

To: Finance, Resources and Customer Services Policy Board

On: 2nd June 2021

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

Heading: Contract Authorisation Report for a Term Contract for the Statutory Compliance and Reactive Repairs of Powered Pedestrian Access Doors (including Reactive Repairs to Door Entry and Access Control Systems)

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 Statutory Maintenance and Reactive Repairs of Powered Pedestrian Access Doors (including Reactive Repairs to Door Entry and Access Control Systems) (RC-CPU-19-355) to Robertson-Acom Limited.
 - 1.2 The procurement exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts for an above Threshold Open Procedure Services Contract.
 - 1.3 A Contract Strategy was approved by the Head of Facilities Management (Hard and Soft Services) and the Procurement Manager in February 2021.
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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 the Statutory Maintenance and Reactive Repairs of Powered Pedestrian Access Doors (including Reactive Repairs to Door Entry and Access Control Systems) (RC-CPU-19-355) to Robertson-Acom Limited.
 - 2.1.2 authorise a spend under the contract of up to £700,000.00 excluding VAT.
 - 2.1.3 authorise a Contract period of 3 years commencing on or around the 26th July 2021 with the Council having, at its sole discretion, the option to extend the Contract for further periods. The length of any extension periods awarded will be determined by the Council, but the total of any extension periods awarded will not exceed 24 months.
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3. Background

- 3.1 Within the Councils property portfolio, there are installed various types of Powered Pedestrian Access Doors. The Council has a statutory requirement to ensure that these doors are regularly inspected and maintained to ensure that they are safe to use. Some of these doors are also linked to security access systems such as card or fob access entry systems or audio or video controlled access systems. There are no in-house resources suitably trained to provide this service therefore a specialist external contractor is used. This Contract includes for statutory maintenance to Powered Pedestrian Access Doors along with reactive repairs and emergency call outs. This Contract also includes for the reactive repairs and emergency call outs to the security access systems noted above.
- 3.2 This Contract will be formed under the SBCC Measured Term Contract for use in Scotland, MTC/Scot (2011 Edition) terms and conditions incorporating the Councils amendments (Employers Amendments).
- 3.3 The Contract was tendered as an above threshold Services Contract using the Open Procedure. The Contract notice was dispatched via the Public Contracts Scotland portal on the 8th March 2021 and advertised in the Find a Tender (FTS) on the same date. The tender documents were available for download through the Public Contracts Scotland – Tender portal.

- 3.4 During the tendering period, sixteen (16) companies expressed an interest in the Contract. By the closing date set for return of electronic tenders, 12 noon on Tuesday, 13th April 2021, six (6) companies submitted a response, three (3) declined to respond and seven (7) failed to respond. The bids received were evaluated by a panel comprising representatives from Facilities Management (Support Services) and the Corporate Procurement Unit.
- 3.5 The bidders were initially evaluated against a pre-determined set of criteria in the form of the Single Procurement Document, SPD (Scotland). All six (6) bidders satisfied the Council's requirements in respect of their responses to the SPD (Scotland).
- 3.6 During the evaluation of the commercial responses, one bidders response was rejected as an irregular bid as the bidder did not complete the procurement documents in accordance with the instructions.
- 3.7 The technical and commercial responses of the remaining five (5) bidders were scored against Award Criteria of 30% technical and 70% commercial. The scores achieved by the bidders are detailed in the table below.

		Technical (30%)	Commercial (70%)	Total
1	Robertson-Acom Limited	30.00	70.00	100.00
2	Faye Services Limited	26.25	52.69	78.94
3	SPIE Scotshield Limited	22.50	29.90	52.40
4	DM Integrated Limited	20.50	21.52	42.02
5	Taymore Limited	9.75	30.14	39.89

- 3.8 The evaluation of tender submissions received identified Robertson-Acom Limited as the most economically advantageous tenderer.
- 3.9 Community Benefits were sought as part of this Contract. Robertson-Acom Limited have committed to providing the following community benefits over the 3 year contract period;

Community Benefit Description	No of People / Activity
Job for an unemployed individual.	1

Work Experience Placement for an individual aged 14 to 16 years of age.	1
S/NVQ (or equivalent) for a New Employee, an Existing Employee or Supply Chain Employee.	1
Industry Awareness Events (Schools / Invest in Renfrewshire – Employability / Further Education)	1
Business advice/support to an SME/Social Enterprise/ Voluntary organisation	1
Financial Support for a Community Project	2

- 3.10 Robertson-Acom Limited have also committed to providing community benefits to the value of 20 Community Benefit Points for each and every 12 month contract extension period awarded.

Implications of the Report

1. Financial

The costs associated with this contract will be financed through the property repairs budget managed by Facilities Management (Support Services).

2. HR & Organisational Development

None.

3. Community/Council Planning –

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The properties included in this contract range from schools to community centres, town halls and offices. These properties need to be accessible to the public along with Council staff therefore, these properties need to be safe to use. The maintenance of the Powered Pedestrian Access Doors within these properties ensure that the properties are safe for all to access and this contract will also ensure that these systems continue to operate reliably and, should an issue occur, that it is dealt with in the shortest possible timescale with minimum inconvenience to property users.

4. Legal

The tendering procedure for this Services Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 under the Open Procedure and Renfrewshire Council's Standing Orders Relating to Contracts for above Threshold Services contracts.

5. Property/Assets

This contract will assist the Council in its legal obligation to ensure that properties under its control are safe to use.

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. 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'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

Robertson-Acom Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.

11. Privacy Impact

None.

12. Cosla Policy Position

None.

13. Climate Risk

No climate risk implications have arisen or are anticipated.

List of Background Papers

None

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