

Notice of Meeting and Agenda Procurement Sub-committee

Date	Time	Venue
Wednesday, 25 January 2017	14:30	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 14.30 or at the conclusion of the Finance & Resources Policy 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.

1(a) Contract Authorisation Report: Ground Investigation – 5 - 10

**Land Works for Clyde Waterfront and Renfrew Riverside
and Glasgow Airport Investment Area Projects**

Joint report by the Chief Executive and the Director of Development & Housing Services.

1(b) Contract Authorisation Report: Mini Competition under 11 - 14

**Framework Agreement for Council Wide Door Entry,
CCTV and Digital Aerial Maintenance**

Joint report by the Chief Executive and the Director of Development & Housing Services.



To: Procurement Sub Committee

On: 25 January 2017

**Joint Report
by
Chief Executive and Director of Development and Housing Services**

**Contract Authorisation Report for Ground Investigation – Land
Works for Clyde Waterfront and Renfrew Riverside and Glasgow
Airport Investment Area Projects**

1. Summary

- 1.1. The purpose of this report is to request the Procurement Sub Committee authorise the Head of Corporate Governance to enter into an NEC3 Engineering and Construction Contract Option B (April 2013) for land based Site Investigations for the Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area Projects (Ref: RC/OC/211/17).
 - 1.2. This recommendation to award the contract follows a procurement exercise which was conducted in accordance with the Council's Standing Orders Relating to Contracts for contracts below EU Threshold for Works.
 - 1.3. A contract strategy was approved by the Strategic Commercial and Procurement Manager and Depute City Deal Director in July 2016.
-

2. Recommendations

- 2.1. It is recommended that the Procurement Sub Committee:
- a. Authorise the Head of Corporate Governance to award the contract for land based Site Investigations for the Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area Projects to Environmental Reclamation Services Limited.
 - b. The Contract Sum for the works is £639,426.00.
 - c. The Starting Date will be 6 February 2017, or the date stated in the Letter of Acceptance with a Completion Date of the 26 June 2017.
-

3. Background

- 3.1. The City Deal is an agreement between the UK Government, Scottish Government and eight member local authorities across Glasgow and The Clyde Valley (including Renfrewshire Council). The overall aim of the City Deal is to support an increase in the economy within this area by delivery of key projects, three of which are within the Renfrewshire area (Clyde Waterfront and Renfrew Riverside (CWRR), Glasgow Airport Investment Area (GAIA) and Airport Access Project (AAP)).
- 3.2. This contract requirement is to undertake ground investigations land works for two infrastructure projects being delivered in Renfrewshire as part of the Glasgow City Region City Deal; CWRR and GAIA. The Works will involve ground investigations at identified sites.
- 3.3. The objective of the investigations is to gather sufficient geotechnical and environmental information to inform the developing scheme designs for the GAIA and CWRR projects.
- 3.4. The contract was tendered in accordance with the below EU threshold Open Procedure for Works under the Council's Standing Orders Relating to Contracts 2016.
- 3.5. A contract notice was published on the Public Contracts Scotland advertising portal on 14 November 2016 with a tender submission deadline of 12 noon on 19 December 2016. Four contractors provided responses to the Invitation to Tender by the tender submission deadline.
- 3.6. All four tenderers confirmed they met the minimum criteria of the European Single Procurement Document (ESPD), which confirms their capability and capacity to carry out the specified work and their tenders were evaluated against a set of award criteria which were based on a price/ quality ratio of 90%/10%. The quality evaluation included questions on proposed methodology for the work and the contractors approach, community benefits and fair working practices.
- 3.7. The price/quality ratio of 90%/10% was utilised because the works are specialised, in nature therefore there is limited scope for quality differentials to be applied to the tender submissions.

3.8. The scores relative to the award criteria of each tenderer are noted below:

	Quality Score (10.00%)	Price Score (90.00%)	Total Score (%)
Causeway Geotech Ltd	3.15%	71.29%	74.44%
Environmental Reclamation Services Ltd	3.00%	90.00%	93.00%
Quantum Geotechnical Services Ltd	7.85%	60.34%	68.19%
Van Elle Ltd	7.55%	34.60%	42.15%

- 3.9. The evaluation identified Environmental Reclamation Services Limited as the most economically advantageous tender. Their quality score, while being of an acceptable standard, was lower than other tenders for a number of reasons, primarily in relation to providing less specific detail in certain areas. Notwithstanding this, the submission demonstrated an understanding of the pertinent issues and an ability to deliver appropriate quality for the prescriptive nature of the work required.
- 3.10. Following finalisation of the evaluation, Environmental Reclamation Services Limited, as the highest scoring tenderer were requested to submit their supporting documentation to evidence they met the minimum criteria of the ESPD. The minimum criteria included the technical capacity and capability of the tenderer, insurance provisions and health and safety procedures which were evaluated using pass/fail criteria by representatives from Corporate Procurement Unit, Corporate risk, Corporate Health & Safety and the City Deal Project.
- 3.11. Environmental Reclamation Services Limited passed the evaluation of the minimum criteria of the ESPD and the Council is satisfied that the tenderer is highly experienced and technically competent to deliver the requirements of the specified works and capable of meeting all statutory requirements. The tenderer has confirmed their compliance with the Council's Specification for the site investigation Works.
- 3.12. It is recommended that the tender is awarded to Environmental Reclamation Services Limited, who submitted the most economically advantageous tender.
- 3.13. Community Benefits were sought as part of this procurement exercise and Environmental Reclamation Services Limited have committed to delivering the following community benefits:
- Educational presentations in schools to encourage awareness of the industry and to educate school children.
 - Attend Meet the Buyer events for SMEs to engage with local businesses that may be interested in the company's sub contracting opportunities.

- An offer of assistance with ground clearance works for a Community Archaeology Project at the site of the former All Hallows Church, Inchinnan.
-

Implications of this report

1. Financial Implications

The financial status of the supplier recommended for award has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the companies satisfy the Council's requirement in relation to financial stability. This will be continually monitored throughout the life of the contract.

2. HR & Organisational Development

None

3. Community Planning / Council Plan Implications

The community benefits committed under this contract are listed within section 3.13 of this report.

4. Legal Implications

The procurement of this contract has been conducted in accordance with the Council's Standing Orders relating to Contracts 2016, using the open tender procedure for contracts below the EU threshold for Works.

5. Property Implications

There are no property implications associated with award of the contract as it relates to site investigations only.

6. Corporate Services Implications

There are no corporate services implications associated with award of the contract.

7. Equality 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 & Safety Implications**

There are no health and safety implications associated with award of the contract.

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**

Environmental Reclamation Services Limited's insurances and health and safety procedures have been assessed and evaluated to confirm they meet the minimum requirements regarding risk.

11. **Privacy Impact**

None.

List of background papers

(a) None.

Author: David Taggart, Strategic Commercial Category Manager, telephone number 0141 618 6905.

To: Procurement Sub Committee

On: 25 January 2017

Report by:

**Joint Report
by
The Chief Executive and the Director of Development and Housing Services**

**Contract Authorisation Report: Mini Competition under Framework Agreement for
Council Wide Door Entry, CCTV and Digital Aerial Maintenance**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Works contract for reactive maintenance for Council Wide Door Entry and Digital Aerial Maintenance for low rise properties, tenements and elected housing within the Council's housing estate.
 - 1.2 A mini competition was run under the Council's Framework Agreement for Council Wide Door Entry, CCTV and Digital Aerial Maintenance, reference RC1402_1109(ITT2032).
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Development and Housing Services Procurement Category Manager and the Housing Asset and Investment Manager on 14 October 2016.
-

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 reactive maintenance for Council Wide Door Entry and Digital Aerial Maintenance, ref RC/FA/133/16/B, for low rise properties, tenements and elected properties within the Council's housing estate to Robertson- Acom Limited.
 - 2.1.2 Note that the anticipated spend under this contract for the potential 42 months period is up to a maximum £420,000, excluding VAT.

- 2.2 The contract is anticipated to commence on 7 February 2017, or from the date confirmed in the Letter of Acceptance and is for a potential period of 1.5 + 1 +1 years.
-

3. Background

- 3.1 There is a statutory requirement within the Housing sector to maintain properties to the required Health & Safety standard. This includes ensuring that electronic door entry systems are monitored and maintained in a safe working manner. The Council's service strategy is to ensure that all electronic controlled doors are maintained under a maintenance service contract ensuring that there is periodic inspection of the systems in operation and also for the provision of a reactive system repair service.
- 3.2 Currently there is a contract in place to cover the reactive maintenance of door entry systems within high rise properties and sheltered housing but no contract for low rise properties and tenements. When a need arises, the necessary work is carried out on an ad hoc basis.
- 3.3 Housing Services have confirmed that their current requirement is for reactive maintenance rather than planned preventative maintenance (PPM) as during SHQS there was a significant investment programme to install door entry systems. These new systems presently require little or no PPM, although it is recognised that the requirement for PPM will increase over time.
- 3.4 The initial 18 months term of this contract will allow the alignment of the existing contract under this framework for high rise properties and sheltered housing with this contract for low rise properties and tenements so they can be tendered as a single requirement in the future which could reduce administrative costs and could potentially provide further savings through aggregation of spend.
- 3.5 This contract was tendered in accordance with the framework agreement terms and conditions and the Council's Standing Orders Relating to Contracts.
- 3.6 The contractors on the framework agreement for Council Wide Door Entry, CCTV and Digital Aerial Maintenance were invited to a mini competition on 10 October 2016. One response was received by the deadline of 12 noon on 24 October 2016. Campbell & Kennedy Ltd did not submit a tender.
- 3.7 The tender submission was evaluated by representatives from CPU and Development & Housing Services against a set of Technical Criteria based on a price / quality / community benefits matrix of 70% price / 20% quality / 10% community benefits, as per the conditions of the framework agreement.

3.8 The scores relative to the award criteria are as follows:

Name of Company	Technical Score		Commercial Score 70%	Total Score %
	Quality (20%)	Community Benefits (10%)		
Robertson-Acom Limited	20%	10%	70.00%	100%

3.10 The budget for these works is held within the Housing Revenue Account. As this work is on a reactive basis a confirmed budget cannot be determined at this stage, however, the maximum spend for the potential period of 1.5 + 1 +1 years is £420,000 based on previous spend of £120,000 per annum.

3.11 Robertson-Acom Limited committed to providing the following community benefits during the delivery of this contract:

Description	Quantity
New Entrant	2
Work Experience Placement (14-16 years of age)	2
School Visit	1
S/NVQ (or equivalent) for an existing employee	2
Business Mentoring for an SME	1
Mentoring/business support for a third sector organisation	1
Non financial support for a Community Project (eg volunteering for a minimum of 3 days)	1

Implications of the Report

1. The financial status of Robertson-Acom Limited was assessed both as part of the evaluation process at the time of the original framework agreement tender and also as part of this mini competition and met with the Council's minimum requirements for this contract.
2. **HR & Organisational Development** - None
3. **Community Planning/Council Plan Implications** – Robertson-Acom Limited has a commitment to deliver a number of community benefits under this contract as detailed in section 3.11 of this report.
4. **Legal** – The tendering procedures for the establishment of a contract were conducted in accordance with the Council's Standing Order Relating to Contracts for below EU Threshold Works and the Framework Agreement for Council Wide Door Entry, CCTV and Digital Aerial Maintenance, reference RC1402_1109(ITT2032) Terms and Conditions.

5. **Property Assets** – Carrying out reactive maintenance when required to door entry systems will ensure that the Council is maintaining properties to the required Health & Safety standard.
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** – Robertson-Acom Limited Health and Safety submission was evaluated by Renfrewshire Council's Health and Safety section at the time of the original framework agreement tender and it met the minimum requirements regarding health & safety for this contract. For this mini competition, we asked the Contractors to confirm that there have been no accidents or changes to their Health and Safety policy since the commencement of the framework and Robertson-Acom Limited confirmed this.
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** – Robertson-Acom Limited have been assessed and evaluated to confirm that they meet the minimum requirements regarding risk.
11. **Privacy Impact** – None

List of background papers - The award for the Framework Agreement for Council Wide Door entry, CCTV and Digital Aerial Maintenance was approved by the Procurement Sub Committee on 14 May 2014.

Author: David Taggart, Procurement Category Manager, Tel 0141 618 6905