire Council's Framework Agreement for Demolition Works.

The report indicated that the contract was tendered as a mini-competition under Lot 2 of the Framework Agreement for Demolition Works. All three suppliers on the Framework were invited to tender. At the deadline for the return of tenders, three bids had been received and were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the demolition of 21-31 Hallhill Road, Johnstone to Reigart Contracts Limited;

(ii) That it be noted that the value of the contract was £382,0472.08; and

(iii) That it be noted that the contract period was 10 weeks, with the start date subject to the completion of the new build shops including the tenants fit-out programme, with the start date to be confirmed in the Council's letter of acceptance.

**1(c) CONTRACT AUTHORISATION REPORT - EXTENSION AND REFURBISHMENT OF MOSSVALE/ST JAMES' PRIMARY SCHOOL**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a standard building contract with quantities (SBC/Q/Scot (2011)) for the extension and refurbishment of Mossvale/St James' Primary School.

The report indicated that at the deadline for the return of tenders, three bids had been received, one of which failed to meet the minimum requirements. The remaining two submissions were evaluated against a set of award criteria based on a price/quality ratio of 50:50. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the extension and refurbishment of Mossvale/St James' Primary School (Reference RC1505\_408 (ITT8542)) to Clark Contracts Limited;

(ii) That it be noted that the spend under the contract was anticipated to be £3,899,407.71 excluding VAT;

(iii) That it be noted that the contract was anticipated to commence on 6 December, 2015 for a period of 66 weeks, with work commencing on site on 25 January, 2016 and completion no later than 28 April, 2017; and

(iv) That it be noted that once the work was complete, there would be a 12 month defect period.

**1(d) CONTRACT AUTHORISATION REPORT - CROWN COMMERCIAL SERVICE (CCS) FUEL CARDS AND ASSOCIATED SERVICES**

There was submitted a joint report by Chief Executive and the Director of Community Resources relative to the award of the contract for fuel cards and associated services under the CCS Framework for Fuel Cards and Associated Services RM1027, from 26 November, 2015 to 13 May, 2018.

The report indicated that CCS provided commercial services putting in place national contracts for central government and the wider public sector to utilise in order to make savings.

The report advised that a direct award could be made from the Fuel Cards and Associated Services Framework RM1027.

The report intimated that Allstar Business Solutions Limited provided the best coverage of fuel stations for the Renfrewshire area with no transaction charge, and fuel pricing would be set weekly at Platts pricing - market based price information on the oil industry - rather than fuel pumps.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for fuel cards and associated services to Allstar Business Solutions Limited from 26 November, 2015 to 13 May, 2018; and

(ii) That it be noted that spend under the call-off contract would be approximately £1.1million.

**1(e) CONTRACT AUTHORISATION REPORT - LEAD CONSULTANCY AND DESIGN TEAM SERVICES FOR NEW BUILD SOCIAL HOUSING (JOHNSTONE CASTLE AND DARGAVEL VILLAGE, BISHOPTON)**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of the contract for Lead Consultancy and Design Team Services for new build social housing projects at Johnstone Castle and Dargavel Village, Bishopton sites.

The report advised that the contract was advertised in terms of two lots, Lot 1 Johnstone Castle and Lot 2 Dargavel Village, Bishopton, it being noted that the land transfer process in relation to Lot 2 was still in progress and was expected to conclude by December 2015. At the deadline for the return of tenders, 15 submissions had been received with all 15 contractors bidding for both Lots. All 15 submissions were evaluated against a set of award criteria based on a price/quality ratio of 40:60. Each Lot was then evaluated separately. Details of the scores relative to each award criteria were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract, both Lot 1 Johnstone Castle and Lot 2 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;

(ii) That it be noted that spend under this contract was anticipated to be in the region of £624,000, with an anticipated breakdown per lot as noted below;

a. Lot one: Johnstone Castle - £290, 250

b. Lot two: Dargavel Village, Bishopton - £328,950

and that it be noted this estimated spend was based on the rates tendered in line with the RIBA Plan of Work 2013 stages; and

(iii) That the contract would commence in December 2015 or alternatively on the date confirmed in the Council's letter of acceptance and that it be noted that the current programme showed construction commencing in September 2016 with completion in March 2018.

**1(f) CONTRACT AUTHORISATION REPORT- QUANTITY SURVEYOR/CLERK OF WORK SERVICES FOR NEW BUILD SOCIAL HOUSING (JOHNSTONE CASTLE AND DARGAVEL VILLAGE BISHOPTON)**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of the contract for Quantity Surveyor/Clerk of Work Services for new build social housing projects at Johnstone Castle and Dargavel Village, Bishopton sites.

The report advised that the contract was advertised in terms of two lots, Lot 1 Johnstone Castle and Lot 2 Dargavel Village, Bishopton, it being noted that the land transfer process in relation to Lot 2 was still in progress and was expected to conclude by December 2015. At the deadline for the return of tenders, five submissions had been received with all five contractors bidding for both Lots. All five submissions were evaluated against a set of award criteria based on a price/quality ratio of 40:60. Each Lot was then evaluated separately. Details of the scores relative to each award criteria were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract, both Lot 1 Johnstone Castle and Lot 2 Dargavel Village, Bishopton, for Quantity Surveyor/Clerk of Work Services for New Build Social Housing (Johnstone Castle and Dargavel Village, Bishopton) RC1507\_4524\_ITT9437, to Reid Associates (Partnership), subject to the transfer of land being successful;

(ii) That it be noted that spend under this contract was anticipated to be in the region of £202,405, with an anticipated breakdown per lot as noted below;

a. Lot one: Johnstone Castle - £102,942.50

b. Lot two: Dargavel Village, Bishopton - £99,462.50

and that it be noted this estimated spend was based on the rates tendered in line with the RIBA Plan of Work 2013 stages; and

(iii) That the contract would commence in December 2015 or alternatively on the date confirmed in the Council's letter of acceptance and that it be noted that the current programme showed construction commencing in September 2016 with completion in March 2018.

**1(g) CONTRACT AUTHORISATION REPORT - LIFT REPLACEMENT AND UPGRADES: SHELTERED HOUSING**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a Standard Building Contract with Contractors Design (SBCC/D/Scot 2011) for Lift Replacement and Upgrades: Sheltered Housing.

The report indicated that at the deadline for the return of tenders, seven bids had been received, one of which failed to meet the bid selection criteria. The remaining six submissions were evaluated against a set of award criteria based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Lift Replacement and Upgrades: Sheltered Housing (RC1507\_4499(ITT9335) to Consult Lift Services Limited;

(ii) That it be noted that the value of the contract was £210,468,30 excluding VAT; and

(iii) That it be noted that the contract was expected to commence in January 2016 for a period of three years, and that the date of commencement would be confirmed in the letter of acceptance.

**1(h) CONTRACT AUTHORISATION REPORT - SCOTTISH PROCUREMENT SP-15-005-01 LIQUID FUELS**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a contract for Liquid Fuels utilising Lot 103 – Heating Oils, Central Region and Lot 203 – Automotive Fuels, Central Region, of Scottish Procurement's Liquid Fuels contract SP-15-005-1 from 14 October, 2015 to 31 October, 2017 with an option to extend for a further two 12- month periods.

The report indicated that national contracts for commercial utilities for water services, electricity, gas and fuel were tendered by Scottish Procurement for the public sector in order to achieve economies of scale. Scottish Procurement's call-off for Lots 103 and 104 was under the Crown Commercial Service Liquid Fuels Framework Agreement RM 1013.

The report advised that Scottish Procurement had carried out a call-off against the Crown Commercial Services Framework which resulted in estimated savings compared to previous rates and volumes from utilising the contract would be approximately £19,000 per annum.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Liquid Fuels to Ceritas Energy t/a Scottish Fuels from 14 October, 2015 to 13 October, 2017 with an option to extend for a further two 12 month periods; and

(ii) That it be noted that spend under the call-off contract would be approximately £6million over the four years of the contract if the extension period was utilised.

**1(i) CONTRACT AUTHORISATION REPORT - MINI-COMPETITION FOR DEMOLITION WORK: JOHNSTONE CASTLE (ELM DRIVE)**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a contract for demolition works

at Elm Drive, Johnstone Castle.

The report indicated that a mini-competition had been run in terms of Lot 2 – Low Complexity Demolition of Renfrewshire Council's Framework for Demolition.

The report advised that at the deadline for the return of submissions, three tender bids had been received. All three submissions were evaluated against a set of criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Demolition Works at Johnstone Castle (Elm Drive), reference RC1509\_4768\_ITT9933 to JCJ (Demolition and Construction) Limited;

(ii) That it be noted that spend under the contract would be approximately £346,087.50; and

(iii) That it be noted that the anticipated contract commencement date was 11 January, 2016, or alternatively on the date confirmed in the Letter of Acceptance, and would be completed within 20 weeks of the start date.

**1(j) CONTRACT AUTHORISATION REPORT - PROVISION OF SPECIALIST SERVICES IN SUPPORTED ACCOMODATION AND RELATED SPECIALIST SERVICES TO WOMEN AND THEIR CHILDREN AFFECTED BY DOMESTIC ABUSE**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of the contract for the provision of specialist services in supported accommodation and related specialist support services to women and their children affected by domestic abuse.

The report advised that approval had been granted in November 2014 to enter into a negotiated contract with Renfrewshire Women's Aid in accordance with Schedule 5, clause C.1 (e) and clause 12.2 (b) of the Council's Standing Orders relating to Contracts as the Head of Policy and Commissioning had confirmed that the services required by service users would be best provided by the existing provider and that therefore there was only one suitable source that could be identified, that the requirement of the contract was unique, or, after research, that only one suitable source of supply could be identified.

The report also indicated that tender documentation was issued to Renfrewshire Women's Aid and on its 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, and was considered acceptable on both technical and commercial grounds.

The report intimated that the budget for the current requirement was £221,708 per annum. The negotiated amount for the new service was £221,708 and that amount would remain fixed for the duration of the contract.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of Specialist Services in Supported Accommodation and related Specialist Support Services to Women and their Children Affected by Domestic Abuse to Renfrewshire Women's Aid, a charity registered with the Office of the Scottish Charity Regulator;

(ii) That it be noted that the proposed contract start date was 1 December, 2015 for an initial three-year period with the option to extend the contract for up to two extensions of one year each where such option(s) would be taken at the sole discretion of the Council; and

(iii) That the total value of the contract, including the maximum option period, in the sum of £1,108,540, excluding VAT, be approved.

**1(k) CONTRACT AUTHORISATION REPORT - GROUND MAINTENANCE EQUIPMENT**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of contracts for the purchase of various grounds maintenance equipment under the Council's Vehicle Replacement Programme for 2015/16.

The report indicated that Scotland Excel had established a Framework Agreement for Grounds Maintenance Equipment. All 32 Local Authorities in Scotland had the opportunity to utilise this Agreement. Details of the Grounds Maintenance equipment were contained in Appendix 1 to the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award contracts up to the following values with the suppliers noted below for the provision of grounds maintenance equipment as detailed in Appendix 1 to the report, it being noted that all contracts were individual direct awards under the Scotland Excel Framework for Grounds Maintenance:-

- Fairways GM Limited: up to £361,084,30;
- Fraser C Robb: up to £70,000;
- Hamilton Brothers Engineering Limited: up to £58,100; and

(ii) That it be noted that the delivery dates for the Grounds Maintenance Equipment were detailed in Appendix 1.

**1(l) CONTRACT AUTHORISATION REPORT - STRATEGIC REVIEW OF STREET LIGHTING - LED LANTERN REPLACEMENT 2016/17**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of the contract for the strategic review of street lighting - LED lantern replacement 2016/17.

The report advised that at the deadline for the return of submissions, three tender bids had been received. All three submissions were evaluated against a set of criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.



**DECIDED:**

- (i) That the Head of Corporate Governance be authorised to award the contract for the Strategic Review of Street Lighting – LED Lantern Replacement 2016/17 to Lightways Contractors Limited to the value of £1,700,688.88; and
- (ii) That it be noted that the contract would commence on 14 January, 2016, for 63 weeks with a completion date of 31 March, 2017.