

Notice of Meeting and Agenda Procurement Sub-committee

Date	Time	Venue
Wednesday, 29 March 2017	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Bill Brown: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Jim Paterson: Councillor Tommy Williams:

Councillor Michael Holmes (Convener): Councillor Derek Bibby (Depute Convener):

Meeting Details

The meeting will take place at 14:00 or at the conclusion of the Leadership Board whichever is the later.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

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|-------------|---|----------------|
| 1(a) | Contract Authorisation Report: Provision of Residential Care and Nursing Services to Adults under 65 with Physical Impairments | 5 - 10 |
| | Joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership. | |
| 1(b) | Contract Authorisation Report: Measured Term Contract for Kitchen, Bathrooms and Rewiring - Year 8 | 11 - 16 |
| | Joint report by the Chief Executive and the Director of Development & Housing Services. | |
| 1(c) | Contract Authorisation Report: Microsoft Implementation Support | 17 - 22 |
| | Joint report by the Chief Executive and the Director of Finance & Resources. | |
| 1(d) | Contract Authorisation Report: Construction and Installation of Modular Welfare Facilities at Underwood Road Depot, Paisley | 23 - 26 |
| | Joint report by the Chief Executive and the Director of Community Resources. | |
| 1(e) | Contract Authorisation Report: Underwood Road Depot Refurbishment | 27 - 30 |
| | Joint report by the Chief Executive and the Director of Community Resources. | |



To: Procurement Sub Committee

On: 29th March 2017

Report by:

**Joint Report
by
The Chief Executive and the Chief Officer Renfrewshire Health & Social Care
Partnership**

Heading:

Contract Authorisation Report

**Provision of Residential Care and Nursing Services to Adults under the age of
65 with Physical Impairments (Short title: Provision of YPD Services,
Craigielea)**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award the Contract for the Provision of Residential Care and Nursing Services to Adults under the age of 65 with Physical Impairments (Short title: Provision of YPD Services, Craigielea) for an initial period of three (3) years, commencing 24 April 2017, with the option to extend the Contract for up to twelve (12) months on two separate occasions.
- 1.2 The scope of the Service falls within the definition of 'Social and Other Specific Services' under The Public Contracts (Scotland) Regulations 2015 and the procurement of the Service complies with Chapter 3 Section 7 of these Regulations. The Service has been developed jointly by Renfrewshire Health

and Social Care Partnership and Tower Bridge Homes Care Limited and, as such, is a bespoke Service for Renfrewshire Council and therefore the procurement has been conducted in accordance with the procedure for a negotiated contract under the Council's Standing Orders Relating to Contracts 2016.

- 1.3 A Request to Negotiate was approved by the Strategic Commercial and Procurement Manager in September 2016.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub-Committee authorise:

- 2.1.1 the Head of Corporate Governance to award the Contract for the Provision of Residential Care and Nursing Services to Adults under the age of 65 with Physical Impairments (Short title: Provision of YPD Services, Craigielea) to Tower Bridge Homes Care Limited,

- 2.1.2 the Contract value, including the maximum option period, will be £1,800,000.00 excluding VAT,

- 2.1.3 The Contract will commence on 24 April 2017 for a period of three (3) years with the Council's option to extend the Contract for one (1) year on two separate occasions to no later than 23 April 2021.

3. Background

- 3.1 The YPD unit at Craigielea Care Home in Renfrew is the only care service of its kind in the Renfrewshire area and provides specialist care and support services to adults under the age of 65 with complex needs. The Service, providing care and nursing services to adults under the age of 65 with long term and complex physical impairments is currently delivered under the terms of the National Care Home Contract (NCHC). Holmes Care Group Limited, the parent company of Tower Bridge Homes Care Limited requested the Council and the Health and Social Care Partnership negotiate a new Contract for the care services provided in the Young People with Disabilities (YPD) Unit as the NCHC rates do not reflect the level of care and support required by Service Users.
- 3.2 For the purposes of the Public Contracts (Scotland) Regulations 2015, the scope of the Service to be provided falls within the definition of 'Social and Other Specific Services' and the procurement of the Services complies with Chapter 3 Section 7 of these Regulations. The procurement of the services complies with Renfrewshire Council's Standing Orders Relating to Contracts 2016.

- 3.3 Approval to enter into a Negotiated contract with Tower Bridge Homes Care Limited for the provision of the Services was given in September 2016. The justification for a request to negotiate was stated as follows:

The services provided by Tower Bridge Homes Care Limited at the YPD Unit in Craigielea Care Home fall within the description of CPV Code 85144100 – Residential Nursing Care Services, and under the criteria of Chapter 3 – Particular Procurement Regimes, Section 7 – Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015.

Chapter 3, Section 7 of the Regulations note that:

76.—(1) A contracting authority must determine the procedure that is to be applied in connection with the award of a contract or framework subject to this Section and may take into account:

- (a) the specificities of the services in question; and
- (b) the requirements and needs of users.

(2) The procedure must be at least sufficient to ensure compliance with the principles of transparency and equal treatment of economic operators.

- 3.4 Invitation to Tender documentation was issued to Holmes Care Group Limited, the parent company of Tower Bridge Homes Care Limited through the Public Contract Scotland portal on 1 November 2016 and their tender submission was received on 23 November 2016.
- 3.5 The Tender submission was assessed by representatives from the Corporate Procurement Unit and Renfrewshire Health and Social Care Partnership and, following clarifications and revision, was considered acceptable on both technical and commercial grounds.
- 3.6 The following community benefits will be delivered by the Provider under this Contract:
- training placements for nursing students from the University of West of Scotland and 3rd year and Masters OT students from Glasgow Caledonian University;
 - Work experience opportunities for students and pupils of the local Secondary schools

Implications of the Report

1. **Financial** - The financial status of the recommended Provider has been assessed and satisfies the Council's requirements

2. **HR & Organisational Development** – None to the Council as this is a new Contract with the incumbent provider. In the circumstances there are no TUPE issues.
3. **Community Planning** - see details of Community Benefits associated with the delivery of this contract at paragraph 3.6 above.

Young Adults in Renfrewshire – the Service will provide specialised care and support services to adults with long term physical impairments.

Community Care, Health & Well-being – the Service will enhance Service Users quality of life.

4. **Legal** - The procurement procedures were in accordance with Renfrewshire Council's Standing orders Relating to Contracts and the requirements of the Public Contracts Regulations 2015 for Social and Other Specific Services.
5. **Property Assets** - None
6. **Information Technology** – None.
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 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.
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8. **Health & Safety** – the submission received was assessed by Renfrewshire Council's Health and Safety Officers. The recommended Provider's Health and Safety policy and procedures are considered to meet the necessary requirements.
9. **Procurement** – The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government
10. **Risk** – Tower Bridge Home Care Limited's submission was assessed by Renfrewshire Council's Risk Officer and meets the necessary requirements.
11. **Privacy Impact** – In consultation with the Council's Information Governance Officers, Tower Bridge Homes Care Limited confirmed compliance with the relevant procedures.

List of background papers - None

Author: Alexandra Donaldson, *Acting Strategic Commercial Category Manager*
(0141 618 6760)



To: Procurement Sub Committee

On: 29th March 2017

Joint Report

By

Chief Executive and the Director of Development and Housing Services

Contract Authorisation Report

Measured Term Contract for Kitchen, Bathrooms and Rewiring - Year 8 conducted via a mini competition under Lot 1 of the Framework Agreement for Housing Capital Investment Internal works Programme (Years 6-9) reference RC1407_2637 (ITT 5324)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award the Year 8 Measured Term Contract (MTC) under the Council's Framework Agreement for the Housing Capital Investment Internal Works Programme (Years 6-9): RC1407_2637 (ITT 5324).
 - 1.2 The Council's Framework Agreement was tendered in accordance with an above EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts. A contract Strategy was approved by the Procurement Manager and the Head of Housing Services on 27th August 2014.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub-Committee authorise the Head of Corporate Governance to award the Year 8 MTC under lots 1 and 2 of the Framework Agreement for the Housing Capital Investment Internal Works Programme (Years 6-9): RC1407_2637 (ITT 5324) to Mitie Property Services (UK) Limited.

- 2.2 The MTC will be for a Contract Period of 12 months from the award of this Package Order. The anticipated date of award is the 7th April 2017, however the actual date will be confirmed in the Council's letter of Acceptance for this MTC. The anticipated spend for the Contract Period will be up to £1m, excluding VAT.
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3. Background

- 3.1 The Framework Agreement for the Housing Capital Investment Internal Works Programme (Years 6-9) was approved by the Procurement Sub-Committee on 3rd December 2014.
- 3.2 The first MTC (Year 6) made under the framework agreement was issued on 2 February 2015. On the anniversary date of the MTC for Year 6, all three contractors awarded onto the framework submitted a review of their prices for Year 7.
- 3.3 On the anniversary date of the MTC for Year 7, all three contractors awarded onto Lot 1 of the framework again submitted a review of their prices for Year 7 which were approved by the Procurement Sub Committee on the 16th March 2016.
- 3.4 The submission of prices for Year 8 was evaluated and given a commercial (Price) score out of 60%, the score for each contractor was then added with their Quality score evaluated and identified at the original Framework Agreement award stage. The cumulative score bringing together the Price and Quality elements for each tenderer is noted as follows:

	Price (60%)	Quality (40%)	Total (100%)
Keepmoat Regeneration Limited	60.00	36.65	96.65
McTear Contracts Limited	No Bid Received		
Mitie Property Services (UK) Limited	59.93	37.90	97.83

- 3.5 The evaluation of submissions received identified that the submission by Mitie Property Services (UK) Limited was the most economically advantageous.
- 3.6 Financial costs in respect of this contract will be met by the Service's Capital Budget.
- 3.7 The MTC will be for a value of no more than £1m throughout the duration of its term. There is no guaranteed value or level of works within this project as requirements cannot be foreseen at time of award and will only be identified as the contract term progresses.

- 3.7 Community benefits were secured at inception of the Framework: as stated below. Specific Community Benefits for Year 8 will be agreed with Mitie Property Services (UK) Ltd in line with those stated below following contract award.

Community Benefit	No of People / Activity
Modern Apprenticeships	2
Graduates	1
Jobs for the Unemployed	2
Trainee Position	1
Career Events	2
Supply Chain Briefings with SME's	2
Business Support Social Enterprises, Supported Businesses, Third Sector Organisations	2
Mentoring Third Sector Organisations	2
S/NVQ's or equivalent for Existing Employees	5
S/NVQ's or equivalent for New Entrants	2
S/NVQ's or equivalent for Sub-contract staff	2

Implications of the Report

1. Financial

The financial status of Mitie Property Services (UK) Limited was assessed on Wednesday 15 March 2017 by undertaking a Dun and Bradstreet evaluation and it confirmed that the company satisfied the Council's requirements in relation to financial stability.

2. HR & Organisational Development

No TUPE implications have arisen or are anticipated.

3. Community Planning

Mitie Property Services (UK) Limited has a commitment to deliver a number of Community Benefits under the framework agreement as detailed in section 3.7 of this report.

4. **Legal**

The tendering procedures for the establishment of the Framework Agreement were in accordance with the Renfrewshire Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2012 (as amended). This MTC has been awarded in accordance with the Framework Agreement requirements and the Council's Standing Orders relating to Contracts.

5. **Property Assets**

The refurbishment of kitchens and bathrooms, rewiring and the upgrading of heating systems will ensure that the council's property assets are kept up to a modern standard.

6. **Corporate Services**

None

7. **Equality Opportunities**

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**

The contractor's health and safety was vetted as part of the establishing of the Framework Agreement.

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**

Insurance levels were provided by Corporate Risk and insurance for the initial framework agreement. Updated certificates were submitted as part of the procurement which detailed that Mitie Property Services (UK) Limited have sufficient cover in place.

11. **Privacy Impact**

A full Privacy Impact Assessment has been completed by the Senior Solicitor (Information Governance). As some Personal Data will be transferred for the purposes of the contract, a Data Processor Agreement will be put in place with the Contractor

List of background papers

- (a) Background Papers - Contract Authorisation: Framework Agreement for Housing Capital Investment Internal works Programme (Years 6-9) RC1407_2637 (ITT 5324)

Author: *David Taggart, Strategic Commercial Category Manager, Corporate Procurement Unit, Tel. 0141 618 7791*



To: Procurement Sub Committee

On: Wednesday 29th March 2017

Report by:

**Joint Report
by
The Chief Executive & Director of Finance and Resources**

Contract Authorisation Report

Microsoft Implementation Support

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to award the contract for the supply and delivery of Microsoft Implementation Support reference RC/RC/224/17.
 - 1.2 The procurement exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts and the above EU Threshold Services Open tender procedure.
 - 1.3 A contract strategy document was approved on the 31st January 2017 by the Strategic Commercial Category Manager and Head of ICT for the delivery of Microsoft Implementation Support.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee authorise:
 - 2.1.1 The Head of Corporate Governance to award the Contract for the supply and delivery of Microsoft Implementation Support, reference RC/RC/224/17, to GCI Network Solutions Limited.

- 2.1.2 The term of the contract will be 2 years with the option to extend for 1 year at the discretion of the Council. The anticipated commencement date will be the 24th April 2017, however, the actual date will be reflected in the Council's Letter of Acceptance.
- 2.1.3 The contract value will be £367,755 excluding VAT for the 2 year term and will not exceed £555,000 excluding VAT where the Council utilises the extension period.
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3. Background

- 3.1 The Council has opted to enter into a Secure Productive Enterprise (SPE) Agreement with Microsoft ("the "Agreement") as one of many major strategic initiatives being undertaken by the Council. That Agreement will provide various licences for all current corporate users (approximately 4,200) and the products included within the SQL licensing and Project/Visio licensing. The Business Case that to award that Agreement was predicated on the decommissioning of a range of products that are currently in use prior to the expiry date of existing contracts.
- 3.2 Given the scale of this Agreement, the Council has decided to appoint an Implementation Support Partner to guide and support the Council through the transition.
- 3.3 The procurement exercise to select this implementation Support Partner was conducted in accordance with Renfrewshire Council's General Conditions of Contract for Services, Special Conditions of Contract for Microsoft Implementation Support, The Council's Standing Orders Relating to Contracts and in accordance with the requirements for above EU Threshold Services Contracts under the Public Contracts (Scotland) Regulations 2015.
- 3.4 A contract notice was published on the Public Contracts Scotland advertising portal on 26 January 2017 with a tender submission deadline of 5pm on 2 March 2017. Three (3) contractors provided responses to the Invitation to Tender by the tender submission deadline.
- 3.5 Three (3) tender submissions were 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 ICT Services. One (1) tender passed the mandatory requirements as set out above. The one (1) tenderer who successfully passed the requirements of the ESPD was then evaluated against a set of award criteria, which was based on a price / quality ratio of 70% / 30%, by the Corporate Procurement Unit and ICT Services.
- 3.6 The scores achieved by this tenderer are noted below:

Contractor	Price Score (30%)	Quality Score (70%)	Total Tender Score (100%)
GCI Network Solutions Ltd	30	49.40	79.40

3.7 It is recommended that this award be made to GCI Network Solutions Ltd, as the most economically advantageous tender.

3.8 The Contract will be funded from the ICT Revenue Budget FCA20 / 266202.

3.9 The Community Benefits submitted with this tender are detailed below

Outcomes/Activity	Definition	No of People/ Activity
Employment Benefits		
New Entrant	Duration of employment must be a minimum of 12 weeks. No relevant experience prior to employment is required.	1
New Entrant	Duration of employment must be a minimum of 12 weeks. No relevant experience prior to employment is required. The new entrant is from target key priority group and is eligible for employability support.	1
Graduates	New start, progression or completion to be defined per contract	1
Apprenticeship	New start, progression or completion to be defined per contract.	1
Skills and Training		
Work Experience Placements (16 + years of age)	Duration of placement must be a minimum of 4 weeks for an unemployed person. This must be evidenced by way of certificate, case study or report from the employer and person undertaking the placement.	1
Further Education Visits	This can be visits to Further Education establishment or providing site visits for students to attend. Engagement with a minimum of 5 students is required. Report from the Further Education establishment and the employer will be required to evidence delivery of this activity. This may be supported with case studies.	1
Work Experience Placements (14-16 years of age)	Duration of placement must be a minimum of 5 days. Report from the member authority education department and the employer will be required to evidence delivery of this activity.	1
School Visits	This can be visits to schools or providing site visits for students to attend. Engagement with a minimum of x number of students is required.	3
S/NVQ (or equivalent) for an existing employee	New start, progression or completion to be defined per contract	1
S/NVQ (or equivalent) for new entrants	New start, progression or completion to be defined per contract	1
Supply Chain Development		
Business Mentoring for an SME	This must be evidenced by a report from the supplier and the SME of the benefits expected as a result of the mentoring received.	1
Community Engagement		
Financial Support for a Community Project	Must be a minimum value of £1000	3
Non financial support for a Community Project	May include volunteering for a minimum of 3 days. Guidance of community projects within Renfrewshire can be provided to the successful tenderer.	4

Implications of the Report

1. Financial

The contract approach is consistent with the Council's ICT strategy and focus on transitioning towards revenue based access to software provision and away from capital investment in software acquisition. The financial implications of this contract arrangements are reflected in the Council's financial planning arrangements and importantly the contract provides protection from future cost growth and financial exposure by providing council wide regulatory license compliance, flexibility to increased access across the workforce as the Council's requirements increase in the future as well as future proofed environment where the Council can access future software upgrades at no cost.

2. HR and Organisational Development

None.

3. Community Planning

GCI Network Solutions Limited has committed to deliver a number of community benefits for each of the contracts as detailed in section 3.8 of this report.

4. Legal

The procurement exercise was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for above EU Threshold Services Open tender procedure.

5. Property

None.

6. Information Technology

The procedure undertaken will ensure ongoing support for the Council's requirements in relation to the new ICT Strategy | 2017 - 2020.

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

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 and Safety

None

9. Procurement

As detailed in the report, the procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council Standing Orders Relating to Contracts and the Council's Financial Regulations.

10. Risk

None

11. Privacy Impact

None

List of background papers

(a) None

Author: Craig Laughlan, Strategic Commercial Category Manager, 0141 618 7047, craig.laughlan@renfrewshire.gov.uk



To: Procurement Sub Committee

On: 29th March 2017

**Joint Report
by
Chief Executive and Director of Community Resources**

Contract Authorisation Report

**Contract for the Supply, Delivery and Erection of New Modular Welfare Facility at
Underwood Road Depot**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a SBCC Minor Works Building Contract for use in Scotland (SBC/MW/Scot) 2011 edition for the Construction and Installation of Modular Welfare Facilities at Underwood Road Depot in Paisley.
 - 1.2 The works have been tendered in accordance with Councils Standing Orders relating to Contracts 2016.
 - 1.3 A Contract Strategy was approved by the Strategic Commercial and Procurement Manager and Director of Community Resources in November 2016.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub-Committee authorise:
 - 2.1.1 The Head of Corporate Governance to award a contract for the works relating to the Construction and Installation of New Modular Welfare Facilities at Underwood Road Depot in Paisley to Portakabin Limited.
 - 2.1.2 The Contract Value is £646,342.00 excluding VAT.
 - 2.1.3 The Date for Commencement of Works is anticipated to be 10 April 2016 or as stated in the Council's Letter of Acceptance with the construction works Completion within 18 weeks of the Date for Commencement of Works.

3. Background

- 3.1 The works involved form part of the Council's Depots Rationalisation Strategy, as approved by the Council in October 2014, to centralise the depot function across the Renfrewshire area. These works will allow staff to relocate from Clark Street, improve the current condition of existing buildings at Underwood Road, including significant improvements to employee welfare facilities and create a new central salt store at the Underwood Road depot.
- 3.2 The works to be carried out under the Contract are for the supply, delivery and erection of new welfare facilities and office accommodation in the form of a new modular building. The modular building will have a combination of welfare facilities and office accommodation situated across two floors and includes the installation of a lift and will replace the existing welfare facilities that will be demolished as part of a separate works contract for the refurbishment and improvements at the Depot.
- 3.3 This Contract has been tendered separately from the main works due to the long lead in time, for off-site fabrication of the modular building.
- 3.4 The Contract was tendered in accordance with the Council's Standing Orders relating to Contracts 2016 as an open tender for works under EU threshold. A Contract notice was published on Public Contracts Scotland on 24 January 2017 with access to the Tender Documents through the Public Contract Scotland Tenders Portal.
- 3.5 During the tender period twenty two suppliers accessed the tender documents with six suppliers submitting tenders for the works by the deadline of 17 February 2017.
- 3.6 Tender submissions received were evaluated against the pre-determined award criteria of 50% Price and 50% Quality. The commercial evaluation was carried out by CPU with the Quality evaluation being carried out by representatives from Community Resources.
- 3.7 As part of the tender suppliers were requested to provide specification and details of their proposed buildings these were reviewed by the project Building Surveyors, Project Management Partnership Limited (PMP) to determine if the proposed solutions met the requirements for the new modular building. PMP have confirmed that only two proposals from Wernick Buildings Limited and Portakabin Limited would be considered suitable.
- 3.8 The result of the evaluation is shown in table 1 below:

Table 1:

	Portakabin Limited	Wernick Buildings Limited
Price	41.98%	50%
Quality	41.03%	21.73%
Total	83.01%	71.73%

- 3.9 Based on the results of the evaluation carried out the tender from Portakabin Limited represents the most economically advantageous tender.
- 3.10 The cost of £643,342.00 excluding VAT for the works will be funded from the Community Resources capital budget for 2017/18.

- 3.11 As part of this tender Portakabin Limited have committed to the delivery of the community benefits, listed in table 2 during the delivery of this contract:

Table 2:

Description	Quantity
Work Experience Placements (14 - 16 years of age)	4
Work Experience Placements (16 + years of age)	4

Implications of this report

1. Financial Implications

The financial status of Portakabin Limited was assessed as part of the evaluation process and met with the Council's minimum requirements for this contract.

2. HR and Organisational Development

The refurbishment of Underwood Road and relocation of Building Services from Clark Street has been discussed with relevant Trade Unions and workplace meetings have taken place with relevant employee groups.

3. Community Plan/Council Plan Implications

Portakabin Limited has a commitment to deliver a number of community benefits under this contract as detailed in table 2 of this report. The works under this contract will also have overarching benefits:

Developing our Organisation - The refurbishment of the depot at Underwood Road will ensure that the Council is significantly investing in our own assets rather than leased facilities and can be future proofed for future service change.

4. Legal Implications

The Tendering process has been carried out in accordance with the Council's Standing Orders relating to Contracts 2016 for Contracts below EU Threshold for Works.

5. Property Implications

The works covered by the Contract will improve the current environment of the Underwood Road Depot.

6. Corporate services Implications

None

7. Equal Opportunities Implications

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 and Safety Implications

Portakabin Limited's health and safety submission will be evaluated by Renfrewshire Council's Health and Safety section to confirm they meet the minimum requirements regarding health & safety for this contract prior to contract award.

9. Procurement Implications

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

10. Risk Implications

Insurance levels were provided by Corporate Risk and insurance certification will be checked prior to contract award.

11. Privacy Impact

None

Author: David J Taggart, Strategic Commercial Category Manager, 0141 618 6905



To: Procurement Sub Committee

On: 29th March 2017

**Joint Report
by
Chief Executive and Director of Community Resources**

**Contract Authorisation Report
Underwood Road Depot Refurbishment**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot (2011 edition)) for the refurbishment and improvement works to be carried out at Underwood Road Depot in Paisley.
 - 1.2 The works have been tendered in accordance with Councils Standing Orders relating to Contracts 2016.
 - 1.3 A Contract Strategy was approved by the Strategic Commercial and Procurement Manager and Director of Community Resources in November 2016.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub-Committee authorise:
 - 2.1.1 The Head of Corporate Governance to award a contract for the works relating to the Refurbishment and Improvements to Underwood Road Depot (RC/OC/222/17) in Paisley to Project Management & Construction Limited.
 - 2.1.2 The Contract Value is up to £1,807,317.43 excluding VAT.

2.1.3 The contract is anticipated to commence on site on the 15th May 2017 or as stated in the Council's Letter of Acceptance with the construction works completed on 1 December, 2017.

3. Background

- 3.1 The works involved form part of the Council's Depots Rationalisation Strategy, as approved by the Council in October 2014, to centralise the depot function across the Renfrewshire area. These works will allow staff to relocate from Clark Street, improve the current condition of existing buildings at Underwood Road, including significant improvements to employee welfare facilities and the creation of a new central salt store at the Underwood Road depot.
- 3.2 The works to be carried out under the Contract will be the over cladding of Unit 3 and Unit 4, Refurbishment of Unit 5, resurfacing of external areas and construction of a new salt store.
- 3.3 Throughout the duration of the works contract all services based from the Underwood Road Depot will continue to be fully operational. There will be no impact to the operation of the Household Waste Recycling Centre at Underwood Road.
- 3.4 In addition to the works described in 3.2 above a separate contract will be awarded for the supply, delivery and erection of new welfare facilities and office accommodation in the form of a new modular building.
- 3.5 The Contract was tendered in accordance with the Council's Standing Orders relating to Contracts 2016 as an open tender for Works under EU threshold. A Contract notice was published on Public Contracts Scotland on 2 February 2017 with access to the Tender Documents through the Public Contract Scotland Tenders Portal.
- 3.6 During the tender period twelve suppliers accessed the tender documents with three Suppliers submitting tenders for the Works by the deadline of mid day on 6 March 2017.
- 3.7 Tender submissions received were evaluated against the pre-determined award criteria of 55% Price and 45% Quality. The commercial evaluation was carried out by representatives from Binnie McKenzie Partnership (the project Quantity Surveyor) and CPU with the quality evaluation being carried out by representatives from Community Resources and Project Management Unit.
- 3.8 In addition to the desktop evaluation carried out, the three tenderers were invited to attend post tender clarification meetings to ensure a full understanding of their proposal.
- 3.9 The result of the evaluation is shown in table 1 below:

Table 1:

	Project Management & Construction Limited	City Gate Construction (Scotland) Limited	Luddon Construction Limited
Price	55%	42.21%	36.94%
Quality	32.3%	22.55%	28.6%
Total	87.3%	64.67%	65.54%

- 3.10 The tender from Project Management & Construction Limited represents the best value and most economically advantageous tender.
- 3.11 The cost of £1,807,317.43 for the Works will be funded from the Community Resources capital budget for 2017/18.
- 3.12 During the Works the depot and the household recycling centre at Underwood Road will remain operational.
- 3.13 As part of this tender Project Management & Construction Limited have committed to the delivery of the community benefits, listed in table 2 during the delivery of this contract:

Table 2

Description	Quantity
Work Experience Placements (14 - 16 years of age)	4
Work Experience Placements (16 + years of age)	2
Work Experience Placement Graduate	2
School Mentoring or Enterprise Programme	4
Site Visit	4
S/NVQ (Or equivalent) / Vocational training	1
Supply Chain Briefings with SME's including micro businesses	2
Non financial support for a Community Project	2

Implications of this report

1. Financial Implications

The financial status of Project Management & Construction Limited was assessed as part of the evaluation process and met with the Council's minimum requirements for this contract.

2. HR and Organisational Development

The refurbishment of Underwood Road and relocation of Building Services from Clark Street has been discussed with relevant Trade Unions and workplace meetings have taken place with relevant employee groups.

3. Community Plan/Council Plan Implications

Project Management & Construction Limited has a commitment to deliver a number of community benefits under this contract as detailed in table 2 of this report. The works under this contract will also have overarching benefits:

Developing our Organisation

- The refurbishment of the depot at Underwood Road will ensure that the Council is significantly investing in our own assets rather than leased facilities and can be future proofed for future service change.

4. Legal Implications

The Tendering process has been carried out under the Council's Standing Orders relating to Contracting 2016 for Contracts below EU Threshold for Works.

5. Property Implications

The works covered by the Contract will improve the current environment of the Underwood Road Depot.

6. Corporate services Implications

None

7. Equal Opportunities Implications

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 and Safety Implications

Project Management and Construction Limited's health and safety submission will be evaluated by Renfrewshire Council's Health and Safety section to confirm they meet the minimum requirements regarding health & safety prior to contract award.

9. Procurement Implications

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

10. Risk Implications

Insurance levels were provided by Corporate Risk and insurance certification will be checked prior to contract award.

11. Privacy Impact

None

Author: David J Taggart, Strategic Commercial Category Manager, 0141 618 6905