

**To: Procurement Sub Committee**

**On: 9 November 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive and Director of Community Resources**

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**Heading:**

**Contract Authorisation Report For  
Community Halls Investment Works (Window Replacement Works)**

**RC/OC/187/17**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a Standard Building Contracts for Minor Works for use in Scotland (SBC/MW/Scot) 2011 Edition for window replacement works across four Community Centres.
- 1.2 This procurement exercise has been conducted in accordance with the below EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Strategic Commercial and Procurement Manger and the Director of Community Resources in August 2016.

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## **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise:
  - 2.1.1 The Head of Corporate Governance to award the Contract for Community Halls Investment Works (Window Replacement Works) RC/OC/187/17 to Sovereign Group Limited.
  - 2.1.2 The Contract value is £229,678.51 excluding VAT.
  - 2.1.3 The contract is anticipated to commence on 21<sup>st</sup> November with work commencing on site in January 2017, with work to be completed in May 2017. The starting date will be confirmed in the Council's Letter of Acceptance.

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## **3. Background**

- 3.1 The Council approved £1.5 million in February 2014 to fund improvement in community facilities. In December 2014 a further £1.5 million was approved to establish a community facility investment fund of £3 million in total. The Council has already committed £50,000 to the Linwood Community Development Trust (LCDT) to progress redevelopment plans to the playing fields at the Clippens School site in Linwood. In addition to this the Council has earmarked a further £250,000 to progress development proposals subject to LCDT achieving match funding and the necessary planning consents. At the Council meeting on 17 December 2015, it was agreed that the remaining balance of the investment, £2.7 million, be targeted at improvement works within the community facilities.
- 3.2 Cargill Community Centre, Foxbar Community Centre, Gallowhill Community Centre and Glenburn Community Centre have been identified as requiring window replacement works. It is the intention to standardise the condition of windows to provide a low maintenance environment.
- 3.3 The contract for the above noted works was tendered in accordance with the below EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 3.4 A contract notice was published on the Public Contracts Scotland advertising portal on 13<sup>th</sup> September 2016. Eleven (11) suppliers expressed an interest in the tender. Three (3) suppliers submitted a response by the deadline for submissions of 12 noon on 5 October 2016.
- 3.5 The three tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document by representatives from Corporate Procurement Unit, Corporate risk, Corporate Health & Safety and Community Resources.

All tenders passed the mandatory requirements as set out above and were evaluated against a set of award criteria which was based on a price / quality ratio of 50% / 50% by the Corporate Procurement Unit, Community Resources and Brown and Wallace LLP.

The relative Scores awarded to the Tenderers are as follows:

	<b>Quality (50%)</b>	<b>Price(50%)</b>	<b>Total (%)</b>
Sovereign Group Limited	26.72	50.00	76.72
W H Kirkwood Ltd	26.73	41.17	67.90
City Gate Construction (Scotland) Limited	27.60	38.12	65.72

- 3.6 It is recommended that the contract is awarded to Sovereign Group Limited who, based on the evaluation, have provided the most economically advantageous tender.
- 3.7 The pre-tender estimate for this project was budgeted at £230,860; the contract price returned within budget. The financial costs in respect of this contract are being met from the Community Resources capital budget.
- 3.8 Community benefits were sought as part of this procurement exercise and Sovereign Group Limited has committed to the delivery of the following community benefits:

<b>Description</b>	<b>Quantity</b>
Work Experience Placements (16+ years)	2
School Mentoring or Enterprise Programme	1
Business Mentoring for an SME	1
Non Financial Support for a Community Project	1

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## **Implications of the Report**

### **1. Financial**

The financial stability of Sovereign Group Limited has been assessed as part of the evaluation procedure and met with the Council's minimum requirements for this contract.

### **2. HR & Organisational Development**

N/A

### **3. Community Planning**

Sovereign Group Limited has committed to deliver a number of community benefits for each of the contracts as detailed in section 3.8 of this report.

**4. Legal**

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts.

**5. Property Assets**

In carrying out the work involved with the contracts, the community halls will be improved and greater operational efficiency will be achieved.

**6. Information Technology**

N/A

**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**

Sovereign Group Limited health and safety submission was 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 ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

**10. Risk**

Sovereign Group Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

**11. Privacy Impact**

N/A

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**List of background papers**

(1) None

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