

Minute of Meeting Procurement Sub-committee

Date	Time	Venue
Wednesday, 15 February 2017	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present: Councillor Derek Bibby, Councillor Bill Brown, Councillor Audrey Doig, Councillor Christopher Gilmour, Councillor Jim Harte, Councillor Jacqueline Henry, Councillor Michael Holmes, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Alexander Murrin, Councillor Allan Noon, Councillor Jim Paterson, Councillor Tommy Williams

Chair

Councillor Holmes, Convener, presided.

In Attendance

B Lambert, Acting Strategic Commercial & Procurement Manager; S Gibb, Senior Procurement Manager; D Taggart, Procurement Category Manager; K Thomson, Category Manager; A Donaldson, Senior Procurement Specialist and C Laughlan, Assistant Category Manager (all Chief Executive's); and D Low, Senior Committee Services Officer (LACs) (Finance & Resources).

Declarations of Interest

Councillor Audrey Doig declared a financial interest in item 1(c) of the agenda as she was an employee of Renfrewshire Leisure Limited and indicated her intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

1(a) Contract Authorisation Report: Microsoft Secure Productive Enterprise Agreement (SPE) Licences

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the contract for the supply and delivery of Microsoft Secure Productive Enterprise Agreement (SPE) Licences. The procurement exercise was conducted in accordance with the Call Off Contract requirements under the Crown Commercial Services (CCS) Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software and paragraph 29.5 of the Council's Standing Orders Relating to Contracts relating to the use of an existing Framework Agreement.

The report intimated that all 21 suppliers on Lot 2 of the RM 3733 Framework Agreement were invited to participate in an e-Auction and that two of the 21 suppliers competed in the e-Auction. The e-Auction award criterion was 100% price and Phoenix Software Limited submitted the lowest price.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the Contract for supply and delivery of Microsoft Secure Productive Enterprise Agreement (SPE) Licences, reference RC/RC/223/17., to Phoenix Software Limited following an e-Auction under Crown Commercial Service Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software;

(ii) That it be noted that the duration of the contract would be 3 years and that the commencement date was 1 April 2017; and

(iii) That it be noted that the contract value would not exceed £2,690,000 excluding VAT for the 3-year term.

1(b) Contract Authorisation Report: Civil Engineering Works - Robertson Park and Barshaw Park

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the contracts for Civil Engineering Works at Robertson Park, Renfrew (Lot 1) and Civil Engineering Works at Barshaw Park, Paisley (Lot 2). Both contracts had been tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.

The report intimated that 12 organisations had submitted a tender for Lot 1 and 10 for Lot 2. Of those bidding for Lot 2, two organisations withdrew their tenders after submitting incomplete Bills of Quantities. The Contract Lots were evaluated separately with Bids evaluated against a set of award criteria for each Lot which was based on a price/quality ratio of 40:60. In each Lot, the price score was combined with the quality score to give an overall total. The top ranked contractor for each Lot was then evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit and Health and Safety which assessed competence and expertise. The contractor met the minimum requirements stated in the ESPD. Following this process, the report recommended that Contracts for Civil Engineering Works at Robertson Park (Lot 1) and Barshaw Park (Lot 2) respectively, be awarded to RJ

McLeod (Contractors) Limited who, based on the evaluation, had provided the most economically advantageous tender in respect of both Lot 1 and Lot 2 Contracts.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award each Contract for Civil Engineering Works at Robertson Park, Renfrew (Lot 1) and Barshaw Park, Paisley (Lot 2) to RJ McLeod (Contractors) Limited;

(ii) That it be noted that the contract value for Lot 1- Robertson Park was £496,832 excluding VAT and that the contract value for Lot 2 – Barshaw Park was £423,416 excluding VAT;

(iii) That it be noted that each contract had been tendered with a date of possession of 20 March 2017, with the actual date of possession for each contract to be confirmed in the Council's letter of acceptance for that contract. Each contract would be for a period of 20 weeks from the actual date of possession for the respective contract; and

(iv) That it be noted that each contract would be subject to the terms and conditions of the Standard Building Contract (SBCC) With Quantities for use in Scotland (2011 Edition) and incorporating the Employer's Amendments issued by the Council.

1(c) Contract Authorisation Report: Refurbishment of King George V Pavilion

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the entering into of a SBCC without Quantities for the Refurbishment of the King George V Sports Pavillion at Broadloan, Renfrew. The contract had been tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.

The report intimated that nine organisations had submitted a response and that these were then evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit, Health and Safety and Corporate Risk. All nine tender submissions confirmed compliance with the minimum criteria of the ESPD and were evaluated against a set of award criteria which were based on a price / quality ratio of 70:30. During the commercial evaluation two tender submissions were found to be non-compliant due to incomplete pricing submissions. The report recommended that the tender be awarded to Galliford Try Building Limited who had submitted the most economically advantageous tender.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for King George V –Pavilion Refurbishment to Galliford Try Building Limited t/a Galliford Try Facilities Management (GTFM);

(ii) That it be noted that the contract sum for the works was £232,378.50; and

(iii) That it be noted that the Contract would commence on 27 February 2017 or the date stated in the letter of acceptance and the date of possession will be 27 March 2017. The completion date would be 16 weeks from the date of possession.

