

## Minute of Meeting Procurement Sub-committee

Date	Time	Venue
Wednesday, 18 May 2016	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Murrin, 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 G McLatchie, Communications Officer (all Chief Executive's); K MacLeod, Waste Services Manager (Community Resources); K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, L Mitchell, Managing Solicitor (Contracts/Conveyancing) and P Shiach, Committee Services Officer (all Finance & Resources).

### DECLARATIONS OF INTEREST

Councillor Audrey Doig declared a non-pecuniary interest in relation to item 1(c) of the agenda – Contract Authorisation Report – Alterations and Internal Refurbishment Works at New Museum Storage Facility - 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(a) CONTRACT AUTHORISATION REPORT: CARRIAGEWAY DEFECT PATCHING 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 Patching Defect Works 2016/17.

The report advised that at the deadline for the return of tenders eight 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 of each tenderer were contained within the report.

**DECIDED:**

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

(ii) That it be noted that the value of the contract was £215,372.28 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 8 August 2016, with the completion date within 33 weeks from the date of commencement.

**1(b) CONTRACT AUTHORISATION REPORT: REMOVAL, TRANSPORT AND DISPOSAL OF UNTREATED LEACHATE ARISING FROM LINWOOD MOSS LANDFILL SITE**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of contract for the removal, transport and disposal of untreated leachate arising from the Linwood Moss landfill site.

The report advised that at the deadline for the return of tenders six bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 80:20. 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 the Removal, Transport and Disposal of Untreated Leachate arising from Linwood Moss Landfill Site to Clearwater DC 2001 Limited;

(ii) That it be noted that the value of the contract was up to £1,000,000 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 1 July 2016 until 30 June 2019 or from the date stated on the letter of Acceptance.

**SEDERUNT**

Councillor Audrey Doig having declared an interest in the following item of business left the meeting and did not take part in any discussions or voting thereon.

**1(c) CONTRACT AUTHORISATION REPORT: ALTERATIONS AND INTERNAL REFURBISHMENT WORKS AT NEW MUSEUM STORAGE FACILITY**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to entering into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot (2011 edition)) for alterations and internal refurbishment works at the New Museum Storage Facility, contract reference RC/OC/123/16 which formed part of the Paisley Heritage Asset Strategy, relating to the new Museum Store.

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 50:50. 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 RC/OC/123/16 for Alterations and Internal Refurbishment Works at New Museum Storage Facility to Project Management & Construction Limited;

(ii) That it be noted that the estimated value of the contract was £1,880,243,78 excluding VAT; and

(iii) That it be noted that the contract had an anticipated start date of on or around 31 May 2016 or from the date stated on the letter of Acceptance and would be for a total term of 48 weeks.

**SEDERUNT**

Prior to consideration of the following item of business, Councillor Audrey Doig re-entered the meeting.

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

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of contract entering into a Standard 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 which formed part of the work detailed in the School Estate Management Plan (SEMP 2014).

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 60:40. 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 the Proposed New Shared Campus – Bargarran Primary School and St John Bosco Primary School and Nursery Class – Enabling Works RC/OC/141/16 to Cleantech Civils Limited;

(ii) That it be noted that the estimated value of the contract was £318,334.02 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 31 May 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 duration of six weeks and two days.

**1(e) CONTRACT AUTHORISATION REPORT: PROVISION OF TELEHEALTHCARE SERVICES**

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the provision of telehealthcare services for a period of one year with a one-year optional extension, commencing on 2 August 2016.

The report advised that at the deadline for the return of tenders one bid had been received. The bid was evaluated against a set of award criteria which was based on a price/quality ratio of 60:40. Details of the scores relative to the award criteria of the tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of Telehealthcare Services to Hanover (Scotland) Housing Association Limited (Financial Services Regulation number 1983 RS), Contract RC1507\_4460\_itt\_9274;

(ii) That it be noted that the anticipated spend, based on the tendered rate and the estimated usage, including the maximum option period would be £213,408 excluding VAT; and

(iii) That it be noted that the contract would commence on 2 August 2016 for an initial period of one year with an option to extend for a maximum period of one year, such option to be taken up at the Council's sole discretion.

**1(f) ITC HOSTING PARTNER**

Under reference to paragraph 1(c) of the minute of the meeting of this Sub-committee held on 17 February 2016 there was submitted a joint report by the Chief Executive and the Director of Finance & Resources seeking an amendment of the decision of that Sub-committee relative to the award of the contract for an ICT Hosting Partner, in accordance with paragraph 28 of the Council's Procedural Standing Orders.

The report advised that the original paper presented to the Procurement Sub-committee held on 17 February 2016 had stated the period and values for the ICT Hosting Partner contract based on a duration of three years with an option to extend for two 12-month periods. It had not been noted that the duration and values were incorrect and should have been stated for duration of four years with an option to extend for two 12-month periods.

**DECIDED:**

(i) That the following Addendum to amend the award as detailed in the ICT Hosting Partner report submitted to and approved by the Procurement Sub-committee on 17 February 2016;

(ii) The original value of the contract reported on 17 February 2016 as £4,006,350.80 and £5,470,446.80 if the extension periods were utilised, be amended to £4,858,470.80 and £6,322,566.80 if the extensions were utilised; and

(iii) The original duration of the contract reported on 17 February 2016 as three years with the Council having an option to extend on two separate occasions for a further 12-month period be amended to read as four years with the Council having an option to extend on two separate occasions for a further 12-month period.

**2 THE PROCUREMENT REFORM (SCOTLAND) ACT 2014 AND THE REVIEW OF STANDING ORDERS RELATING TO CONTRACTS**

There was submitted a report by the Director of Finance & Resources relative to the Procurement Reform (Scotland) Act 2014 and seeking approval for the revocation of the existing Standing Orders Relating to Contracts and their replacement by the revised Standing Orders Relating to Contracts, which formed an appendix to the report.

The report advised that the revised Standing Orders had been developed following a detailed review in light of the Public Contracts (Scotland) Regulations 2015; the Procurement (Scotland) Regulations 2016; the Concession Contracts (Scotland) Regulations 2016; and statutory guidance made under the terms of the Procurement Reform (Scotland) Act 2014.

The key changes to the Standing Orders Relating to Contracts were highlighted in the report.

A presentation entitled Legal Update relative to legislation and guidance was provided by the Managing Solicitor (Contracts/Conveyancing) and the Strategic Commercial & Procurement Manager.

**DECIDED:**

(a) That the revised Standing Orders Relating to Contracts forming the Appendix to this report be approved and implemented;

(b) That the existing Standing Orders Relating to Contracts be revoked; and

(c) That it be agreed that the revocation of the existing Standing Orders and the implementation of the revised Standing Orders shall take effect on the first working day following the expiry of the call-in period.