

**To: Finance, Resources and Customer Services Policy Board**

**On: 28 March 2018**

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

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**Heading: Lift Modernisation Renfrewshire House (RC-CPU-17-091)**

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**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 Lift Modernisation at Renfrewshire House to Consult Lift Services Ltd.
  - 1.2 The recommendation to award a Works Contract follows a procurement exercise which was conducted in accordance with Renfrewshire Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic Procurement Manager in December 2017.
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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 Works Contract for the Lift Modernisation Renfrewshire House (RC-CPU-17-091) to Consult Lift Services Ltd;
  - (b) at the Contract Sum of £311,720.00 excluding VAT;

- (c) with authority to use the potential Risk Allowance (where required) of £31,172.00 excluding VAT; and
  - (d) for a total contract period of forty (40) weeks, with the award of contract scheduled to be issued on 17<sup>th</sup> April 2018.  
Commencement of the Works will be 12 weeks from the Date of the Letter of Acceptance and the Date for Completion will be 28 weeks from the Commencement Date.
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### 3. **Background**

- 3.1 A central requirement of the Council's Property Services is to ensure that Council property, facilities and assets are properly maintained in a manner that complies with existing statutory legislation (Statutory Compliance) and that appropriate records are retained.

Renfrewshire Council has a duty to provide its employees, tenants and the public with a safe and efficient lift service. Accordingly, the Council wishes to appoint a contractor to carry out various DDA/Health and Safety compliance upgrades to the five (5) existing lifts within Renfrewshire House.

- 3.2 A contract notice was published on the Public Contracts Scotland advertising portal on 16<sup>th</sup> January 2018 with the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.

During the tendering period twelve (12) companies expressed an interest in the Contract. By the closing date set (12 noon, 13<sup>th</sup> February 2018) for return of electronic tender submission six (6) companies submitted a tender response.

- 3.3 All six (6) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.

- 3.4 All six (6) tender submissions complied with the minimum criteria of the ESPD and progressed to evaluation of Quality Criteria which was based on an overall weighting of 35%.

- 3.5 As part of the evaluation it was identified that two (2) tender submissions had not included any pricing documentation and therefore those tender submissions were not considered further.

- 3.5 The scores relative to the award criteria of the remaining four (4) tender submissions are noted below:

		<b>Quality (35%)</b>	<b>Price (65%)</b>	<b>Total (100%)</b>
<b>1</b>	<b>Consult Lift Services Ltd</b>	23.02	62.09	<b>85.11</b>
<b>2</b>	<b>Classic Lifts Scotland Limited</b>	18.55	65.00	<b>83.55</b>
<b>3</b>	<b>Scotec Lifts Limited</b>	16.25	64.95	<b>81.20</b>
<b>4</b>	<b>Jackson Lifts Limited</b>	24.71	53.02	<b>77.73</b>

- 3.6 The evaluation of tender submissions received identified that the submission by Consult Lift Services Ltd was the most economically advantageous tender.
- 3.7 A capital budget of £510,000 was made available for this contract. Based on the tender submitted by Consult Lift Services Ltd this represents a non-cashable saving of £198,280.00.
- 3.8 Community Benefits were requested as part of the procurement process and Consult Lift Services Ltd advised within their tender submission that the following Community Benefits would be made available to the Council:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Work Experience Placements (16 + years of age)	2
Work Experience Placements (14-16 years of age)	4
School Visits	2

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## Implications of the Report

1. **Financial** – The financial status of Consult Lift Services Ltd was assessed on 22<sup>nd</sup> February 2018 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 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 – Consult Lift Services Ltd has committed to deliver a number of Community Benefits as detailed within section 3.8 of this report.
4. **Legal** – The procurement of this Contract has been conducted as a Below Regulated Threshold Open Competition Procurement Procedure in accordance with the Council's Standing Orders relating to Contracts.

5. **Property/Assets** –The project will facilitate a refurbishment of the (5) existing lifts within Renfrewshire House
  6. **Information Technology** – No Information Technology implications have arisen or are anticipated.
  7. **Equality & Human Rights** -
    - (a) 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** – Consult Lift Services Ltd.'s 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** – Consult Lift Services Ltd insurances have been assessed and evaluated and confirm that they will meet 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.
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