
To: The Finance, Resources and Customer Services Policy Board

On: 28 March 2018

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

Heading: Contract Authorisation Report for Framework Agreement for Cash Collection Service (tender reference RC/FA/144/18)

1. Summary

- 1.1 The purpose of this report is to request the Finance, Resources and Customer Services Policy Board to authorise the Head of Corporate Governance to enter into a single supplier Framework Agreement for Cash Collection Service with G4S Cash Solution (UK) Limited on behalf of Renfrewshire Council and Renfrewshire Leisure Limited.
 - 1.2 This procurement exercise has been tendered in accordance with the above EU Threshold Open Procedure for Services and the Council Standing Orders Relating to Contracts.
 - 1.3 A contract strategy was approved by Procurement Operations Manager and Head of Finance and Resource on the 11 December 2017.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to award the single supplier Framework Agreement for Cash Collection Service to G4S Cash Solution (UK) Limited.
- 2.2 The Framework Agreement consists of 8 Lots; Lots 1,2,4,6,7,8 for Renfrewshire Council and Lots 3 and 5 for Renfrewshire Leisure Limited. Individual Call Off Contracts will be issued by the respective contracting body under the relevant Lot.

- 2.3 The Framework Agreement is for 2 years with the sole option of the Council to extend on two separate occasions for up to a period of 12 months each time.
- 2.4 The total ceiling value of all Call Off Contracts made under the Framework Agreement for the 4 year period, will not exceed £486,192 excluding VAT.
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3. Background

- 3.1 The Council require a service provider to uplift cash and cheques from various locations within the Renfrewshire Area. The tender for this service was issued on behalf of Renfrewshire Council for the provision of services to the Council and Renfrewshire Leisure LLP, a separate body from the Council, who will also make use of the services being tendered, either through the Council or by entering a separate Call Off based on the terms and conditions agreed between the Council and the Service Provider.
- 3.2 The Framework Agreement was issued as a single supplier Framework Agreement and split into 8 lots; Lots 1,2,4,6,7,8 for Renfrewshire Council and Lots 3 and 5 for Renfrewshire Leisure Limited, however the Invitation to Tender (ITT) was not structured as individual Lots with the intention of achieving one supplier to provide the cash collection service.
- 3.3 A contract notice was dispatched to the Public Contract Scotland advertising portal and the Official Journal of the European Union (OJEU) on 20 December 2017 and was published on OJEU on the 22 December 2017 with the tender documentation available for downloading from the Public Contract Scotland – Tender platform. During the tendering period three (3) tenderers expressed an interest in the Contract. By the closing date set (12 noon, 1 February 2018) for return of electronic tender submissions, three (3) tenderers submitted a tender response.
- 3.4 All three (3) tender submissions were evaluated against a set of pre-determined criteria in the form of a European Single Procurement Document (ESPD) and compliance with the terms and conditions published with the ITT.
- 3.5 All three (3) suppliers were compliant with the European Single Procurement Document (ESPD) requirements and their tender submission was then evaluated against a set of Award Criteria which was based on a quality / price ratio of 45%/55%, however, one (1) of the tenderers failed to comply with the terms of the Framework agreement and their bid was not evaluated.
- 3.6 The scores relative to the award criteria of each tenderer are as follows:

Tenderer Name	Quality Score (45%)	Price Score (55%)	Total Score (100%)
G4S Cash Solutions (UK) Limited	28.15%	55.00%	83.15%
Security Plus Ltd	20.02%	44.21%	64.23%

- 3.7 The evaluation of tender submissions received identified that the submission by G4S Cash Solution (UK) Limited was the most economically advantageous tender.
- 3.8 G4S Cash Solution (UK) Limited offer opportunities for Work Experience for 14 to 16 year olds and further education visits for university students.
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Implications of the Report

1. Financial

The financial status of G4S Cash Solution (UK) Limited was assessed and it confirmed that the company satisfied the Council's requirements in relation to financial stability.

Financial costs will be met by the individual Service budgets as and when required.

Schools do not currently receive a cash collection service however this service was included within the specification. An anticipated overall contract value for this element is £135,792 has been included within the approval value stated in report paragraph 2.3. If a school requires the cash collection service, this would be approved on an individual school basis.

2. HR & Organisational Development

No TUPE implications have arisen or are anticipated.

3. Community / Council Planning

Working together to improve outcomes and maintain sound corporate governance across the Council. Cash collection service will ensure sound corporate governance and make sure are collected securely which will maximise safety and minimise the hazards of cash collection.

The community benefits submitted under this contract are listed within section 3.8 of this report.

4. Legal

The procurement of this Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts for an above EU threshold Services Contract.

5. Property Assets

No property/asset implications have arisen or are anticipated.

6. Information Technology

No information technology implications have arisen or are anticipated.

7. Equality and 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. 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

G4S Cash Solution (UK) 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

Procurement of this Contract was conducted in accordance with the Open procedure for an above EU threshold Services Contract under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts.

10. Risk

G4S Cash Solution (UK) Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.

G4S Cash Solution (UK) Limited has confirmed that they are a member of the British Security Industry Association; this is the trade association for the professional security industry in the UK.

11. Privacy Impact

No Privacy Impact implication has arisen or is anticipated.

12. Cosla Policy Position

No Cosla Policy Position implications have arisen or are anticipated.

List of background papers

- (a) None
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