

To: Finance, Resources and Customer Services Policy Board

On: 28 March 2018

**Report by: Joint Report by the Chief Executive and the Director of
Environment & Communities**

**Heading: Design and Supply of Kitchens and Provision of Associated
Spares (RC/RC/249/17)**

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 Design and Supply of Kitchens and Provision of Associated Spares to Moores Furniture Group Ltd.
 - 1.2 The procurement exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts and the above EU Threshold Open Procedure for Goods.
 - 1.3 A Contract Strategy was approved by the Director of Environment & Communities and the Head of Policy and Commissioning on 29 August 2017.
-

2. Recommendations

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

- 2.1.1 The Head of Corporate Governance to award a Contract for the Design and Supply of Kitchens and Provision of Associated Spares to Moores Furniture Group Ltd;
 - 2.1.2 The Contract is for a period of 3 years. The intended commencement date is 24 April 2018, however the actual date will be confirmed in the Council's Letter of Acceptance;
 - 2.1.3 The cumulative spend under this contract will be up to the value of £864,000 excluding VAT.
-

3. Background

- 3.1 Environment & Communities is responsible for ensuring that housing within the Council's remit is maintained to an appropriate standard and includes ensuring that kitchens are appropriately installed and furnished for tenants
- 3.2 The Contract was tendered as an above EU Threshold Goods Contract in accordance with the Open Procedure.
- 3.3 A contract notice for this Contract was dispatched via the Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) on Wednesday, 15 November 2017 with the notice published on OJEU on Friday, 17 November 2017 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.
- 3.3 During the tendering period fifteen (15) companies expressed an interest in the Contract. By the closing date set for return of electronic tenders of 12 noon on Thursday, 21 December 2017, three (3) companies submitted a tender response, six (6) declined to respond and six (6) failed to respond.
- 3.4 Of the three (3) organisations who submitted a tender one (1) failed to submit a commercial response and as a result their bid could not be evaluated and their tender submission was not considered.
- 3.5 The remaining two (2) 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, Health and Safety and Corporate Risk against pre-determined criteria which assessed competence, expertise and economic and financial standing. Both tenderers were assessed as meeting the minimum criteria following the methodology stated in the Invitation to Tender.
- 3.6 Both tender submissions were then evaluated against a set of Award Criteria which was based on a price/quality ratio of 60%/40%.

3.7 The scores relative to the award criteria for the tenderers are noted below:

		Price (60%)	Qualitiy (40%)	Total (100%)
1	Moores Furniture Group Ltd	60.00%	38.50%	98.50%
2	City Building Contracts LLP	44.44%	37.95%	82.39%

3.8 The evaluation of relevant tender submissions received identified that the tender submission by Moores Furniture Group Ltd was the most economically advantageous.

3.9 A total revenue budget of £864,000 excluding VAT is available for this Contract.

3.10 Community Benefits were requested as part of the procurement process and Moores Furniture Group Ltd has committed to the following Community Benefits:

Community Benefit Description	No of People / Activity
Skills and Training – Work experience placement (16+ years of age)	1
Skills and Training – Further Education Visits	5
Skills and Training – Work experience placement (14-16 years of age)	1
Skills and Training – School visits	2
Skills and Training – Careers event	1
Supply Chain Development – Supply chain briefings with SMEs	1
Supply Chain Development – Meet the buyer events	1
Supply Chain Development – Business Mentoring for an SME	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	3

Implications of the Report

1. **Financial**

The costs under this contract will be met by Environment & Communities Hard FM revenue repairs budget.

2. **HR & Organisational Development**

Not applicable.

3. **Community/Council Planning**

Continuing to be a Well Run Council – the goods proposed will support the delivery of this outcome.

4. **Legal**

The tendering procedure for this Contract was in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Goods contracts.

5. **Property/Assets**

This contract will ensure that the Council's housing stock is maintained to a high standard.

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**

Moore's Furniture Group Ltd 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**

Moore's Furniture Group Ltd 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

Author: Brian Bradley, Acting Senior Procurement Specialist, Corporate Procurement Unit, Tel: 0141 618 5638

Endorsed By: Graeme Beattie, Strategic Commercial and Category Manager, Corporate Procurement Unit, Tel: 0141 618 4710