

To: Finance, Resources and Customer Services Policy Board

On: 06 June 2018

Report by: The Chief Executive and the Director of Finance and Resources

Heading: Contract Award: Upgrade of Multi Storey Fire Alarm Systems (RC-CPU-17-179)

1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Contract for the Upgrade of Multi Storey Fire Alarm Systems (RC-CPU-17-179) to Maclin Electric Limited.
 - 1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the Council's Standing Orders relating to Contracts.
 - 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic and Commercial Category Manager on 29 March 2018.
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2. **Recommendations**

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

- (a) the Head of Corporate Governance to award a Contract to undertake the Upgrade of Multi Storey Fire Alarm Systems (RC-CPU-17-179) to Maclin Electric Limited;
 - (b) the Contract Sum of £188,762.94 excluding VAT; and
 - (c) the total Contract Period of 30 weeks with the date of commencement scheduled to be on 09 July 2018 and with the estimated completion date being 01 February 2019. Confirmation of the actual timescales and dates will be confirmed in the Council's Letter of Acceptance to Maclin Electric Limited;
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3. **Background**

- 3.1 In 2017, the Councils Property Services undertook a review of existing fire alarm safety systems within numerous Council owned multi storey residential tower blocks which resulted in five tower blocks having upgraded fire alarm systems installed in accordance with the Fire Scotland Act 2006 and Building (Scotland) Regulations 2004.

A further review of fire alarm systems installed at other Council owned multi storey residential tower blocks was undertaken and completed in January 2018. The findings of this review identified that upgrades to existing fire alarm systems were required at a further nine (9) tower blocks.

- 3.2 A contract notice for the works associated with the upgrade to existing fire alarm systems at the nine (9) identified Council owned multi storey residential tower blocks was published on the Public Contract Scotland advertising portal on 29 March 2018, with the tender documentation available for downloading from the Public Contract Scotland – Tender platform.

During the tendering period, twenty-one (21) companies expressed an interest in the Contract. By the closing date set (12 noon, 24 April 2018)

for return of electronic tender submissions, eight (8) companies had replied and each issued a Tender Submission.

3.3 In accordance with Council Standing Orders relating to Contracts 11.5 all eight (8) tender submissions were assessed against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives of the following Council Services: Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

3.4 All eight (8) tender submissions confirmed compliance with the minimum selection criteria set within the ESPD and progressed to the evaluation Award Criteria, which was based on a weighting of 40% Quality and 60% Price.

On review of Pricing Submissions made by Tenderers, it became apparent that one (1) Tenderer failed to submit a fully complete pricing documents as instructed. In accordance with the conditions stated within the Invitation to Tender document, this Tenderer was subsequently excluded from the procurement process.

3.5 The scores relative to the Award Criteria of the seven (7) remaining Tenderers are noted below

		Quality (40%)	Price (60%)	Total (100%)
1	Maclin Electric Limited	25.32	60.00	85.32
2	Chubb Fire & Security Limited	30.55	50.10	80.65
3	ADT Fire & Security PLC	25.95	50.93	76.88
4	McGill & Co Limited	28.00	34.78	62.78
5	Magnus Electrical Services Limited	24.15	38.50	62.65
6	Campbell & Kennedy Limited	28.00	34.17	62.17
7	IC Fire & Security Limited	22.65	37.79	60.44

- 3.6 The evaluation of tender submissions received identified that the tender submission by Maclin Electric Limited was the most economically advantageous tender submission.
- 3.7 A capital budget of £190,000 was made available to Property Services from the Development and Housing Services, Housing Investment Team to enable the undertaking of works required within this procurement process. Based on the Contract Sum stated at 2.1 (b) above, this represents a non-cashable saving of circa £1,237 against the allocated budget.
- 3.8 Community Benefits were requested as part of the procurement process and Maclin Electric Limited advised within their tender submission that the following Community Benefits would be made available to the Council for this Contract:

Community Benefit Description	No of People / Activity
Work Experience Placements (16 + years of age)	2
Work Experience Placements (14-16 years of age)	2
Meet the Buyer Event	1

Implications of the Report

1. **Financial** – The financial status of Maclin Electric Limited was assessed by undertaking a Dun and Bradstreet evaluation and it confirmed that the company satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning**
 - Our Renfrewshire is fair –Tenderers were assessed within this procurement process in regards to their approach to ensuring fair working practices throughout their organisation and supply chain

i.e. payment of the living wage, training and development opportunities etc.

- Our Renfrewshire is safe – A central requirement of the Property Services department is to ensure that Council operated property, facilities and assets are properly maintained in a manner that complies with existing statutory legislation (Statutory Compliance) and that appropriate records are retained.
- Creating a sustainable Renfrewshire for all to enjoy – Maclin Electric Limited has committed to deliver numerous Community Benefits as detailed within section 3.8 of this report.

4. **Legal** – The procurement of this Contract was conducted in accordance with the Council's Standing Orders Relating to Contracts for a below EU and Regulated threshold Works Contract.
5. **Property/Assets** – This Contract award will ensure Council owned multi storey residential tower blocks have a modern fit for purpose fire alarm system which will provide a robust protection and monitoring system covering all common areas of the properties which should result in a fire safe environment for residents.
6. **Information Technology** – No Information Technology implications have arisen or are anticipated.
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** – Maclin Electric Limited health and safety credentials were 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 shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – Maclin Electric Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated

List of Background Papers

- (a) Not Applicable

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