

Notice of Meeting and Agenda Procurement Sub-committee

Date	Time	Venue
Wednesday, 09 November 2016	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Tommy Williams:

Councillor Bill Brown (Convener): Councillor Michael Holmes (Convener): Councillor Jim Paterson (Convener): Councillor Derek Bibby (Depute Convener):

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- 1(a) Contract Authorisation Report: Provision of Skip Hire and Recycling Services** 5 - 10
- Joint report by Chief Executive and Director of Community Resources.
- 1(b) Contract Authorisation Report: Street Stuff** 11 - 14
- Joint report by Chief Executive and Director of Community Resources.
- 1(c) Contract Authorisation Report: Supply, Delivery, Installation, Commissioning, Testing and Maintenance of a Vehicle Tracking System** 15 - 20
- Joint report by Chief Executive and Director of Community Resources.
- 1(d) Contract Authorisation Report: Community Halls Investment Works (Windows Replacement Works)** 21 - 24
- Joint report by Chief Executive and Director of Community Resources.
- 1(e) Contract Authorisation Report: Proposed New Shared Campus Bargarran Primary School and St John Bosco Primary School and Nursery Class** 25 - 30
- Joint report by Chief Executive and Director of Children's Services.
- 1(f) Contract Authorisation Report: Proposed New Shared Facility - St Paul's Primary School and Foxlea Pre-5 and Adult Literacies** 31 - 36
- Joint report by Chief Executive and Director of Community Resources.



To: Procurement Sub Committee

On: 9 November 2016

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

**Contract Authorisation Report For
Provision of Skip Hire & Recycling Service**

RC/FA/128/18

1. Summary

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award a single supplier Framework and any future orders to William Tracey Limited for the Provision of a Skip Hire and Recycling Service.
 - 1.2 The Framework Contract was tendered in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
 - 1.3 A contract strategy document for the Provision of a Skip Hire and Recycling Service was signed on 26 August 2016 by the Strategic Commercial & Procurement Manager and Director of Community Resources.
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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 a single supplier Framework and any future orders to William Tracey Limited for the Provision of a Skip Hire and Recycling Service.
 - 2.1.2 The spend under this Framework Contract and any subsequent orders will be up to the value of £500,000 excluding VAT. It is anticipated that each order will be below EU threshold of £164,000 excluding VAT.
 - 2.1.3 The Framework Contract is intended to commence on 12 December 2016 or alternatively, the date confirmed in the Letter of Acceptance and will be for a period of two calendar years with the Council option to extend for a period of one year on two separate occasions.
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3. Background

- 3.1 The Council has an adhoc requirement for a suitably qualified and experienced supplier for the Provision of a Skip Hire & Recycling Service which is required for the storage of commercial / construction & demolition waste, subsequent removal, recycling and disposal across various departments within the Council area.
- 3.2 The Framework Contract and any orders called off under the Framework Contract are intended to supplement the Councils own waste arrangements. Key aims of the service include maximising recycling rates, ensuring that accurate waste data is collected, and to provide a competitive, reliable and customer-focused service.
- 3.3 The procurement of this Framework Contract was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts. A Prior Information Notice (PIN) was issued in February 2016 in advance of the open procurement procedure with tender documentation being available for immediate download through the online e-tender system.
- 3.4 Ten (10) suppliers noted an interest of which three (3) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 20 September 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 and Corporate Health & Safety. Compliance with specification, waste management licence requirements, capacity and experience & track record was assessed by representatives of Community Resources.

3.6 All three bidders successfully passed the mandatory requirements as outlined above and were subsequently evaluated by an evaluation panel comprising Corporate Procurement Unit and Community Resources against a set of Award Criteria, based on a price / quality matrix of 70% price / 30% quality.

3.7 The quality weighting at this stage of the evaluation considered the methodology and approach to delivering the required service under this framework, community benefits and workforce matters.

3.8 The scores relative to the Award Criteria of each tenderer are as follows:

	Price (%)	Quality (%)	Total (%)
William Tracey Limited	68.26%	27.93%	96.18%
Lowmac Alloys Ltd	70.00%	19.70%	89.70%
J & M Murdoch & Son Ltd	60.56%	27.95%	88.51%

3.9 The evaluation of tenders received identified that the tender submitted by William Tracey Limited is the most economically advantageous.

3.10 William Tracey Limited has committed to no price increases for any order placed under this Framework Contract for the initial two year period.

3.11 In arranging this Framework Contract the Council will mitigate the higher costs associated with the current contractual arrangement for this service provision and ensure spend remains within current budget.

3.12 Community Benefits submitted by William Tracey Limited are detailed below:-

Description	Quantity
Graduate	1
Work Experience Placements (16 + years of age)	2
Meet the buyer events	1
Business Mentoring for an SME	1

Implications of the Report

1. Financial

The financial status of William Tracey Limited has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company have satisfied the Council's requirements in relation to financial stability.

2. HR & Organisational Development

None

3. Community Planning

William Tracey Limited has a commitment to deliver Community Benefits under this contract as detailed in section 3.12 of this report.

4. Legal

The procurement of this Framework Agreement contract was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.

5. Property Assets

None

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 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

William Tracey Limited health and safety submission has been evaluated by Renfrewshire Council's Health and Safety section. William Tracey 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.

10. Risk

Insurance levels were provided by Corporate Risk and insurance documents submitted as part of the tendering process were evaluated. William Tracey Limited has sufficient cover in place.

11. Privacy Impact

None

List of background papers

(a) None

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To: Procurement Sub Committee

On: Wednesday, 9 November 2016

Report by:

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

Contract Authorisation Report

Street Stuff

1. Summary

- 1.1. The purpose of this report is to seek the approval of the Procurement Sub-Committee to award a contract for the delivery of the “Street Stuff” programme to St Mirren Football Club.
 - 1.2. The “Street Stuff” programme contributes towards realising the vision and aspirations of the Renfrewshire Community Plan, the Council Plan and Renfrewshire’s Tackling Poverty Strategy and is a key community engagement driver for Renfrewshire’s 2021 City of Culture Bid.
 - 1.3. Following consultation with Community Resources and Legal Services, a Request for Negotiation was approved by the Strategic and Commercial Procurement Manager on 21 June 2016 and a negotiated tender process commenced on 1st September 2016.
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2. Recommendations

- 2.1. It is recommended that the Procurement Sub Committee:
 - 2.1.1 Authorise the Head of Corporate Governance to award a contract for the provision of the “Street Stuff” programme to St Mirren Football Club;
 - 2.1.2 The contract shall commence on 1st December 2016 for a period of 48 months until 30 November 2020 with an option to extend for up to a further 12 months until 30 November 2021.
 - 2.1.2 The core funding for the contract shall be £125,000 per annum however the contract value shall remain flexible as additional funding may be secured during the life of the contract to support expanded delivery of the programme.
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3. Background

- 3.1 The “Street Stuff” programme is a multi-award winning youth engagement and diversionary project which has helped reduce youth disorder in every area of Renfrewshire in which it operates. The original project commenced in 2009 as a community-based response to youth engagement through the use of football.
- 3.2 The “Street Stuff” programme was borne out of concerns about rising youth offending rates across Renfrewshire. Through targeting specific geographical ‘hot spot’ areas, the programme aimed to address the causes of anti-social behaviour through its engagement with children and young people, aged 8-18 years, at no financial cost to them.
- 3.3 The service is delivered throughout Renfrewshire in locations which are identified through the Renfrewshire Community Safety Partnership using relevant datasets. These include areas of multiple deprivation supporting the tackling poverty agenda as well as areas with high incidences of youth disorder and anti social behaviour.
- 3.4 The programme actively engages with children and young people, providing a safe environment for them to participate in the programme and facilitating access to appropriate arrangements to meet the physical health and mental health needs of the children and young people who engage with the “Street Stuff” programme.
- 3.5 The service provided by St Mirren football club provides a unique mix of support, coaching, mentoring and encouragement in a neutral way which reduces risks of incidences of anti social behaviour and football associated violence and because of the local location, is accessible to children and young people throughout the community.

- 3.6 An academic study carried out in 2014 recognised the neutrality of St Mirren Football Club as well as the value of the 'badge' as appealing for young people. The club's stadium is located within one of the poorest areas of Renfrewshire and was committed to community involvement. The youth workers and coaches providing the service have formed strong links with the community and the young people attending the project and the coaches are trained in essential areas such as first aid, child protection and suicide awareness.
- 3.7 In addition to the specified services, St Mirren Football Club offer a broad range of additional benefits to the community, directly related to the delivery of this contract, including:
- Supporting Social Work students from the University of the West of Scotland and West College Scotland
 - Provide work experience placements to both higher and further education students
 - Contribute to and support the 'No Knives Better Lives' Campaign
 - Support the council's Culture Buses and key events engaging with young people in collaboration with the City of Culture 2021 bid team
 - Providing vocational training opportunities in Football, Dance and Community Engagement.
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Implications of the Report

1. **Financial** – The financial status of St Mirren Football Club has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company have satisfied the Council's requirements in relation to financial stability.
2. **Community Planning** – Delivery of the Street Stuff Programme supports the strategic objectives of "A Better Council, A Better Future" and the Council's aim to achieve improved health, well being and life chances for children and young people in Renfrewshire. The project promotes the objectives of achieving a safer, stronger Renfrewshire, providing a safe environment for children and young people to engage with the service.
3. **Legal** – The services to be provided by St Mirren Football Club Limited under the Street Stuff project have been treated as Social and Other Care Services in terms of the Public Contracts (Scotland) Regulations 2015 and this procurement was conducted on that basis.
5. **Property Assets** – None.

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** – the submission received was assessed by Renfrewshire Council's Health and Safety Officers. The recommended Provider's Health and Safety policy and procedures is considered to meet the necessary requirements.
9. **Procurement** – As detailed in the report, the procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council Standing Orders Relating to Contracts and the Council's Financial Regulations.
10. **Risk** – Corporate Risk and Insurance colleagues were consulted prior to tender and appropriate levels of insurance agreed. Insurance documents were submitted as part of the negotiated tender process and were evaluated and approved by Corporate Risk / Insurance.
11. **Privacy Impact** – None.

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To: Procurement Sub Committee

On: 9 November 2016

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

**Contract Authorisation Report For
Supply, Delivery, Installation, Commissioning, Testing &
Maintenance of a Vehicle Tracking System**

RC/RC/184/16

1. Summary

- 1.1 The purpose of this paper is to request authorisation from the Procurement Sub Committee to award a Contract to Masternaut Group Holdings Limited for the supply, delivery, installation, commissioning, testing and maintenance of a vehicle tracking system.
 - 1.2 This procurement exercise has been conducted in accordance with the above EU Threshold Open Procedure (Services) and the Council's Standing Orders Relating to Contracts.
 - 1.3 A contract strategy document for the supply, delivery, installation, commissioning, testing and maintenance of a vehicle tracking system was signed on 19 August 2016 by the Strategic Commercial & Procurement Manager and Director of Community Resources.
-

2. Recommendations

2.1 It is recommended that the Procurement Sub-Committee Authorise:

2.1.1 The Head of Corporate Governance to award a contract to Masternaut Group Holdings Limited for the supply, installation, commissioning, testing and maintenance of a vehicle tracking system.

2.1.2 The value of this contract will be up to £523,000 excluding VAT over the maximum contract duration of five years.

2.1.3 The contract will commence on 7 December 2016 or alternatively, the date confirmed in the Letter of Acceptance and will be for a period of 3 years with the Council option to extend for a period of two x 12 month periods.

3. Background

3.1 The Council has a requirement for a suitable, qualified and experienced supplier for the supply, installation, commissioning, testing and maintenance of a vehicle tracking system which allows for the tracking of various types of Council vehicles and assists in close monitoring of movement and operating status of these vehicles. The benefits of a vehicle tracking system includes improved scheduling and routing of journeys, reduced fuel costs and emissions and increased utilisation of vehicles.

3.2 The tender opportunity followed the open procurement procedure for an above EU threshold for services in accordance with the Council's Standing Orders Relating to Contracts. A Prior Information Notice (PIN) was issued in June 2016 in advance of the open procurement procedure with tender documentation being available for immediate download through the online e-tender system.

3.4 Forty Nine (49) suppliers noted an interest of which four (4) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 27 September 2016.

3.5 The four 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 and Corporate Health & Safety. Compliance with specification, IT Government Cyber Security, capacity and experience & track record was assessed by representatives of Community Resources.

3.6 All four bidders successfully passed the mandatory requirements as outlined above and were subsequently evaluated by an evaluation panel comprising

Corporate Procurement Unit and Community Resources against a set of Award Criteria, based on a price / quality matrix of 70% price / 30% quality.

3.7 The quality weighting of the evaluation considered the methodology and approach to delivering additional functionality over and above the minimal specification requirements for example voice technology. Community benefits and workforce matters was also requested as part of the quality criteria.

3.8 The scores relative to the Award Criteria of each tenderer are as follows:

	Price (%)	Quality (%)	Total (%)
Masternaut Group Holdings Limited T/A Masternaut Ltd	70.00%	24.65%	94.65%
EDC Systems Ltd trading as Traffilog UK	59.26%	25.20%	84.45%
Tom Tom Telematics Sales B.V. UK	51.17%	21.90%	73.07%
Track You Ltd	45.76%	25.27%	71.03%

3.9 The evaluation of tenders received identified that the tender submitted by Masternaut Group Holdings Limited is the most economically advantageous.

3.10 Masternaut Group Holdings Limited has confirmed all prices offered within their tender submission will be fixed for the duration of the contact including any extension.

3.11 This new vehicle tracking system will ensure that the Council will have the most up to date technology and management information available to track vehicle movements and operational performance to deliver improved efficiencies from fleet performance. From use of the suite of tracking data available, targeted training will be provided to improve driving styles and reduce fuel usage as well as optimising the number of vehicles in the fleet from improved utilisation data.

3.12 Community Benefits submitted by Masternaut Group Holdings Limited are detailed below:-

Description	Quantity
S/NVQ (or equivalent) for an existing employee	6
Supply Chain Briefings with SME's	1
Meet the buyer events	1
Business Mentoring for an SME	1
Mentoring/ business support for a third sector organisation	1
Financial Support for a Community Project	1

Implications of the Report

1. Financial

The financial status of Masternaut Group Holdings Limited has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company have satisfied the Council's requirements in relation to financial stability.

2. HR & Organisational Development

None

3. Community Planning

Masternaut Group Holdings Limited has a commitment to deliver Community Benefits under this contract as detailed in section 3.12 of this report. In addition to Community Benefits the following benefits have been derived.

Smarter:- The vehicle tracking system will provide information on vehicle usage which will facilitate better routing, fleet utilisation, planning and scheduling allowing services to operate better and reduce fuel and operating costs.

Greener: - The vehicle tracking system will support a sustained reduction in fuel usage, costs and therefore CO2 emissions.

Developing our Organisation: - The vehicle tracking system will enable services to improve their frontline service operation by better utilisation of vehicles and drivers

4. Legal

The procurement of this contract was tendered in accordance with the above EU Threshold Open Procedure (Services), Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.

5. Property Assets

None

6. Information Technology

The vehicle tracking system will use mobile technology and an externally hosted web based system to provide graphical, management and reporting information.

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

Masternaut Group Holdings Limited health and safety submission has been evaluated by Renfrewshire Council's Health and Safety section. Masternaut Group Holdings 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.

10. Risk

Insurance levels were provided by Corporate Risk and insurance documents submitted as part of the tendering process were evaluated. Masternaut Group Holdings Limited has sufficient cover in place.

11. Privacy Impact

None

List of background papers

(a) None

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To: Procurement Sub Committee

On: 9 November 2016

Report by:

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

Heading:

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

RC/OC/187/17

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.

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 21st 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.

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 13th 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:

	Quality (50%)	Price(50%)	Total (%)
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:

Description	Quantity
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

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

List of background papers

(1) None

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To: Procurement Sub Committee

On: 9 November 2016

Report by:

**Joint Report
by
The Chief Executive and Director of Children's Services**

**Contract Authorisation Report: Proposed New Shared Campus- Bargarran
Primary School and St John Bosco Primary School and Nursery Class**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot (2011 edition)) for The Proposed New Shared Campus- Bargarran Primary School and St John Bosco Primary School and Nursery Class, RC/OC/146/16 which forms part of the work detailed in the School Estate Management Plan (SEMP 2014).
 - 1.2 The Contract was tendered in accordance with the above EU Threshold Restricted Procedure for 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 Manager and the Head of Schools in March 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 the Proposed New Shared Campus- Bargarran Primary School and St John Bosco Primary School to Heron Bros. Limited.

2.1.2 The estimated contract value is £13,834,964.81 excluding VAT.

2.1.3 The contract is anticipated to commence on the 2nd December 2016 or whenever the Council's Letter of Acceptance with construction on site complete on 30 May 2019 followed by a year's defect period.

3. Background

3.1 Renfrewshire Council's vision for its school estate is to promote learning and achievement, and to give our children and young people the opportunity to learn in the best possible environment.

3.2 School estate management planning is central to Renfrewshire Council's asset management strategy. Children's Services are required to provide the Scottish Government with an outline of its School Estate Management Plan (SEMP), an exercise which contributes to the Council's corporate asset management plan; designed to ensure effective management of all council assets. The purpose of the SEMP is to set out a strategy to focus the resources available for new and redesigned school and pre 5 accommodation.

3.3 The SEMP is guided by 9 National principles for school estate management planning and the Council's 4 objectives for the school estate in Renfrewshire:

National Principles:

1. Good consultation to support better outcomes;
2. Innovative design and change informed by experience;
3. A more integrated, holistic and longer term approach to change;
4. Schools must be in a condition to support and enhance their functions;
5. Schools must be more suitable and inclusive, better future proofed for flexibility and adaptability;
6. Schools should be greener, more sustainable and environmentally efficient;
7. A well managed estate should represent and deliver best value;
8. Schools should drive and support effective learning and teaching; and
9. Schools should best serve their communities.

Council Objectives:

1. To provide the best educational experience for all learners in Renfrewshire;
2. To satisfy the condition, sufficiency and suitability core facts;

3. To retain services within communities where possible; and
 4. To provide environmentally and economically sustainable facilities with lower carbon footprints.
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- 3.4 Through its school estate project team the Council continually reviews the performance of the school estate in terms of core fact findings which relate to the sufficiency, condition and suitability of buildings.
 - 3.5 As a result of this review a phasing plan was created and Phase 1a and 1b were considered to be priority projects. Phase 1b includes the construction of the new shared campus.
 - 3.6 The contract is anticipated to be for a period of 175 weeks. Work on site will commence on or around 19th January 2017 for a period of approximately 123 weeks followed by a 12 month defect correction period. Construction of the new building will be complete by August 2018, demolition of the existing buildings will commence on completion of the new build, with an anticipated end date of May 2019.
 - 3.7 This tender opportunity followed the Restricted procedure for an above EU threshold contract for Works and in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 23rd March 2016. Tender documentation was available for immediate download through the online e-tender system.
 - 3.8 Thirty Seven (37) suppliers noted an interest of which nine (9) Pre Qualification Questionnaires (PQQ) responses were received by the closing date for the receipt of bids at noon, on 29th April 2016.
 - 3.9 The PQQ submissions were evaluated by representatives from the Corporate Procurement Unit, Finance and Resources, Health and Safety and Corporate Risk against pre-determined Bid Selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. Certain elements were scored as part of this process, with the candidates who achieved the six highest scores greater than 55% of 100% were invited to tender.
 - 3.10 The highest six (6) bidders were then issued invitations to tender, by the closing date of 12th September 2016; six (6) tender submissions were received. The tender submissions were then evaluated against a set of Award Criteria, based on a price / quality matrix of 60% price / 40% quality. The outcome of this evaluation determined the total score achieved by each tenderer.

Tenderer	Quality Score (%)	Price Score (%)	Total Score (%)
HeronBros. Limited	33.25	60.00	93.25
Interserve Construction Ltd	33.65	57.13	90.78
Balfour Beatty Civil Engineering Ltd, an agent of Balfour Beatty Group Ltd	32.40	55.16	87.56
McLaughlin & Harvey Construction Limited	32.30	53.25	85.55
Ogilvie Construction Limited	32.50	52.02	84.52
O'Hare & McGovern Ltd	28.05	50.84	78.89

- 3.11 Based on the evaluation carried out the tender from Heron Bros. Limited represents the best value and the most economically advantageous tender.
- 3.12 The cost of this project is funded from the capital budget within the SEMP 2014 programme. The proposed contract value is within the pre-tender estimate.
- 3.13 As part of this tender Heron Bros. Limited have committed to the delivery of the following community benefits during the delivery of this contract:

Description	Quantity
New Entrant- Graduate	2
New Entrant- Apprenticeship	1
Work Experience Placements (16 + years of age)	2
Work Experience Placement Graduate	2
Careers Event	3
Site Visit	4
S/NVQ (Or equivalent) / Vocational training	3
Supply Chain Briefings with SME's including micro businesses	2
Non financial support for a Community Project	7
Financial Support for a Community Project	1

Implications of the Report

1. **Financial** – The financial status of Heron Bros. Limited has been assessed as part of the evaluation process and met with the Council's minimum requirements for this contract.
2. **HR & Organisational Development** - None
3. **Community Planning/ Council Plan Implications** – Heron Bros. Limited has a commitment to deliver a number of community benefits under this contract as detailed in section 3.13 of this report. The works under this contract will also have overarching benefits:

Children and Young People	An improved school environment supports learning and achievement.
Community Care, Health and Well-being	An improved school environment supports health and wellbeing.
Empowering our Communities	None
Greener	Sustainable approaches to ensuring high quality assets will be developed.
Jobs and the Economy	None
Safer and Stronger	None

4. **Legal** – The tendering procedures for the establishment of a contract were conducted in accordance with the requirements of the Public Contracts (Scotland) Regulations 2012, as amended, and Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Works Contracts.
5. **Property Assets** – The works resulting from this contract are part of the School Estate Management Plan, which is designed to provide sustainable accommodation that is fit for education in the 21st century.
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** – Heron Bros. Limited health and safety submission was evaluated by Renfrewshire Council's Health and Safety section and met the minimum requirements regarding health & safety for this contract.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.
10. **Risk** – Heron Bros. Limited insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding risk.
11. **Privacy Impact** – None

List of background papers

- (a) **Education Policy Board Paper, 8th May 2014:**

Report on the consultation to develop the School Estate Management Plan (SEMP) and proposals to address the property challenges in the primary and pre 5 estate.

Author: David Taggart, Strategic Commercial Category Manager, Tel 0141 618 6905



To: Procurement Sub Committee

On: 9 November 2016

Report by:

**Joint Report
by
The Chief Executive and Director of Children's Services**

**Contract Authorisation Report: Proposed New Shared Facility: St Paul's
Primary School, Foxlea Pre-5 and Adult Literacies**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Standard Building Contract Design and Build Contract for Use in Scotland (DB/Scot) 2011 Edition for The Proposed New Shared Facility: St Paul's Primary School, Foxlea Pre-5 and Adult Literacies, RC/OC/155/16 which forms part of the work detailed in the School Estate Management Plan (SEMP 2014).
 - 1.2 The Contract was tendered in accordance with the above EU Threshold Restricted Procedure for 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 Manager and the Head of Schools in March 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 the Proposed New Shared Facility: St Paul's Primary School, Foxlea Pre-5 and Adult Literacies to Galliford Try Building Limited trading as Morrison Construction Scotland.
 - 2.1.2 The estimated contract value is £6,547,604.55 excluding VAT.
 - 2.1.3 The contract is anticipated to commence on the 2nd December 2016 or whenever the Council's Letter of Acceptance states and will be for a estimated term of 81 weeks (breakdown detailed in 3.6 below).
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3. Background

- 3.1 Renfrewshire Council's vision for its school estate is to promote learning and achievement, and to give our children and young people the opportunity to learn in the best possible environment.
- 3.2 School estate management planning is central to Renfrewshire Council's asset management strategy. Children's Services are required to provide the Scottish Government with an outline of its School Estate Management Plan (SEMP), an exercise which contributes to the Council's corporate asset management plan; designed to ensure effective management of all council assets. The purpose of the SEMP is to set out a strategy to focus the resources available for new and redesigned school and pre 5 accommodation.
- 3.3 The SEMP is guided by 9 National principles for school estate management planning and the Council's 4 objectives for the school estate in Renfrewshire:

National Principles:

- 1. Good consultation to support better outcomes;
- 2. Innovative design and change informed by experience;
- 3. A more integrated, holistic and longer term approach to change;
- 4. Schools must be in a condition to support and enhance their functions;
- 5. Schools must be more suitable and inclusive, better future proofed for flexibility and adaptability;
- 6. Schools should be greener, more sustainable and environmentally efficient;
- 7. A well managed estate should represent and deliver best value;
- 8. Schools should drive and support effective learning and teaching; and
- 9. Schools should best serve their communities.

Council Objectives:

- 1. To provide the best educational experience for all learners in Renfrewshire;
- 2. To satisfy the condition, sufficiency and suitability core facts;
- 3. To retain services within communities where possible; and

4. To provide environmentally and economically sustainable facilities with lower carbon footprints.
- 3.4 Through its school estate project team the Council continually reviews the performance of the school estate in terms of core fact findings which relate to the sufficiency, condition and suitability of buildings.
- 3.5 As a result of this review a phasing plan was created and Phase 1a and 1b were considered to be priority projects. Phase 1b includes the construction of the new shared facility.
- 3.6 The contract is anticipated to be for a period of 81 weeks, including a 16 week design period. Work on site will commence in March 2017 for a period of approx. 1 year followed by a 12 month defect correction period.
- 3.7 This tender opportunity followed the Restricted procedure for an above EU threshold contract for Works and in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 23rd March 2016. Tender documentation was available for immediate download through the online e-tender system.
- 3.8 Thirty Three (33) suppliers noted an interest of which eleven (11) Pre Qualification Questionnaires (PQQ) responses were received by the closing date for the receipt of bids at noon, on 29th April 2016.
- 3.9 The PQQ submissions were evaluated by representatives from the Corporate Procurement Unit, Finance and Resources, Health and Safety and Corporate Risk against pre-determined Bid Selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. Certain elements were scored as part of this process, with the candidates who achieved the highest scores, greater than 55% of 100%, invited to tender.
- 3.10 The highest seven (7) bidders were then issued invitations to tender, by the closing date of 9th September 2016; four (4) tender submissions were received. The tender submissions were then evaluated against a set of Award Criteria, based on a price / quality matrix of 50% price / 50% quality. The outcome of this evaluation determined the total score achieved by each tenderer.

Tenderer	Quality Score (%)	Price Score (%)	Total Score (%)
Galliford Try Building Limited trading as Morrison Construction Scotland	47.15	49.68	96.83
McLaughlin and Harvey Construction Limited	39.79	50.00	89.79

Tenderer	Quality Score (%)	Price Score (%)	Total Score (%)
Interserve Construction Ltd	39.65	44.16	83.81
Ogilvie Construction Limited	32.10	42.68	74.78

- 3.11 Based on the evaluation carried out the tender from Galliford Try Building Limited trading as Morrison Construction Scotland represents the best value and the most economically advantageous tender.
- 3.12 The cost of this project is funded from the capital budget within the SEMP 2014 programme. The proposed contract value is within the pre-tender estimate.
- 3.13 As part of this tender Galliford Try Building Limited trading as Morrison Construction Scotland have committed to the delivery of the following community benefits during the delivery of this contract:

Description	Quantity
Modern Apprenticeships	4
Jobs (Unemployed)	4
Work Experience Placements (16+ years of age)	10
Work Experience Placements (14 – 16 years of age)	2
Industry Awareness Days	5
Career Events	5
Workplace Visits	5
School Mentoring	5
Supply Chain Briefings with SME's	5
Business Mentoring SME's	5
Business Support Social Enterprises, Supported Business, Third Sector	5
Mentoring Third Sector Organisations	5
S/NVQ's or equivalent for Existing Employees	1
S/NVQ's or equivalent for New Entrants	2
S/NVQ's or equivalent for Sub-contract Staff	4

Implications of the Report

- 1. Financial** – The financial status of Galliford Try Building Limited trading as Morrison Construction Scotland has been assessed as part of the evaluation process and met with the Councils minimum requirements for this contract.
- 2. HR & Organisational Development** - None

3. **Community Planning/ Council Plan Implications** – Galliford Try Building Limited trading as Morrison Construction Scotland has a commitment to deliver a number of community benefits under this contract as detailed in section 3.13 of this report. The works under this contract will also have overarching benefits:

Children and Young People	An improved school environment supports learning and achievement.
Community Care, Health and Well-being	An improved school environment supports health and wellbeing.
Empowering our Communities	None
Greener	Sustainable approaches to ensuring high quality assets will be developed.
Jobs and the Economy	None
Safer and Stronger	None

4. **Legal** – The tendering procedures for the establishment of a contract were conducted in accordance with the requirements of the Public Contracts (Scotland) Regulations 2012, as amended, and Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Works Contracts.

5. **Property Assets** – The works resulting from this contract are part of the School Estate Management Plan, which is designed to provide sustainable accommodation that is fit for education in the 21st century.

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** – Galliford Try Building Limited trading as Morrison Construction Scotland health and safety submission was evaluated by Renfrewshire Council's Health and Safety section and met the minimum requirements regarding health & safety for this contract.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.

10. **Risk** – Galliford Try Building Limited trading as Morrison Construction Scotland insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding risk.

11. **Privacy Impact** – None

List of background papers

(a) **Education Policy Board Paper, 8th May 2014:**

Report on the consultation to develop the School Estate Management Plan (SEMP) and proposals to address the property challenges in the primary and pre 5 estate.

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