

**To: Finance, Resources and Customer Services Policy Board**

**On: 2 June 2021**

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**Report by: The Chief Executive and the Director of Environment and Infrastructure**

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**Heading: Contract Authorisation Report for Festive Lighting 2021 up to 2025 (RC-CPU-20-022)**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a NEC3 Term Service Short Contract April 2013 for Festive Lighting 2021 up to 2025 (RC-CPU-20-022) to Field and Lawn Limited.
  - 1.2 The recommendation to award a NEC3 Term Service Contract April 2013 follows a procurement process conducted via an Open procedure under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for an above Regulated Threshold Services Contract.
  - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure and the Strategic Commercial and Procurement Manager on 18 February 2021.
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**2. Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:

- 2.1.1 Authorise the Head of Corporate Governance to Award a Contract for Festive Lighting 2021 up to 2025 (RC-CPU-20-022) to Field and Lawn Limited;
  - 2.1.2 Note the initial service term of three (3) years with the Council having the option to extend the service term for up to 12 months, subject to contract performance. The anticipated starting date is 28 September 2021. The actual starting date will be confirmed in the Council's Letter of Acceptance to Field and Lawn Limited.
  - 2.1.3 Authorise the total contract value of up to £633,011.60 excluding VAT with up to £478,696.20 excluding VAT for the initial three (3) years service term and an additional £154,315.40 excluding VAT if the option to extend for up to 12 months is utilised.
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### **3. Background**

- 3.1 The Council requires a contract with a suitably qualified and experienced Service Provider to provide the storage, repair, maintenance, timely erection and de-erection of the Council's Festive Lights.
- 3.2 A contract notice for this tender was dispatched via the Public Contract Scotland advertising portal on 9 March 2021 and the tender documentation available for downloading from the Public Contract Scotland – Tender platform on this date.
- 3.3 During the tendering period, twelve (12) organisations expressed an interest in the Contract. By the closing date set for return of electronic tenders of 12 noon on Wednesday 14 April 2021, four (4) organisations had submitted a response.
- 3.4 The four (4) tender submissions received each contained a completed Single Procurement Document (SPD) as required by the Invitation to Tender which were evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) by representatives from the following Council services: Environment & Infrastructure, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety. One (1 ) Tenderer was excluded from the process as their tender submission failed to meet a mandatory selection requirement within the SPD. As a result, their bid was not considered further.
- 3.5 The three (3) tenderers that met the minimum selection criteria of the SPD progressed to evaluation of the Award Criteria which was based on a weighting of 30% Quality / 70% Price. One (1) 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 the two (2) remaining organisations that provided a Tender Submission are noted below:

		<b>Quality (30%)</b>	<b>Price (70%)</b>	<b>Total (100%)</b>
1	Field and Lawn Limited	30.00	70.00	<b>100.00</b>
2	Lightways (Contractors) Limited	29.50	40.32	<b>69.82</b>

- 3.7 Community Benefits were requested as part of the procurement process and Field and Lawn Limited have committed to the following Community Benefits.

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Financial Support for a Community Project	8
Non financial support for a Community Project	2

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## **Implications of the Report**

1. **Financial**

The costs for this NEC3 Term Service Short Contract will be met by the Environment and Infrastructures Revenue budget.

2. **HR & Organisational Development**

None

3. **Community/Council Planning**

Reshaping our place, our economy and our future - the services proposed will support the delivery of this outcome.

4. **Legal**

The procurement of this Services Contract has been conducted as an above Regulated Threshold Open Procurement Procedure in accordance with the Public Contracts (Scotland) Regulations 2015 and Renfrewshire Council's Standing Orders Relating to Contracts.

5. **Property/Assets**

None

6. **Information Technology**

None

7. **Equality & Human Rights**

(a) 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 because for example it is for noting only. 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**

Field and Lawn Limited's health and safety submission has been evaluated by Renfrewshire Council's Health and Safety section. Field and Lawn Limited has met the minimum requirements regarding health & safety.

9. **Procurement**

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

10. **Risk**

Field and Lawn Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.

11. **Privacy Impact**

No Privacy Impact implications have been identified or are anticipated.

12. **Cosla Policy Position**

No COSLA Policy implications have arisen or are anticipated.

13. **Climate Risk**

The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

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## List of Background Papers

None

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