

To: Finance, Resources and Customer Services Policy Board

On: 15 June 2022

Report by: The Chief Executive and the Director of Environment and Infrastructure

Heading: Contract Award: Festive Lighting (RC-CPU-21-335)

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 Festive Lighting (RC-CPU-21-335) to Field and Lawn Limited.
 - 1.2 The recommendation to award this Contract follows a procurement process conducted using the Open procedure under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for an above Threshold Services Contract.
 - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure and the Strategic Commercial and Procurement Manager on 31 March 2022.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
 - 2.1.1 Authorise the Head of Corporate Governance to award a Contract for Festive Lighting (RC-CPU-21-335) to Field and Lawn Limited;

- 2.1.2 For the *service period* of three (3) years with the Council having the option to extend the *service period* for up to 12 months, subject to contract performance. The anticipated *starting date* is 26 September 2022. The actual *starting date* will be confirmed in the Council's Letter of Acceptance to Field and Lawn Limited.
- 2.1.3 Authorise up to a maximum contract value of £650,000.00 excluding VAT plus an additional £80,000 excluding VAT to cover re-measurable works for the four (4) year *service period*.
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3. **Background**

- 3.1 The Council requires a contract with a suitably qualified and experienced Contractor to provide the storage, repair, maintenance, timely erection and de-erection of the Council's Festive Lights.
- 3.2 A contract notice for this tender was dispatched to Find a Tender Service via the Public Contract Scotland advertising portal on 31 March 2022 and the tender documentation available for downloading from the Public Contract Scotland – Tender platform on this date.
- 3.3 During the live tendering period, eight (8) organisations expressed an interest in the Contract. By the closing date set for return of electronic tenders of 12 noon on Tuesday 3 May 2022, three (3) organisations (tenderers) had submitted a response.
- 3.4 The three (3) tender submissions received, each contained a completed Single Procurement Document (SPD) as required by the Invitation to Tender and these were evaluated against the pre-determined set of criteria in the Single Procurement Document (SPD) by representatives from the following Council services: Environment & Infrastructure, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.
- 3.5 All three (3) tenderer submissions confirmed they met the requirements of the SPD and progressed to evaluation against the published Award Criteria of 30% Quality / 70% Price. During the evaluation one (1) tender submission was rejected due to their tender submission exceeding the limit stated for fee percentages. The Invitation to Tender stipulated that Tenderers who tendered a fee percentage in excess of this limit would have their bid rejected. One (1) tenderer withdrew their tender submission.
- 3.6 The scores relative to the Award Criteria for the one (1) remaining organisation that provided a Tender Submission are noted below:

		Quality (30%)	Price (70%)	Total (100%)
1	Field and Lawn Limited	29.50	70.00	100.00

3.7 The contract is formed from NEC3 Term Service Short Contract April 2013 with Z Clauses.

3.8 Community Benefits were requested as part of the procurement process and Field and Lawn Limited have committed to the following Community Benefits.

Community Benefit Description	No of People / Activity
Financial Support for a Community Project	8
Non financial support for a Community Project	2

3.9 The tender submission from Field and Lawn Limited is considered the most economically advantageous.

Implications of the Report

1. Financial

The costs for this Contract will be met by the Environment and Infrastructures Revenue budget.

2. HR & Organisational Development

None

3. Community/Council Planning

Reshaping our place, our economy and our future - the services proposed will support the delivery of this outcome.

4. Legal

The procurement of this Services Contract has been conducted as an above Threshold Open Procedure in accordance with the Public Contracts (Scotland) Regulations 2015 and Renfrewshire Council's Standing Orders Relating to Contracts.

5. Property/Assets

All features and fittings remain the property of Renfrewshire Council.

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**

Field and Lawn Limited's health and safety submission has been evaluated by Renfrewshire Council's Health and Safety section. Field and Lawn Limited has met the minimum requirements regarding health & 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**

Field and Lawn Limited's 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 implications have arisen or are anticipated.

13. **Climate Risk**

The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

List of Background Papers

None

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