

To: Finance, Resources and Customer Services Policy Board

On: 8 February 2024

Report by: The Director of Finance and Resources and the Director of Environment, Housing and Infrastructure

Heading: Contract Award: MTC Roller Shutters Maintenance and Repair (RC-CPU-23-202)

1. Summary

- 1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Service Policy Board to award a Services Contract for MTC Roller Shutter Repair and Maintenance (RC-CPU-23-202) to Aardee Security Shutters Limited.
 - 1.2 The recommendation to award the SBCC Measured Term Contract follows a procurement exercise conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for an above Threshold Services Contract.
 - 1.3 A Contract Strategy was approved by the Head of Facilities and Property Services and the interim Corporate Procurement Manager on 8 November 2023.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
 - a) Authorises the Head of Corporate Governance to award a Contract for MTC Roller Shutters Maintenance and Repair (RC-CPU-23-202) to Aardee Security Shutters Limited;

- b) Notes the initial Contract Period of 3 years, with the Council having the option to extend the Contract Period for up to 12 months on two separate occasions, subject to contract performance. The Contract is anticipated to commence 1 April 2024. The actual commencement date will be confirmed in the Council's Letter of Acceptance to Aardee Security Shutters Limited; and
 - c) Authorises the maximum contract value of up to £750,000 excluding VAT for the Contract Period, including use of the extension periods. Any Orders to carry out works will be raised by the Council as and when required.
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3. Background

- 3.1 The Council has an ongoing requirement for the planned and reactive maintenance and repair of roller shutters to windows and doors of Council properties throughout Renfrewshire.
- 3.2 To initiate this procurement process a contract notice was published on the Find a Tender Service via the Public Contracts Scotland advertising portal on 8 November 2023 with the tender documents available for download through the Public Contracts Scotland – Tender portal on this date.
- 3.3 During the live tender period, 10 organisations expressed an interest in this opportunity. By the closing date set for return of electronic tender submission, 12 noon on Friday 8 December 2023, 5 organisations provided a response, 1 organisation declined to respond, and 4 organisations failed to respond.
- 3.4 Tenderers were required to complete a Single Procurement Document (SPD) to be submitted with their Tender Submission. All 5 Tender Submissions were evaluated against a pre-determined set of criteria in the form of the SPD representatives from the following Council Services: Environment, Housing and Infrastructure, Health and Safety, Corporate Risk and the Corporate Procurement Unit.
- 3.5 All 5 Tender Submissions received complied with the minimum selection criteria of SPD. The 5 Tender Submissions were each evaluated against the award criteria on a weighting of 30% technical (Quality) and 70% commercial (Price). One Tenderer's bid was deemed to be an irregular bid as their commercial submission failed to comply with the procurement documents. As a result, their bid was not considered further.

3.6 The scores relative to the Award Criteria for each of the 4 Tenderers are noted below:

		Commercial 70%	Technical 30%	Total Score 100%
1	Aardee Security Shutters Limited	70.00%	28.25%	98.25%
2	City Gate Construction (Scotland) Limited	64.30%	28.00%	92.30%
3	Integrate Group Ltd	31.64%	20.25%	51.89%
4	FAAC Doors & Shutters UK Limited	32.73%	12.75%	45.48%

3.7 The evaluation of Tender Submissions received identified that the Tender Submission by Aardee Security Shutters Limited was the most economically advantageous tender.

3.8 Community Benefits were requested as part of the procurement process and Aardee Security Shutters Limited have committed to the following Community Benefits:

Community Benefit Description	No of People / Activities
Work Experience Placement for an individual 16+ years of age (who is not currently in employment, education or training) and preferably from an identified priority group.	3
Industry Awareness Events <ul style="list-style-type: none"> • Schools • Invest in Renfrewshire – Employability • Further Education 	4

Implications of the Report

1. **Financial**

The cost of up to £750,000 excluding VAT over five years (including the extension periods) for this contract will be met from the Environment, Housing and Infrastructure revenue budget.

2. **HR & Organisational Development**

None arising directly from this report.

3. **Community/Council Planning –**
The proposed Contract will support the delivery of the following outcomes:

Place

Working with partners to ensure our neighbourhoods are safe, vibrant, and attractive places to live.

Economy

- Creating sustainable employment opportunities for people who live in Renfrewshire, attracting good employers to the area and encouraging growth of businesses already operating here, ensuring that all people can benefit from the inclusive growth in Renfrewshire
- Delivering a Community Wealth Building approach to a wellbeing economy in Renfrewshire - supporting local enterprises and the development of local assets, ensuring how we spend our money benefits Renfrewshire's communities and supports just labour markets and the progressive procurement of goods and services

Green

Working across partners and communities to deliver the priority areas highlighted in our Plan for Net Zero, working towards a net zero Renfrewshire by 2030

Living our Values

- Ensuring Renfrewshire Council delivers Best Value for our citizens and customers, that we are a well governed, effective organisation

4. **Legal**

The tendering procedure for these services has been conducted as an above Threshold Open Procedure in accordance with the Public Contracts (Scotland) Regulations 2015 and Renfrewshire Council's Standing Orders Relating to Contracts.

5. **Property/Assets**

This Contract will ensure that all Council roller shutters will be maintained.

6. **Information Technology**

None arising directly from this report.

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**

Aardee Security Shutters Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's requirements regarding Health and Safety.

9. **Procurement**

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

10. **Risk**

Aardee Security Shutters Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.

11. **Privacy Impact**

None arising directly from this report.

12. **Cosla Policy Position**

None arising directly from this report.

13. **Climate Risk**

The level of impact associated with works connected with the Contract has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

14. **Carbon – Vehicle Emissions** – Vehicles will be used in the delivery of this Contract. The Contractor will endeavour to ensure no idling of vehicles.

List of Background Papers

None

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