

Notice of Meeting and Agenda Procurement Sub-committee

Date	Time	Venue
Wednesday, 30 November 2016	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):

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.

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.

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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| | Joint report by the Chief Executive and the Director of Finance & Resources | |
| 1(b) | Contract Authorisation Report: Provision of Low Level, Preventative, Health & Wellbeing Services for Older Adults in Renfrewshire | 9 - 12 |
| | Joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership | |
| 1(c) | Contract Authorisation Report: National Care Home Contract Extension - 11/04/2016 to 09/04/2017 | 13 - 16 |
| | Joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership | |
| 1(d) | Contract Authorisation Report: Measured Term Contract for Legionella Prevention, Control and Risk Management Services | 17 - 22 |
| | Joint report by the Chief Executive and the Director of Community Resources | |
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1(g) Contract Authorisation Report: Mini Competition for the Strategic Review of Street Lighting - LED Lantern Replacement 2016/17 - Phase 3 **31 - 36**

Joint report by the Chief Executive and the Director of Community Resources

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Joint report by the Chief Executive and the Director of Community Resources

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Joint report by the Chief Executive and the Director of Community Resources

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Joint report by the Chief Executive and the Director of Community Resources

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Joint report by the Chief Executive and the Director of Community Resources



To: Procurement Sub Committee

On: Wednesday 30th November 2016

Report by:

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

Contract Authorisation Report

Purchase of tablet client devices and accessories

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to enter into a direct award for the purchase of tablet client devices and accessories, reference RC/FA/129/16 under the Scottish Government National Framework Agreement for tablet client device from the 17th October 2016 to 20th June 2018 with the option to extend for up to two 12 month periods.
- 1.2 The Direct Award has been enabled through the Scottish Government National Framework Agreement for tablet client devices to XMA Limited.
- 1.3 A contract strategy document was approved by the Head of Policy and Commissioning and Head of Information and Communications Technology for the purchase of tablet devices and accessories.

2. Recommendations

2.1 It is recommended that the Procurement Sub Committee authorise:

2.1.1 The Head of Corporate Governance to award the direct award for the purchase of tablet client device to XMA Limited from the 17th October 2016 to 20th June 2018. Please note, there is an option to extend the Framework Agreement for a period of 24 months, this is at the sole discretion of the Scottish Government. If the option is approved, Renfrewshire Council will continue to utilise this extension period.

2.1.2 Spend under the call off contract will be in the region £1,331,319.18 with approximately 500 devices being purchased per annum.

3. Background

3.1 The Council has invested over the last 3 years in the purchase of tablet devices to support flexibility and accessibility in the schools and corporate arenas.

3.2 Within the education context the use of tablets support pupils and teachers to adopt modern and flexible approaches to learning and the use of tablet based technology (such as touch screen and apps) enhances the pupils learning experience and is seen as an integral part of the Council's approach to raising attainment. Based on previous spend analysis it is anticipated that Education will account for approximately 84% of the total usage of this contract.

3.3 Within the corporate environment the use of tablets allows staff to work more flexibly in terms of location and responsiveness to customer needs. There are a range of scenarios where tablet devices are seen to support this way of working. The concept of aligning devices to working styles and locations is encapsulated in a set of entitlement rules which have been developed and will be used in future to ensure that staff have the appropriate device to support task delivery and to manage the Council's spend on end user devices.

3.4 Scottish Government has established a Framework Agreement for tablet client devices. The Council has the opportunity to utilise this Framework Agreement. Scottish Government advertised the requirement for this framework agreement in the Official Journal of the European Union through Public Contracts Scotland portal.

3.5 The procurement process undertaken to establish this Framework Agreement was the open tender procedure and was conducted in compliance with Public Contracts (Scotland) Regulations 2012. The framework agreement was advertised as a single operator with 2 lots; Corporate and Education. XMA Limited was awarded sole supply of the framework agreement for both lots.

- 3.6 It is anticipated that spend on the contract will be in the region of £1,331,319, with approximately 500 devices being purchased per annum. These figures are based on previous spend including a per annum % uplift for demand increases of 5% as shown in the table below.

	16/17		17/18		18/19		19/20	
Areas	Spend	% Split	Spend	% Split	Spend	% Split	Spend	% Split
Education	£259,880.51	84.14%	£272,874.54	84.14%	£286,518.27	84.14%	£300,844.18	84.14%
Corporate	£49,001.29	15.86%	£51,451.35	15.86%	£54,023.92	15.86%	£56,725.12	15.86%
Total	£308,881.80		£324,325.89		£340,542.19		£357,569.30	
Grand Total	£1,331,319.18							

- 3.7 Analysis of the Framework Agreement was undertaken and the Council will achieve best value by utilising the Direct Award option with XMA Limited.
- 3.8 The costs for the devices will be met from the individual service revenue budgets.
- 3.9 Under the terms of the national Framework Agreement, XMA agreed to work with awarding contracting authorities to establish community benefits as follows:
- XMA in partnership with iTeach will offer teacher training in the operation and use of the tablets to maximise their educational benefit. Training will seek to provide Digital awareness to all groups highlighted by SVCO.
 - XMA have committed to provide access to reused Tablet devices through initiatives with Capito to meet Scotland's Digital Inclusion aims for provision to third sector / voluntary and community based organisations.

Implications of the Report

1. Financial

Financial costs in respect of this Contract will be met from the Service's revenue budget.

2. HR and Organisational Development

None.

3. Community Planning

Supported Businesses: XMA have committed to seeking to engage with Haven Products Ltd to determine if Haven could operate as a future declared

subcontractor partner to XMA for Scottish Government Frameworks

4. Legal

The purchase of tablet client devices is carried out in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework, Contract Standing Order 29.7 and in accordance with the requirements under the Scottish Government National Framework Agreement for tablet client device

5. Property

None.

6. Information Technology

This procedure undertaken will ensure ongoing support for the Council's requirements in relation to the ICT strategy 'Connect Renfrewshire'.

7. Equality & Human Rights

All suppliers' tender submissions in relation to equality and human rights were evaluated by Scotland Government at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

8. Health and Safety

All suppliers' health and safety tender submissions were evaluated by Scotland Government at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

9. Procurement

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

10. Risk

None.

11. Privacy Impact

None

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To: Procurement Sub Committee

On: 30th November 2016

Report by:

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

Heading:

Contract Authorisation Report

**Provision of Low Level, Preventative, Health & Wellbeing Services for Older
Adults in Renfrewshire**

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 Low Level, Preventative, Health & Wellbeing Services for Older Adults in Renfrewshire for an initial period of three (3) years, commencing 1 January 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 Regulations 2015 and the procurement of the Service complies with Chapter 3 Section 7 of the Regulations. The Service has been developed jointly by Renfrewshire Health and Social Care Partnership and ROAR Connections for Life Limited and, as such, is a bespoke

Service for Renfrewshire 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 Contract Strategy was approved by the Strategic Commercial and Procurement Manager and the Head of Health and Social Care Paisley on 3rd October 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 Low Level, Preventative, Health & Wellbeing Services for Older Adults in Renfrewshire to ROAR Connections for Life Limited,

- 2.1.2 the Contract value, including the maximum option period, will be £1,305,000 excluding VAT.

- 2.1.3 The Contract will commence on 1 January 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 31 December 2021.

3. Background

- 3.1 The Service, providing health, wellbeing and social activities for older people in Renfrewshire is presently grant funded and delivered by ROAR Connections for Life Limited through a Service Level Agreement (SLA) with Renfrewshire Council with joint funding from Renfrewshire Health and Social Care Partnership. The present SLA covers the period to 31 March 2017 or until the start date of a Contract if this is earlier.
- 3.2 For the purposes of the Public Contracts 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 will comply with Chapter 3 Section 7 of the Regulations. The procurement of the services will also comply with Renfrewshire Council's Standing Orders Relating to Contracts 2016.
- 3.3 The Service is unique and has been developed jointly by ROAR Connections for Life Limited and Renfrewshire Health and Social Care Partnership. In the circumstances approval to enter into a Negotiated contract with ROAR Connections for Life Limited for the provision of the Services was given in April 2016. The relevant Council Standing Orders Relating to Contracts 2016 for the procurement of the required service is:

" 14.3 Where the EU Procurement Rules do not apply, the negotiated procedure without prior publication of a notice may be only be used in the

circumstances stated in the Procurement Reform Rules (Regulation 5 of the Procurement (Scotland) Regulations 2016). “

- 3.4 Invitation to Tender documentation was issued to ROAR Connections for Life Limited on 7 September 2016 and their tender submission was received on 5 October 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 ROAR Connections for Life Limited's mission is to 'Connect Lives and Promote Health and Wellbeing in later life' and their charitable aims are to reduce loneliness and social isolation within the Older Adult population in Renfrewshire. The following community benefits will be delivered by the Provider under this Contract:
 - Approximately 100 individual volunteer opportunities will be available for Service activities ;
 - Volunteers will be given appropriate training and development opportunities ;
-

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.

Older Adults in Renfrewshire – the Service will provide Low Level, Preventative Health and Wellbeing Services for Older Adults in Renfrewshire. Among the aims of the Service is to improve the health, well-being and independence of older adults living in Renfrewshire, to give them choice in the type of service received and to reduce feelings of loneliness and isolation.

Community Care, Health & Well-being – the Service will enhance Service Users quality of life and increase social networks and will support older people to feel safer and more confident about living at home. Among the objectives of the Service will be to contribute to creating a sustainable shift in culture towards self-management and local interventions for older people, as identified by those older people.

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.
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** – ROAR Connections for Life 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, ROAR Connections for Life Limited confirmed compliance with the relevant procedures.

List of background papers - None

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(0141 618 6760)



To: Procurement Sub Committee

On: 30th November 2016

Report by:

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

Heading: Contract Authorisation Report

National Care Home Contract Extension: 11 04 16 to 09 04 2017

1. Summary

- 1.1 The purpose of this report is to seek the formal retrospective approval of the Procurement Sub-Committee to award 18 separate Contracts, for Extensions for the Period 11 April 2016 to 9 April 2017 with an Option to extend for a further 12 month period to 9 April 2018, to the existing National Care Home Contract (NCHC) Providers listed at Appendix A.
- 1.2 The form of the National Care Home Contract has been agreed at a national level previously between the Convention of Scottish Local Authorities (CoSLA), Scotland Excel and Scottish Care (representing the Care Home Providers) and was approved for use in Renfrewshire, until April 2016, at the Procurement Sub Committee Meeting held on 28 August 2013.
- 1.3 The services in Renfrewshire continued from 11 April 2016 under the extant National Care Home Contract, in accordance with revised rates agreed in national negotiations, pending agreement with Scotland Excel on future contract arrangements for Renfrewshire. Existing Providers have now been asked to formally confirm their agreement to an extension of the NCHC for the

period 11 April 2016 to 9 April 2017 in accordance with the agreed revised rates. The revised rates have been used in calculating the weekly charge payable and paid since 11 April.

- 1.4. The revised National Care Home Contract takes account of the Scottish Government's Living Wage initiative, from 1 October 2016.
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2. Recommendations

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

- 2.1.1 note that the Contract extension commenced on 11 April 2016 until 9 April 2017;
 - 2.1.2 note that, in line with the decision taken for the previous NCHC extensions for 15/16, the increases applied for the proposed NCHC extensions for the period 11 April 2016 to 9 April 2017 are in accordance with the rates as nationally agreed by CoSLA and Scotland Excel pending the agreement and introduction of a revised negotiating policy for Renfrewshire Council;
 - 2.1.3 approve the formal retrospective award of Contracts for Extensions to the NCHC for the Period 11 April 2016 to 9 April 2017, with an Option to extend for a further 12 month period to 9 April 2018, to the existing Providers listed at Appendix A;
 - 2.1.4 note that the anticipated total spend during the period of the extension, including the Option period, will be approximately £56 million excluding VAT.
-

3. Background

- 3.1 A National Care Home Contract (NCHC) has existed in different versions since 2006 for the provision of residential and/or nursing care throughout Scotland.
- 3.2 Negotiations earlier this year between CoSLA, Scotland Excel and representatives of Providers concluded in March 2016 and resulted in an increase in fees of 2.5% from 11 April 2016 to 30 September 2016 and 3.9% from 1 October 2016 until 9 April 2017 – an overall annual increase of 6.4%. Renfrewshire Council were not represented in the original negotiations and issue of the formal Minute of Variation to support the agreement was subject to delay.

- 3.3 Under the terms of the NCHC, a Minute of Variation (MOV) is signed annually with partner providers to confirm acceptance of the nationally negotiated fee agreement and associated conditions. A copy of the Minute of Agreement was provided to Renfrewshire Council via the Social Work Scotland Contracts Group. The Council then entered into negotiations with providers to agree the terms of the MOV with each individual care home.
- 3.4 The negotiations for 2016 / 17 required to take cognisance of the two stage fee agreement. Part 1 from 11 April – 30 September 2016 was based on providers paying staff in accordance with HMRC requirements. Part 2 which took effect on 1st October 2016 and will end on 9 April 2017, requires all Providers on the NCHC to pay all care workers, regardless of age, experience or time in employment, a minimum of £8.25 from 1st of October 2016 for the period of the Contract.
- 3.5 All providers have now confirmed full compliance with the terms of the Minute of Variation.
-

Implications of the Report

1. **Financial Implications** – the financial implications are noted at paragraph 2.1.4 of this Report and the costs for placements will be met from existing resources.
2. **HR and Organisational Development** – None.
3. **Community Planning** – initial contract was placed in 2013 and no details were separately identified at that time.
4. **Legal** – The extensions to the NCHC referred to in this report reflect the agreement between providers and local authority representatives reached at a national level.
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.

8. **Health & Safety** – the Contract was assessed by Renfrewshire Council's Health and Safety Officers. The recommended Provider's Health and Safety policy and procedures is considered to meet the necessary requirements.
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** – A number of Key Risks were identified in the Contract Strategy and appropriate actions have been and will be implemented to prevent these arising or to mitigate their impact.
11. **Privacy Impact** – Service Users' individual rights to privacy will be fully respected and the recommended providers have confirmed acceptance of all terms and responsibilities.

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Appendix 1

Care Homes in Renfrewshire

Provider Name(s)

BUPA Care Homes (Carrick) Ltd
 BUPA Care Homes (CFHCARE) Ltd
 Church of Scotland t/a Crossreach
 Erskine Hospital
 Erskine Hospital
 H & H Care Homes Ltd
 HC-One Ltd
 HC-One Ltd
 Lancefield Care Home Ltd
 Littleinch Ltd
 Littleinch Ltd
 McKenzie Care Homes Ltd
 Silverline Care Caledonia Ltd
 Silverline Care Caledonia Ltd
 Stanely Homes Ltd
 Sterling Care Homes Ltd
 Pacific Care Limited
 Tower Bridge Homes Care Lid

Care Home

Elderslie Care Home
 Braemount Nursing Home
 Adams House
 The Erskine Home
 The Erskine Park Care Home
 Westerfields Care Centre
 Hillside View Care Home
 Kyle Court Care Home
 Lancefield Care Home
 Erskine Care Centre
 Littleinch Care Home
 Ailsa Lodge Care Home
 Cochrane Care Home
 Ranfurly Care Home
 Stanely Park Care Home
 Nightingale House
 Mosswood Care Home
 Craigielea Care Centre



To: Procurement Sub Committee

On: 30th November 2016

Report by:

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

Heading:

**Contract Authorisation Report
Measured Term Contract for Legionella Prevention, Control and
Risk Management Services
RC/RC/107/16**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a Measured Term Contract for the Provision of a Legionella Prevention, Control and Risk Management Service throughout the Renfrewshire Council estate.
 - 1.2 This procurement exercise has been conducted in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Director of Community Resources and the Strategic Commercial and Procurement Manager in May 2016.
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2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee;
 - 2.1.1 Authorise the Head of Corporate Governance to award the Contract for the Provision of a Legionella Prevention, Control and Risk Management Service, RC/RC/107/16, to ChemTech Consultancy Limited.
 - 2.1.2 Note that the Contract will be for an initial period of 3 years with the Council having the option to extend the contract term for 12 months on 2 separate occasions only giving a potential total contract term of 5 years.
 - 2.1.3 Note that the anticipated annual value of this contract has been assessed as £180,000.00 excluding VAT.
 - 2.1.4 Authorise a ceiling value of £540,000.00 for this contract over the initial 3 year period and to increase this ceiling value by £180,000.00 for each additional year should the Council take up the extension options up to a total ceiling value of £900,000.00 excluding VAT over the potential 5 year term.
-

3. Background

- 3.1 The Council, as an employer and in control of premises, has a duty under the Health and Safety etc Act 1974 and more specifically under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) to assess, prevent or control the risks from hazardous substances including biological agents such as Legionella and take suitable precautions. To this end the Council has in place a programme of monitoring and sampling. Monitoring and sampling is carried out by the Councils Building Services Section and also through the employment of a specialist Legionella control company who test samples taken by Building Services and provide reports to Building Services after examination of the samples. The specialist company also carry out Legionella control works for the Council which are outwith the scope of Building Services.
- 3.2 The specialist Legionella control company is also fully responsible for Planned Preventative Maintenance, in regard to Legionella control, within the Councils leisure and sports facilities.
- 3.3 The contract for the above noted service was tendered in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
- 3.4 A contract notice was published on the Public Contracts Scotland advertising portal on the 12th September 2016 and in the Official Journal of the European Union (OJEU) on the 14th September 2016. During the tendering period 28 suppliers expressed an interest in the tender. By the deadline set for the return of tenders, 12 noon on the 13th October 2016, 11 suppliers submitted a response, 4 declined to tender and 13 did not respond.

- 3.5 The 11 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, Community Resources and Finance and Resources. 10 tenders passed the mandatory requirements as set out above and 1 withdrew their tender due to an incomplete pricing submission. The 10 tenderers who successfully passed the requirements of the ESPD were then evaluated against a set of award criteria, which was based on a price / quality ratio of 70% / 30%, by the Corporate Procurement Unit, Community Resources and Finance and Resources.

The relative Scores awarded to the Tenderers are as follows:

	Price	Quality	Total
ChemTech Consultancy Limited	70	25	95.00
Integrated Water Services Limited	66.01	28.75	94.76
Envirocure Limited	62.06	25	87.06
Clearwater Technology Limited	62.21	23.75	85.96
Biochemica UK Limited	52.6	23.75	76.35
SPIE Limited	34.85	25	59.85
FES FM Limited	34.21	25	59.21
ECG Facilities Services	38.7	20	58.70
OHS Limited	27.08	20	47.08
Wm Murchland and Co Limited.	28.12	17.5	45.62

- 3.6 It is recommended that the contract is awarded to ChemTech Consultancy Limited (ChemTech) who, based on the evaluation, have provided the most economically advantageous tender.
- 3.7 ChemTech provided appropriate information with regard to their Insurances and Health and Safety, Quality and Environmental Policies.

- 3.8 The budget amount set for this contract, £180,000.00 per annum, excluding VAT, is based on the cost to carry out regular Planned Preventative Maintenance (PPM) and also includes a contingency for reactive and unforeseen works required, and identified through the PPM schedule, to ensure that the Council is compliant in its duty to control the risk posed by the Legionella bacteria.
- 3.9 Community Benefits were sought as part of this contract and Chemtech have committed to the following;
- (a) Taking part in at least one fundraising event per year in aid of St Vincent's Hospice.
 - (b) Supporting a youth team within the Renfrewshire area (ChemTech already support Houston United and have sponsored a full new strip for the team and will support another youth team to a similar value).
-

Implications of the Report

1. Financial

ChemTech have passed the financial vetting process and are at a level that is well above the Council's minimum criteria for this contract.

The cost associated with this contract will be met through Community Resources and Development and Housing Services maintenance budgets.

2. HR & Organisational Development

N/A

3. Community Planning

ChemTech Consultancy Limited are classified as an SME and are based within the Renfrewshire Council Area. They are also an accredited living wage employer.

ChemTech Consultancy Limited have committed to providing the community benefits as detailed within point 3.9 of this report.

4. Legal

The tendering procedures for the establishment of this contract were in accordance with EU process for an above EU Threshold Services contract and in accordance with Renfrewshire Council's Standing Orders Relating to Contracts.

5. Property Assets

This contract will ensure that the Council's assets are properly maintained and safe for public use in regard to the risks posed by Legionella.

6. Information Technology

N/A

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 & Safety

ChemTech Consultancy Limited have met the Councils required Health and Safety standards.

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

This contract will ensure that the Council is managing its risk associated with Legionella occurring within its premises. Also, ChemTech's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

11. Privacy Impact

N/A

List of background papers

(a) None

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To: Procurement Sub Committee

On: 30th November 2016

Report by:

**Joint Report
by
The Chief Executive and Director of Children's Services**

Contract Authorisation Report: Provision of a Pupil Support Programme

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award a Contract for the Provision of a Pupil Development Programme.
 - 1.2 This procurement exercise has been conducted in accordance with the Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2015.
-

2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee authorise:
 - a) The Head of Corporate Governance to award the contract for the Provision of a Pupil Development Programme to Barnardo's.
 - b) The contract value is £366,630 excluding VAT.

- c) The contract is anticipated to commence on the 12th December 2016 for a period of 2 years 7 months to no later than 30th June 2019, the actual commencement date will be confirmed in the Council's Letter of Acceptance.

3. Background

- 3.1 As part of the Achieving Step Change Project, Renfrewshire Council agreed to investigate and deliver evidence based programmes to improve outcomes for children and young people in Renfrewshire. One of the programmes identified as being appropriate for implementation was Promoting Alternative Thinking Strategies.
- 3.2 Promoting Alternative Thinking Strategies (PATHS) is an evidence based social and emotional learning developmental programme aimed at primary age children that teaches pro-social skills, emotional understanding, social problem solving and self-control.
- 3.3 PATHS can only be delivered by staff trained and approved by the programme developers. Barnardo's hold the UK licence for PATHS and have mapped this across Scottish Schools to meet the requirements within the Curriculum for Excellence, and on this basis, approval to enter in to a negotiated contract with Barnardo's for PATHS was given in April 2016 in accordance with Schedule 5, clause C.1 (c) Special Arrangements for Social Care Contracts of the Contract Standing Orders:
- "The Director of Social Work and the HOPAC together may decide, taking account of the subject matter and estimated value of the contract, the specifics of the service sector concerned, that standing order 8 shall not apply to a Social Care contract where: (c) the service is of such a specialised nature that no cross-border market of suitable service providers exists.
- 3.4 Barnardo's has already provided the PATHS programme in 13 of Renfrewshire's Schools through a grant from the Big Lottery. The grant funding has ended and Children's Services have identified the continuation and roll-out of the PATHS programme as a key element in the strategy for improving children's outcomes
- 3.5 Contract documentation was issued to Barnardo's on the 30th June 2016, their submission was received on the 5th July 2016.
- 3.6 The submission was assessed by representatives from both the Corporate Procurement Unit and Children's Services, and was considered acceptable on both technical and commercial grounds.
- 3.7 Barnardo's have committed to provide the following community benefits directly linked to the delivery of this contract:
- PATHS Parent Information Sessions
 - PATHS Pals Training for P6 and P7 children to become peer mediators in the playground

- PE Sessions in primary schools to introduce PATHS Pals games
 - Workshops based on PATHS themes to encourage parents to attend schools
-

Implications of the Report

1. **Financial** – The financial status of Barnardo's has been assessed and satisfied the Council's requirements
2. **HR & Organisational Development** - None
3. **Community Planning** - see details of Community Benefits associated with the delivery of this contract at paragraph 3.7 above.

Children and Young People – *The service provided is a programme aimed at improving outcomes for children.*

Community Care, Health & Well-being – *This programme will improve the well-being of children and the community in which they live*

4. **Legal** – The negotiated procedure for the establishment of this Contract was in accordance with Renfrewshire Council's Standing orders Relating to Contracts and the requirements of the Public Contracts (Scotland) Regulations 2015, as amended.
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
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 is considered to meet the necessary requirements.
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** – Barnardo's submission was assessed by Renfrewshire Council's Risk Officer and meets the necessary requirements

11. **Privacy Impact** – Barnardo's submission was assessed by Renfrewshire Council's Information Security Officer and meets the necessary requirements

List of background papers

none

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



To: Procurement Sub Committee

On: 30 November 2016

Report by:

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

Heading:

**Contract Authorisation Report – Postal Services
RC/FW/RM1063/17/C**

1. Summary

1.1 The purpose of this report is seek approval from the Procurement Sub-Committee to enter into a contract for Postal Services to be made by direct award under Lot 1 of the Crown Commercial Service (CCS) Framework Agreement for Postal Goods & Services RM1063.

1.2 Lot 1 of the Crown Commercial Services (CCS) Framework Contract RM1063 Postal Goods & Services:

LOT 1: COLLECTION AND DELIVERY

covers the collection and delivery of physical mail items of up to 2kg. Services under Lot 1 include but are not limited to: bulk mail; standard mailings; sorted and unsorted mail; unaddressed mail; secured mail and undelivered mail.

- 1.3 A contract strategy option appraisal for Postal Services was signed in November 2016 by the Strategic Commercial & Procurement Manager and the Head of Finance.
-

2. Recommendations

- 2.1 It is recommended that the Procurement Sub Committee;
 - 2.1.1 Authorise the Head of Corporate Governance to make the award of the Call off Contract for Postal Services under Lot 1 of the Crown Commercial Services (CCS) Framework Contract RM1063 Postal Goods and Services
 - 2.1.2 Note that the Call Off contract will commence on the 1st January 2017 until 16th February 2018 with the Council sole option to extend on two separate occasions up to 12 month periods to no later than the 16th February 2020.
 - 2.1.3 Note that where the full extension options are exercised the total value of the Call Off Contract will be up to £665,000 excluding VAT.
-

3. Background

- 3.1 The current Council contract for postal services expires on 31st December 2016 and a replacement contract is required from 1st January 2017. The Corporate Procurement Unit carried out a desk top exercise to review the best option available for this new contract which included review of the existing Crown Commercial Service Postal Goods and Service, Framework Agreement RM1063 Lot 1 which commenced in February 2015 and the Scottish Procurement Postal Services Framework SP-15-014 Lot 1 which started earlier this year.
- 3.2 Due to the timescales involved and the requirement to make an award by 13th December 2016, the recommendation was to look at a direct award via one of the existing frameworks identified in section 3.1 above. A comparison of the rates offered for direct awards under the respective frameworks was undertaken by an officer of the Corporate Procurement Unit and the HQ Facilities Co-ordinator, in order to determine the best value for the Council.
- 3.3 After the desk top review officers identified that the Council will achieve best value by utilising the Direct Award option on the Crown Commercial Service Postal Goods and Service, Framework Agreement RM1063 Lot 1 for a Call Off Contract with Whistl UK Limited.
- 3.5 Savings from a Call Off Contract utilising the Direct Award procedure under the Postal Goods and Service, Framework Agreement RM1063 Lot 1 with Whistl UK Limited will be in the region of £29,000 per annum during the Contract.

3.6 The following community benefits will be delivered by the Provider under this Call Off Contract:

- Support Renfrewshire Council with local unemployment targets via career days or work placement schemes;
- Work with Renfrewshire schools and support career days, work experience, offer depot and operational tours and insight days, career planning and work placement guidance.

Implications of the Report

1. **Financial** - Financial costs in respect of this Contract will be met from within each Service's revenue budget.
2. **HR & Organisational Development** – None
3. **Community Planning** - None
4. **Legal** – procurement has been carried out in accordance with the requirements of Postal Goods and Service, Framework Agreement RM1063 Lot and with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework (Contract Standing Order 29.5).
5. **Property Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - None
8. **Health & 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** – The risk around timelines as described earlier in the paper are being actively managed by Procurement to ensure the timely award of contract. Once awarded any risk associated with ongoing supplier performance will be managed via standard contract management processes.
11. **Privacy Impact** – None

List of background papers – Not Applicable

Author: *Suzanne Gibb – Procurement Operations Manager, 0141 618 7042*



To: Procurement Sub Committee

On: 30th November 2016

Report by:

**Joint Report
by
The Chief Executive & Director of Community Resources**

Contract Authorisation Report

Mini Competition for Strategic Review of Street Lighting LED Lantern Replacement 2016/2017 - Phase 3

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to award a contract for the Mini Competition for the Strategic Review of Street Lighting - LED Lantern Replacement 2016/2017 - Phase 3, reference RC1610_6962(ITT15294) under the terms of Scotland Excel's Framework Contract for Street lighting bulk renewal of luminaires 10-13.
- 1.2 This Contract is for the final phase in the Council's strategic review of street lighting project to install LED lanterns within Bishopton, Erskine, Langbank and all town centres in the Renfrewshire area.
- 1.3 A contract strategy document for the Strategic Review of Street Lighting was approved by the Strategic Commercial & Procurement Manager and Director of Community Resources on 21 August 2016.

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 Strategic Review of Street Lighting – LED Lantern Replacement 2016/2017 Phase 3 (reference RC1610_6962(ITT15294) to Power 1 Electrical Contractors Ltd;

2.1.2 The value of the Contract at £504,273.44 excluding VAT with an additional value of 10% contingency for unforeseen works;

2.1.3 The starting date of the Contract is anticipated to be 12 January 2017 with the Contractor receiving the first delivery of LED lanterns on this date. The Contractor will be on-site on 23 January 2017 and the completion date will be 19 May 2017. The starting date will be confirmed in the letter of acceptance.

3. Background

3.1 Community Resources is responsible for the maintenance of all street lighting within the Council boundary area. This Contract is for the installation of new LED lanterns for roads, cycle paths and footpaths within the Council boundary area.

3.2 On 25th June 2015, the Council approved the street lighting improvement strategy for the replacement of existing street lanterns with LEDs to improve the quality of light, reduce energy and reduce maintenance costs. The Council also approved a capital investment programme, estimated at £11m to fund delivery of the project by the end of the 2016/17 financial year.

3.3 On 27 January 2016, the Procurement Sub Committee approved a new tendering procedure for the LED Lantern Replacement 2016/2017 using revised tender documents.

3.4 The original installation programme was revised to provide for the LED installation to be completed in three (3) phases. This Contract is for the final phase 3 covering Bishopton, Erskine, Langbank and all town centres within the Renfrewshire Council area. Phase 1 was approved at Procurement Sub Committee on 29 March 2016. Phase 2 was approved by the Chief Executive during summer recess on 3 August 2016.

3.5 Scotland Excel has a framework Contract for Street Lighting Bulk Renewal of Luminaires 10-13 , which has been in place since 1 July 2016. A mini competition was conducted under this framework.

3.6 Nine (9) suppliers were awarded to this framework Contract and on 21 October 2016 the Council invited all nine (9) suppliers to submit a tender via the Public

Contracts Scotland e-tendering system. By the closing date at 12 noon on 8 November 2016, two (2) suppliers submitted a tender, three (3) suppliers declined to tender and four (4) did not reply.

3.7 Tender submissions were evaluated against the award criteria detailed below:

- Technical – The technical scores from the Scotland Excel framework Contract were adopted for this mini-competition. The technical envelope was weighted as follows; servicing the framework 14 marks, added value 3 marks and community benefits 3 marks. The associated weighting for this overall section is 20%.
- Commercial – Framework Contract award criteria 80%

3.8 The two (2) tender submissions received were evaluated against the award criteria stated above. The scores relative to the Award Criteria of each tenderer are as follows:

Supplier	Price (80)	Quality (20)	Total Score
Power 1 Electrical Contractors Ltd	80	18.00	98.00
Centre Great Ltd	70.60	4.63	75.23

3.9 It is recommended that the contract is awarded to Power 1 Electrical Contractors Ltd, who based on evaluation, have provided the most economically advantageous tender. Prices have been fixed for the contract duration.

3.10 Power 1 Electrical Contractors Ltd have committed to a number of community benefits on the Scotland Excel Framework Contract. The Council will work closely with Power 1 Electrical Contractors Ltd during the mobilisation period to establish a delivery plan for Renfrewshire Council as a result of this contract. The community benefits offered on the Framework Contract are as follows:

Description of benefit offered	Quantity
Employability workshop or event in a school, college or community group (employability session, career information, mock interviews)	3
Offer training sessions to Council apprentices (or other nominated representatives) on use of products or relevant health and safety courses	3
Offer weekly or monthly work experience placements to a nominated school pupil or Council apprentice	1
Donation of materials and/or labour to support community project. Value of £250	1
Donation of product vouchers to support apprentices. Value of £250	1

Implications of the Report

1. Financial

Financial costs in respect of this Contract will be met from the capital budget allocation for the Strategic Review of Street Lighting LED project.

The financial status of Power 1 Electrical Contractors Ltd has been assessed by Scotland Excel during the framework Contract evaluation.

2. HR and Organisational Development

None.

3. Community Planning

Safer and Stronger

Renfrewshire Council has a statutory obligation under the Roads (Scotland) Act 1984 for the provision and maintenance of roads and footways. For street lighting there is no requirement for the Council to provide street lighting. However, where it does in the interest of road safety or public amenity there is a requirement to maintain this lighting. Where lighting is provided, the Council endeavours to meet the standards set out in the British Standards for lighting design.

This type of improvement to the condition of the road network contributes to maintaining network availability and public safety.

LEDs produce white light which provides for better colour identification compared with conventional lighting and will therefore contribute to community safety

Greener

This project is projected to reduce energy and carbon consumption by 62%

4. Legal

The tendering procedures for the establishment of this contract were in accordance with Scotland Excel Framework Contract Terms and Conditions for Street lighting bulk renewal of luminaires 10-13 and the Council's Standing Orders Relating to Contracts.

5. Property

The works resulting from this Contract include installation of new LED lantern on existing columns and installation of new columns on life expired columns across the Council boundary area.

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. 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

Tenderers health and safety submissions have been evaluated by Renfrewshire Council's Health and Safety section. All tenderers have met the minimum requirements regarding health & safety.

9. Procurement

The mini competition procurement exercise was conducted in accordance with, the Framework Terms and Conditions and the Council's Standing Orders Relating to Contracts.

10. Risk

This Contract is for the final phase of the Strategic Review of Street Lighting – LED lantern replacement programme. Some delays have taken place in previous phases due to supply chain issues. Close contract management has been set for this Contract to ensure the risk of delay is mitigated.

11. Privacy Impact

N/A

**Author: Laura Gillan, Assistant Strategic Commercial Category Manager
0141 618 7464.**



To: Procurement Sub Committee

On: Wednesday 30 November 2016

Report by:

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

Heading:

Contract Authorisation Report

**Repairs, Maintenance and Improvements to Roads Related
Structures**

RC/FA/117/16

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award a Framework Agreement for the Repair, Maintenance and Improvements to Roads Related Structures.
 - 1.2 The Framework Agreement was tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and was approved by the Strategic Commercial and Procurement Category Manager and the Director of Community Resources.
-

2. Recommendations

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

2.1.1 The Head of Corporate Governance to award the Framework Agreement for the Repair, Maintenance and Improvements to Roads Related Structures to the parties noted in the table below:

Lots	Recommended Tenderer
Lot 1 – Works up to and including the value of £50,000	1. W I & A Gilbert Ltd 2. MacAsphalt Ltd 3. Mackenzie Construction Ltd
Lot 2 – Works over £50,000	1. W I & A Gilbert Ltd 2. Mackenzie Construction Ltd 3. Highway Barrier Solutions Ltd 4. Robertson Construction Group Limited

2.1.2 The Framework Agreement is intended to commence on 14 December 2016 and is for a period of 4 years.

2.1.3 To note, the spend under this Framework Agreement will be up to the value of £800,000 excluding VAT.

2.1.4 Any Package Orders awarded through this Framework Agreement will be subject to Council Standing Orders Relating to Contracts.

3. Background

3.1 The Council's Community Resources Service is responsible for the management and maintenance of all public roads, excluding trunk roads, within the Council's boundaries. This obligation includes all Council owned/ adopted bridges, underpasses and retaining walls which are collectively referred to as roads related structures.

3.2 In order to ensure timely access to pre-selected, appropriately experienced and qualified contracts to provide these Works it was agreed that a Framework Agreement would be established.

3.3 The Framework Agreement was tendered as a below EU Threshold Works Contract in accordance with the Open Procedure and this is also below the Regulated threshold for Works.

3.4 In accordance with the Council's Standing Orders Relating to Contracts, a contract notice was published on the Public Contracts Scotland advertising portal on 21 September 2016.

- 3.5 Twenty eight (28) organisations expressed an interest in participating in the tender process with the tender documentation available for downloading from the Public Contract Scotland – Tender website. By the closing date set for return of electronic tenders, 12 noon on 5th October 2016, eight (8) companies submitted a response, seven (7) declined to respond and thirteen (13) did not reply.
- 3.6 Of the eight (8) organisations who submitted a tender, six (6) were bidding for inclusion on Lot 1 and all eight (8) were bidding for inclusion on Lot 2.
- 3.7 The eight (8) 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 Health and Safety against pre-determined criteria which assessed competence and expertise. All tenderers met the minimum requirements.
- 3.8 Bids were then evaluated against a set of award criteria which was based on a price/quality ratio of 70%/30%. The price score for each Lot was combined with the quality score to give an overall total.
- 3.9 The quality weighting at this stage of the evaluation considered the methodology and approach to delivering the type of Works required under this Framework Agreement, including community benefits and workforce matters.
- 3.10 The scores relative to the award criteria for each tenderer in respect of the individual Lot are as follows:

Lot 1 – Works up to and including the value of £50,000					
Contractor	Final Commercial Score	Final Technical Score	Final Community Benefits Score	Final Workforce Matters Score	Total Score
W I & A Gilbert Ltd	65.62%	15.00%	9.60%	5.00%	95.22%
Mac Asphalt Ltd	70.00%	7.50%	10.00%	5.00%	92.50%
MacKenzie Construction Ltd	61.89%	15.00%	10.00%	5.00%	91.89%
Chemcem Scotland Ltd	62.74%	7.50%	7.65%	5.00%	82.89%
Murdoch Mackenzie Construction Ltd	61.10%	7.50%	9.55%	3.75%	81.90%
Highway Barrier Solutions Ltd	56.85%	3.75%	6.45%	3.75%	70.80%

Lot 2 – Works over £50,000					
Contractor	Final Commercial Score	Final Technical Score	Final Community Benefits Score	Final Workforce Matters Score	Total Score
W I & A Gilbert Ltd	70.00%	15.00%	9.60%	5.00%	99.60%
MacKenzie Construction Ltd	41.34%	15.00%	10.00%	5.00%	71.34%
Highway Barrier Solutions Ltd	50.12%	3.75%	6.45%	3.75%	64.07%
Robertson Construction Group Ltd	34.04%	15.00%	9.50%	3.75%	62.29%
Chemcem Scotland Ltd	41.19%	7.50%	7.65%	5.00%	61.34%
Coffey Construction	34.72%	11.25%	9.50%	5.00%	60.47%
Murdoch Mackenzie Construction Ltd	39.14%	7.50%	9.55%	3.75%	59.94%
Mac Asphalt Ltd	30.19%	7.50%	10.00%	5.00%	52.69%

3.11 Following evaluation, places on the Framework agreement are being awarded as follows:

- Lot 1 to the top three (3) Contractors; and
- Lot 2 to the top four (4) Contractors.

3.12 It is therefore recommended that the following tenderers are awarded a place on the Framework Agreement in respect of these individual Lots who, based on this evaluation, have provided the most economically advantageous tender responses:

Lots	Recommended Tenderer
Lot 1 – Works up to and including the value of	1. W I & A Gilbert Ltd 2. Mac Asphalt Ltd

£50,000	3. Mackenzie Construction Ltd
Lot 2 – Works over £50,000	1. W I & A Gilbert Ltd 2. Mackenzie Construction Ltd 3. Highway Barrier Solutions Ltd 4. RobertsonConstruction Group Limited

3.11 The recommended tenderers have offered Community Benefits and these are shown in Appendix 1.

The Community Benefits will be achieved as a direct result of Package Orders being awarded through the Framework Agreement.

Implications of the Report

1. Financial

The financial stability of each recommended tenderer has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this Framework Agreement and each respective Lot.

2. HR & Organisational Development

Not applicable.

3. Community Planning

Not applicable.

4. Legal

The tendering procedures for the establishment of this Framework Agreement were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for under EU Threshold Works contracts.

5. Property Assets

Not applicable.

6. Information Technology

Not applicable.

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 & Safety**

All tenderers being awarded a place on the Framework Agreement have had their health and safety submissions evaluated by Corporate Health and Safety and meet the minimum requirements regarding health and safety.

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**

All tenderers being awarded a place on the Framework Agreement have had their insurances assessed and evaluated to confirm that they meet the minimum requirement regarding risk.

11. **Privacy Impact**

Not applicable.

List of background papers

None

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Appendix 1 – Community Benefits Offered

W I & A Gilbert Ltd	
Description of Community Benefit Offered	Number of People/Activity
Employment Benefits – New Entrant for a minimum employment period of 12 weeks.	1
Employment Benefits – Indirect New Entrant for a minimum employment period of 12 weeks recruited from a sub-contractor	1
Skills and Training – Further Education visits	1
Supply Chain Development – Mentoring/business support for a third sector organisation.	1
Community Engagement – Financial Support for a Community Project	1
Community Engagement – Non Financial Support for a Community Project	1

Mac Asphalt Ltd	
Description of Community Benefit Offered	Number of People/Activity
Employment Benefits – New Entrant for a minimum employment period of 12 weeks. New Entrant is from target key priority group and is eligible for employment support.	1
Employment Benefits – Apprenticeship. New start, progression or completion to be defined per contract.	1
Skills and Training – Work Experience Placements for those over the age of 16	1
Skills and Training – Work Experience Placements for those between the ages of 14 and 16	1
Skills and Training – S/NVQ (or equivalent) for an existing employee	1

Mackenzie Construction Ltd	
Description of Community Benefit Offered	Number of People/Activity
Skills and Training – Work Experience Placements for those over the age of 16	2
Skills and Training – Schools Visits	2
Supply Chain Development – Supply Chain Briefings with SME's	2

Highway Barrier Solutions Ltd	
Description of Community Benefit Offered	Number of People/Activity
Employment Benefits – New Entrant for a minimum employment period of 12 weeks.	1
Employment Benefits – New Entrant for a minimum employment period of 12 weeks. New Entrant is from target key priority group and is eligible for employment support..	1
Skills and Training – Work Experience Placements for those over the age of 16	1
Skills and Training – Work Experience Placements for those between the ages of 14 and 16	1
Skills and Training – Schools Visits	1
Community Engagement – Financial Support for a Community Project	1
Community Engagement – Non Financial Support for a Community Project	1

Robertson Construction Group Limited	
Description of Community Benefit Offered	Number of People/Activity
Employment Benefits – New Entrant for a minimum employment period of 12 weeks.	1
Employment Benefits – Graduate. New start, progression or completion to be defined per contract.	1
Employment Benefits – Apprenticeship. New start, progression or completion to be defined per contract.	1
Skills and Training – Work Experience Placements for those between the ages of 14 and 16	1
Skills and Training – Schools Visits	4
Skills and Training – Careers Event	1
Community Engagement – Non Financial Support for a Community Project	1



To: Procurement Sub Committee

On: 30 November 2016

Report by:

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

Heading:

**Contract Authorisation Report For
Community Halls Investment Works (Roof and Render Works)**

RC/OC/201/17

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a Standard Building Contracts for Minor Works for use in Scotland (SBC/MW/Scot) 2011 Edition for Roof and Render works across five Community Centres.
- 1.2 This procurement exercise has been conducted in accordance with the below EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Strategic Commercial and Procurement Manager and the Director of Community Resources in August 2016.

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 Community Halls Investment Works (Roof and Render Works) RC/OC/201/17 to City Gate Construction (Scotland) Limited.
 - 2.1.2 The Contract value is £511,381.00 excluding VAT.
 - 2.1.3 The Council's Letter of Acceptance is anticipated to be issued on 12 December 2016 with the Date for Commencement of Works on site as 16 January 2017, with the Date of Completion of works as 1 May 2017. Any changes to these dates and the actual date for commencement of works will be confirmed in the Council's Letter of Acceptance.

3. Background

- 3.1 The Council approved £1.5 million in February 2014 to fund improvement in community facilities. In December 2014 a further £1.5 million was approved to establish a community facility investment fund of £3 million in total. The Council has already committed £50,000 to the Linwood Community Development Trust (LCDT) to progress redevelopment plans to the playing fields at the Clippens School site in Linwood. In addition to this the Council has earmarked a further £250,000 to progress development proposals subject to LCDT achieving match funding and the necessary planning consents. At the Council meeting on 17 December 2015, it was agreed that the remaining balance of the investment, £2.7 million, be targeted at improvement works within the community facilities.
- 3.2 Cargill Community Centre, Foxbar Community Centre, Gallowhill Community Centre, Ralston Community Centre and Glenburn Community Centre have been identified as requiring Roofing and Render works. It is the intention to standardise the type of roof and external render and to change this to provide a low maintenance solution.
- 3.3 The contract for the above noted Works was tendered in accordance with the below EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 3.4 A contract notice was published on the Public Contracts Scotland advertising portal on 14th October 2016. Six (6) suppliers submitted a response by the deadline for submissions of noon on 28 October 2016.
- 3.5 The six tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document by

representatives from Corporate Procurement Unit, Corporate risk, Corporate Health & Safety and Community Resources.

All tenders passed the mandatory requirements as set out above and were evaluated against a set of award criteria which was based on a price / quality ratio of 50% / 50% by the Corporate Procurement Unit, Community Resources and Brown and Wallace LLP, who are the external consultants that provided the technical documents.

The relative Scores awarded to the Tenderers are as follows:

	Quality (50%)	Price(50%)	Total (%)
City Gate Construction (Scotland) Limited	22	50	72.2
Procast Building Contractors Limited	30.6	26.7	57.3
GMG Contractors Ltd	18.3	37.8	56.07
Avondale Roofing Limited	23.9	13.9	37.8
Braedale Roofing Ltd	0	22.2	22.2
Skyform Ltd	8.75	12.21	20.96

- 3.6 It is recommended that the contract is awarded to City Gate Construction (Scotland) Limited who, based on the evaluation, have provided the most economically advantageous tender.
- 3.7 The contract price returned is within the budget available to these Works. The financial costs in respect of this contract are being met from the Community Resources capital budget.
- 3.8 Community benefits were sought as part of this procurement exercise and City Gate Construction (Scotland) Limited has committed to the delivery of the following community benefits:

Description	Quantity
Work Experience Placements (16+ years)	1
Work Experience Placements (14-16 years)	1
School Mentoring or Enterprise programme	1
Non Financial Support for a Community Project	2

Implications of the Report

1. Financial

The financial stability of City Gate Construction (Scotland) Limited has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this contract.

2. HR & Organisational Development

N/A

3. Community Planning

City Gate Construction (Scotland) 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 tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts.

5. Property Assets

In carrying out the work involved with the contracts, the community halls will be improved and greater operational efficiency will be achieved.

6. Information Technology

N/A

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

City Gate Construction (Scotland) Limited health and safety submission has been evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.

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

City Gate Construction (Scotland) Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

11. Privacy Impact

N/A

List of background papers

(1) None

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

To: Procurement Sub Committee

On: 30th November 2016

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

Contract Authorisation Report

1. Summary

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award a Measured Term Contract (MTC) for the Maintenance, Repair, Replacement and Installation of Roller Shutters to Taymore Limited.
 - 1.2 The MTC was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contract (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
 - 1.3 A contract strategy for a Measured Term Contract (MTC) for the Maintenance, Repair, Replacement and Installation of Roller Shutters for properties across the Council estate was signed by the Director of Community Resources and the Strategic Commercial and Procurement Manager in September 2016.
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2. Recommendations

It is recommended that the Procurement Sub Committee authorise

- 2.1 The Head of Corporate Governance to award the MTC for the Maintenance, Repair, Replacement and Installation of Roller Shutters to Taymore Limited.
- 2.2 The value of this MTC is £210,000 excluding VAT over the initial 3 year period. The Council reserves the right to extend the contract on (1 or 2) separate occasions to a maximum total period of five (5) years. Where the Council take up both extensions to the Contract Period, the total contract value will be £350,000 excluding VAT over the 5 year term.

- 2.3 The proposed date for the MTC to commence is 6th January 2017; the exact date will be confirmed in the Council's Letter of Acceptance

3. Background

- 3.1 The Council has a requirement for a suitably qualified and experienced Supplier for the Maintenance, Repair, Replacement and Installation of Roller Shutters for Council owned properties.
- 3.2 A contract notice was despatched via Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) on 19th September 2016. The contract was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contract (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
- 3.3 Eleven Suppliers noted an initial interest and five (5) tender submissions were received by the closing date for the receipt of all tender submissions at noon on 20 October 2016 and of the remaining Suppliers one (1) declined to tender and five (5) did not respond.
- 3.4 All five (5) tenderers successfully passed the mandatory requirements as outlined above and were subsequently evaluated against a set of award criteria by the Corporate Procurement Unit and Community Resources. The award criteria were a price/quality ratio of 70% / 30%. Scores relative to the Award Criteria of each tenderer are as follows:

	Price (70%)	Quality (30%)	Total
Taymore Limited	70	23.25	93.25
Aardee Security Shutters Limited	51.16	8.15	59.31
Gilgen Doors Systems UK Limited	35.65	21.35	57
KD Doors Limited	23.2	20.75	43.95
Arrow Industrial Group Limited	25.34	17.8	43.14

- 3.5 The evaluation of tenders received identified that the tender submitted by Taymore Limited is the most economically advantageous tender.

3.6 Community Benefits submitted by Taymore Limited are detailed below:

Description	Quantity
New Entrant	1
Work Experience Placement	1
Meet the Buyer Events	2

Implications of this report

1. Financial Implications

The financial status of Taymore Limited has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company have satisfied the Council's requirements in relation to financial stability.

2. HR and Organisational Development

None

3. Community Plan/Council Plan Implications

Taymore Limited has committed to providing the community benefits as detailed in section 3.6 of this report.

4. Legal Implications

The procurement of this Measured Term Contract was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contract (Scotland) Regulations 2015 and Renfrewshire Council's Standing Orders Relating to Contracts.

5. Property Implications

The maintenance, repair, replacement and installation of roller shutters will enhance the security of the Council owned properties.

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

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

9. Procurement Implications

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 Implications

Insurance levels were provided by Corporate Risk and insurance documents submitted as part of the tendering process were evaluated. Taymore Limited has sufficient cover in place.

11. Privacy Impact

N/A

List of background papers

None

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To: Procurement Sub Committee

On: 30th November 2016

Report by:

**Joint Report
by
The Chief Executive & Director of Community Resources**

**Contract Authorisation Report
Provision of Plant Hire and Operators**

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to award a NEC3 Term Service Short Contract (April 2013) for Provision of Plant Hire and Operators.
- 1.2 The Contract was tendered in accordance with the above EU Threshold Open Procedure for Services and the Council's Standing Orders Relating to Contracts.
- 1.3 A contract strategy document was prepared by the Corporate Procurement Unit and was approved by the Strategic Commercial & Procurement Manager and Director of Community Resources on 26 August 2016.

2. Recommendations

2.1 It is recommended that the Procurement Sub Committee authorises

2.1.1 The Head of Corporate Governance to award the Contract for Provision of Plant Hire and Operators to Mac Asphalt Ltd.

2.1.2 The allocated budget for this programme is £250,000 per year. For evaluation purposes the tender included a list of plant the Council may require to hire over the contract period, the tendered total from Mac Asphalt Ltd, based on a notional allocation of quantities against each of these elements of plant for evaluation purposes only was £19,253.46 excluding VAT. The Council will issue task orders, instructing the hire of such elements of plant based on the rates submitted for each element as and when required throughout the Contract duration, the rates from the price list will apply;

2.1.3 The starting date of the Contract is anticipated to be 9 January 2017 for a period of 2 years with the Council having the option to extend for a further 12 month period. The starting date will be confirmed in the letter of acceptance.

3 Background

3.1 The Council has a requirement for a suitably qualified and experienced contractor to provide the provision of plant hire and operators for the Council's Road Resurfacing Programme.

3.2 This procurement exercise has been tendered in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for above EU Threshold Services contracts and the Public Contracts (Scotland) Regulations 2015.

3.3 A Contract notice was published on the Public Contract Scotland advertising portal on the 15th September 2016 and in the Official Journal of the European Union (OJEU) on the 19th September 2016. Tender documentation was available for immediate download through the online e-tender system.

3.4 Thirty-six (36) contractors noted an interest. At the deadline for tender submissions, 12 noon on Wednesday 26 October 2016, four (4) submissions were received, thirteen (13) suppliers declined to tender and nineteen (19) did not reply.

3.5 The four (4) tender submissions received were evaluated by representatives from the Corporate Procurement Unit, Corporate Insurance, Health and Safety and Community Resources against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD).

3.6 All four (4) Tenderers passed the mandatory requirements set out in the ESPD. Tender submissions were then evaluated against a set of award criteria which were based on a Price/Quality ratio of 75% / 25%. The scores relative to the Award Criteria of each tenderer are as follows:

	Price (%)	Quality (%)	Total (%)
Mac Asphalt Ltd	75.00	23.75	98.75
Hamilton Tarmac Ltd	41.41	21.50	62.91
Hillhouse Quarry Group Ltd	31.28	23.25	54.53
DR Plant Hire Ratho Ltd	Non-Compliant – Failure to fully complete the price list.		

- 3.7 As part of the tender response, Tenderers were requested to submit rates for years 1, 2 and 3. On the anniversary of each year the Contractor can enter into negotiations with the Council in line with market inflation rates.
- 3.8 It is recommended that the contract is awarded to Mac Asphalt Ltd, who based on evaluation, have provided the most economically advantageous tender.
- 3.9 Community Benefits were requested as part of this Contract and, Mac Asphalt Ltd has offered the following Community Benefits during this Contract:

Description	Quantity
Modern Apprenticeships	1
Jobs (Unemployed)	1
Work Experience Placements (14-16 years)	1
S/NVQ's or equivalent for Existing Employees	1

Implications of the Report

1. Financial

Financial costs in respect of this Contract will be met from the Community Resources revenue budget

The financial status of Mac Asphalt Ltd has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company satisfies the Council's requirements in relation to financial stability.

2. HR and Organisational Development

None.

3. Community Planning

Safer and Stronger Renfrewshire Council has a statutory obligation under the Roads (Scotland) Act 1984 for the provision and maintenance of roads and footways.

4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for above EU Threshold Services contracts

5. Property

This contract will ensure that the Council's roads infrastructure is properly maintained and safe for public use

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. 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

Mac Asphalt Ltd's health and safety submission has been evaluated by Corporate Health & Safety and meets the minimum requirements regarding health and safety.

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

Mac Asphalt Ltd insurances have been assessed and evaluated to confirm that they meet the minimum requirement regarding risk.

11. Privacy Impact

N/A

**Author: Laura Gillan, Assistant Strategic Commercial Category Manager
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