

**To: Procurement Sub Committee**

**On: 9 November 2016**

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

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

**RC/FA/128/18**

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**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:

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

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:-

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

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## 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

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**List of background papers**

(a) None

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