

## Minute of Meeting Procurement Sub-committee

Date	Time	Venue
Wednesday, 08 June 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Noon and Williams

### CHAIR

Councillor Holmes, Convener, presided

### IN ATTENDANCE

F Hughes, Strategic Commercial & Procurement Manager, D Taggart, Procurement Category Manager, B Lambert, Senior Procurement Specialist and Y Khan, Senior Policy Officer (all Chief Executive's); J Trainer, Acting Head of Early Years and Inclusion (Children's Services); K Markwick, Amenity Services Manager, Waste and Transportation (Community Resources); C Rosbotham, Economic Development Officer (Development & Housing Services); J Lynch, Head of Property Services and P Shiach, Committee Services Officer (both Finance & Resources); and L Gillan, Procurement Data Specialist (Scotland Excel).

### APOLOGY

Councillor Murrin.

### DECLARATION OF INTEREST

Councillor Audrey Doig declared a non-pecuniary interest in relation to item 2 of the agenda - Notification of Contracts Proposed for Award During the Summer Recess- as she was an employee of Renfrewshire Leisure Limited, and indicated her intention to take no part in any discussion or voting thereon.

## **OBITUARY**

Prior to the start of the meeting, the Convener referred with sadness to the recent death of Councillor Eddie Grady. Reference was made to the contribution Councillor Grady had made to the Procurement Sub-committee in his capacity as Depute Convener. The Convener intimated that he would be missed by all and he offered his condolences and those of the Sub-committee to Councillor Grady's family.

### **1(a) CONTRACT AUTHORISATION REPORT: ADULT EMPLOYABILITY SERVICES**

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 Adult Employability Services.

The report advised that at the deadline for the return of tenders seven bids had been received. The bids were evaluated using a two-stage process of Bid Selection and Award criteria. One bid failed to meet the minimum requirements in relation to the bid selection criteria. The remaining six bids were evaluated against a set of award criteria which was based on a price/quality ratio of 40:60. Details of the scores relative to the award criteria of each tenderer were contained within the report.

#### **DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Adult Employability Services to Working Links (Employment) Limited;

(ii) That it be noted that the contract would commence on 18 July 2016 until 30 June 2018 at which time the Council at its sole discretion would have the option to extend for an additional two years on an annual basis; and

(iii) That it be noted that the value of the contract would not exceed £1,000,000 if the extension periods were utilised.

### **1(b) CONTRACT AUTHORISATION REPORT: PROVISION OF FUNCTIONAL FAMILY THERAPY**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a contract for the Provision of Functional Family Therapy.

The report advised that Functional Family Therapy could only be delivered by staff trained and approved by the programme developers and owners, Functional Family Therapy Inc, and that Action for Children was the only United Kingdom based provider of the service.

The report indicated that approval to enter into a negotiated contract with Action for Children had been granted in February 2016 in accordance with Contract Standing Order 12.2 (c). Documentation was issued to Action for Children Services Limited on 31 March 2016 and their submission received on 11 April 2016.

The report intimated that the submission was assessed by representatives from the Corporate Procurement Unit and Children's Services and was considered acceptable on both technical and commercial grounds.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of Functional Family Therapy to Action for Children Services Limited;

(ii) That it be noted that the value of the contract was £1,1439,807.33 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 27 June 2016 for a period of three years with the Council having the option to extend for one year on two separate occasions.

**1(c) CONTRACT AUTHORISATION REPORT: CARRIAGEWAY RESURFACING WORKS 2016/2017**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of an NEC3 Engineering and Construction Short Contract (April 2013) for Carriageway Resurfacing Works 2016/17

The report advised that at the deadline for the return of tenders, 11 bids had been received. The bids were evaluated against a set of award criteria which were based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Carriageway Resurfacing Works 2016/17 to Mac Asphalt Limited;

(ii) That it be noted that the contract value was £453,466.93 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 5 July 2016 for a period of 33 weeks, and that the date of commencement would be confirmed in the letter of acceptance.

**1(d) CONTRACT AUTHORTISATION WORKS: FOOTWAY RESURFACING WORKS 2016/2017**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of an NEC3 Engineering and Construction Short Contract (April 2013) for Footway Resurfacing Works 2016/17.

The report advised that at the deadline for the return of tenders 12 bids had been received. The bids 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 were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Footway Resurfacing Works 2016/17 to Finco Contracts Limited;

(ii) That it be noted that the contract value was £212,574.20 excluding VAT; and

(iii) That it be noted that it was anticipated that the commencement date was 5 July 2016 with a completion date 21 weeks from commencement, and that the starting date would be confirmed in the letter of acceptance.

**1(e) CONTRACT AUTHORISATION REPORT: CARE AND REPAIR SERVICES**

The Convener advised that Item 1(e) Contract Authorisation Report: Update on Care and Repair Services contract had been withdrawn.

**DECIDED:** That it be noted that item 1(e) on the agenda, Contract Authorisation Report: Update on Care and Repair Services contract had been withdrawn.

**1(f) CONTRACT AUTHORISATION REPORT: PROPOSED NEW SHARED CAMPUS - BARGARRAN PRIMARY SCHOOL AND ST JOHN BOSCO PRIMARY SCHOOL AND NURSERY CLASS - ENABLING WORKS**

Under reference to paragraph 1(d) of the Minute of the meeting of this Sub-committee held on 18 May 2016 there was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a Standard Building Contract Minor Works Building Contract for use in Scotland (MW/Scot (2011 edition)) for the proposed New Shared Campus - Bargarran Primary School and St John Bosco Primary School and Nursery Class - Enabling Works contract reference RC/OC/141/16.

The report advised that a Contract Authorisation Report was approved at the meeting of this Sub-committee on 18 May 2016 however prior to the contract award, the recommended Contractor, Cleantech Civils Limited withdrew their tender.

The report intimated that the tenders had been evaluated on a price/quality ratio of 60:40 and that the tender submitted by Luddon Construction Limited now represented the most economically advantageous tender and was recommended for acceptance.

**DECIDED:**

(i) that the Head of Corporate Governance be authorised to award the contract for the Proposed New Shared Campus - Bargarran Primary School and St John Bosco Primary School and Nursery Class - Enabling Works RC/OC/141/16 to Luddon Construction Limited;

(ii) That it be noted that the estimated contract value was £371,839.26 excluding VAT; and

(iii) That it be noted that the contract would commence on 15 June 2016 or on the date confirmed in the letter of acceptance to allow for suitable mobilisation with work on site commencing on 28 June 2016 for a duration of six weeks and two days.

## 2 **NOTIFICATION OF CONTRACTS PROPOSED FOR AWARD DURING THE SUMMER RECESS**

There was submitted a report by the Chief Executive relative to notification of contracts proposed for authorisation to award by the Chief Executive during the summer recess.

The report advised that in accordance with the authority granted by the Renfrewshire Council Scheme of Delegated Functions, it was proposed that the Chief Executive authorise the award of a number of contracts during the summer recess period. Details of the proposed contracts were contained in table 3.1 of the report.

Councillor Holmes, seconded by Councillor Williams moved: -

(a) That the Procurement Sub-committee note the table in paragraph 3.1 of the report which detailed the contracts proposed for award by the Chief Executive during the summer recess period, in accordance with section A.8 of the Renfrewshire Council Scheme of Delegated Functions; and

(b) That it be noted that a report would be submitted to the first meeting of the Procurement Sub-committee following the summer recess period confirming the contracts that had been awarded under delegated powers.

Councillor Lawson, seconded by Councillor K MacLaren moved as an amendment that a special meeting of the Procurement Sub-committee be convened during the summer recess to consider the contracts detailed in the report.

On a roll being called the following members voted for the amendment: Councillors Audrey Doig, Lawson, Mack, K MacLaren, M MacLaren and Noon.

The following members voted for the motion: Councillors Bibby, Gilmour, Harte, Henry, Holmes and Williams.

6 members having voted for the amendment and 6 members having voted for the motion, the Convener used his second and casting vote in favour of the motion.

### **DECIDED:**

(a) That the Procurement Sub-committee note the table in paragraph 3.1 of the report which detailed the contracts proposed for award by the Chief Executive during the summer recess period, in accordance with section A.8 of the Renfrewshire Council Scheme of Delegated Functions; and

(b) That it be noted that a report would be submitted to the first meeting of the Procurement Sub-committee following the summer recess period confirming the contracts that had been awarded under delegated powers.

## 3 **COMMUNITY BENEFITS STRATEGY 2016**

There was submitted a report by the Chief Executive relative to Renfrewshire Council's Community Benefit Strategy 2016.

The report advised that as a result of the Statutory Guidance published on 17 March by the Scottish Government, Renfrewshire Council's Community Benefit Strategy had been refreshed. The Strategy maintained the commitment to maximising the use of community benefits as an integral part of the procurement process and activities in addition to the core purpose of the contract.

The report indicated that the Statutory Guidance supported the Procurement Reform (Scotland) Act 2014 and the wider application to the new procurement legislation in Scotland.

The report intimated that the revised Community Benefit Strategy 2016 - 2018, as outlined in Appendix 1 to the report was aligned to Renfrewshire Council's Procurement Strategy.

**DECIDED:** That the Community Benefit Strategy, as appended to the report, be approved.

#### 4 **SUSTAINABLE PROCUREMENT STRATEGY**

There was submitted a report by the Chief Executive relative to Renfrewshire Council's Sustainable Procurement Strategy.

The report advised that as a result of Statutory Guidance published by the Scottish Government on 17 March 2016, Renfrewshire Council's Sustainable Procurement Strategy had been updated.

The report indicated that the Statutory Guidance would take effect on or after 1 June 2016 and supported the Procurement Reform (Scotland) Act 2011 and the wider application of the new procurement legislation in Scotland.

A copy of the revised Renfrewshire Council Sustainable Procurement Strategy 2016-2018 was appended to the report.

**DECIDED:** That the Renfrewshire Council Sustainable Procurement Strategy 2016/2018, as contained in Appendix 1 to the report, be approved.