

**MINUTE OF MEETING OF THE PROCUREMENT SUB-COMMITTEE
HELD ON 3RD DECEMBER, 2014**

PRESENT

Councillors Murrin, Williams, Mack, Henry, Bibby, Gilmour, Audrey Doig, Noon, Holmes and Harte.

Councillor Holmes, Convener presided.

IN ATTENDANCE

A Russell, Acting Director of Finance & Corporate Services; J Lynch, Head of Property Services (Development & Housing Services); F Hughes, Procurement Manager, C Laughlan and K Scott, Assistant Category Managers, and P Shiach, Committee Services Officer (all Finance & Corporate Services).

APOLOGY

Councillor Grady.

DECLARATIONS OF INTEREST

Councillor Audrey Doig declared a non-pecuniary interest in relation to item 3(d) of the agenda – Construction of Bus Parking Bay and Parking Spaces at Community Sports Hub - as she was an employee of Renfrewshire Leisure Limited, and indicated her intention to leave the meeting during consideration of this item and to take no part in any discussion or voting thereon.

1. CONTRACT AUTHORISATION REPORTS

(a) Various Works at Heriot Primary School (Re-Roofing, Curtain Walling, Re-Wiring etc.)

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing Services relative to the award of a contract for various upgrading and improvements at Heriot Primary School, Paisley.

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

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for various works at Heriot Primary School, Paisley, RC1408_2505(ITT4953), to Keepmoat Regeneration Limited;
- (ii) That it be noted that the anticipated dates for commencement and completion of the contract were 12th January and 15th May, 2015 respectively; and
- (iii) That it be noted that the value of the contract would be up to £1,305,067.33.

(b) Document Solution Centre Print Devices

There was submitted a report by the Acting Director of Finance & Corporate Services relative to a contract for Document Solution Centre print devices.

The report indicated that a mini-competition had been undertaken against Lot 1 of the Scottish Government National framework for the provision of office equipment and print estate audit services. All seven companies entitled to participate under the framework agreement were invited to tender.

The report advised that at the deadline for the return of tenders, three bids had been received. Following evaluation, all three tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for Document Solution Centre print devices to Xerox (UK) Limited in the sum of £502,987 excluding VAT;
- (ii) That it be noted that the period of the contract would be four years with an option to extend for up to a further period of one year; and
- (iii) That it be noted that it was anticipated that the contract would commence on 1st April, 2015, or if not, from the date of the award of the contract.

(c). Framework Agreement for Housing Capital Investment Internal Works Programme (Years 6-9)

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing Services relative to the award of a dual Lot framework agreement for the housing capital investment internal works programme (years 6-9)

The report indicated that at the deadline for the return of tenders, 16 bids had been received. Of these, 12 had responded in respect to Lot 1 and 14 in respect of Lot 2. Following evaluation 15 tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to establish the Framework Agreement with the following contractors;

Lot 1 – Refurbishment of Kitchens and Bathrooms, and Rewiring

- Mitie Property Services (UK) Limited;
- McTear Contracts Limited subject to the provision of evidence that contractor All Risks insurance to the level of £1.72m was in place prior to any package order for works being awarded to them; and
- Keepmoat Regeneration Limited;

Lot 2 – Upgrade of Gas and Electric Heating Systems

- Mitie Property Services (UK) Limited;
- Keepmoat Regeneration Limited; and
- McTear Contracts Limited subject to the provision of evidence that contractor All Risks insurance to the level of £1.72m was in place prior to any package order for works being awarded to them;

- (ii) That it be noted that the period of the contract would be four years from the date of commencement, it being anticipated that the date of commencement would be on or after 6th January, 2015; and
- (iii) That it be noted that the anticipated spend over the four-year framework agreement would not exceed £12m.

DECLARATION OF INTEREST

Councillor Audrey Doig having declared an interest in relation to the following item of business, left the meeting.

- (d) **Construction of Bus Parking Bay and Parking Spaces at Linwood Community Sports Hub RC1410_2900 (ITT6115)**

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing Services relative to the award of the contract for the construction of a bus parking bay and parking spaces at Linwood Community Sports Hub.

The report indicated that at the deadline for the return of tenders, 13 bids had been received. Following evaluation, eight tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for the construction of a bus parking bay and parking spaces at Linwood Community Sports Hub to Caley Construction Limited;
- (ii) That it be noted that the period of the contract would be eight weeks from the date of possession, which was anticipated to be 12 January, 2015, with the actual date being confirmed in the Letter of Acceptance; and
- (iii) That it be noted that the value of the contract was £182,024.95 excluding VAT.

SEDERUNT

Councillor Doig re-entered the meeting prior to consideration of the following item of business.

- (e) **SHQS Council-Wide Doors and Window Replacement Phase 8 RC1212_712 (ITT2119)**

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing relative to the award of a contract for SHQS council-wide doors and window replacement phase 8.

The report advised that the framework agreement for SHQS council-wide doors and window replacement had been approved by this Sub-Committee on 17th April, 2013. The procurement exercise undertaken was in respect of a package order being let under the framework.

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

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the package order for SHQS council-wide doors and windows replacement phase 8 contract number RC1212_712 (ITT2119) to Mears Limited;
- (ii) That it be noted that the period of the contract would be 20 weeks from the date of commencement, which was anticipated to be during March, 2015; and
- (iii) That it be noted that the value of the contract was £1,023,949.64 excluding VAT.

(f) Supply and Delivery of Domestic Boilers to Renfrewshire Council

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing Services relative to the award of a contract for the supply and delivery of domestic boilers to Renfrewshire Council.

The report indicated that all seven suppliers on the framework agreement in respect of Lot 5, radiators and boilers, were invited to participate in a mini-competition in relation to the contract.

The report indicated that at the deadline for the return of tenders, four bids had been received. Following evaluation, the bid received from Travis Perkins Trading Company Limited was found to be the most economically advantageous. Details of the criteria and ratings used to evaluate the bids were contained in the report.

DECIDED:

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for the supply and delivery of domestic boilers to Renfrewshire Council, contract reference RC14_2919 (ITT5931) to Travis Perkins Trading Company Limited;
- (ii) That it be noted that the tender exercise was conducted in accordance with the framework agreement terms and conditions and the Council's Standing Orders relating to Contracts;
- (iii) That it be noted that the contract would be for a period of two years from the date of commencement with the option to extend for a further one year; and
- (iv) That it be noted that the contract value was approximately £635,958.00 based on 900 boilers for the three-year period.