

To: Procurement Sub Committee

On: 25 January 2017

Report by:

**Joint Report
by
The Chief Executive and the Director of Development and Housing Services**

**Contract Authorisation Report: Mini Competition under Framework Agreement for
Council Wide Door Entry, CCTV and Digital Aerial Maintenance**

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Works contract for reactive maintenance for Council Wide Door Entry and Digital Aerial Maintenance for low rise properties, tenements and elected housing within the Council's housing estate.
 - 1.2 A mini competition was run under the Council's Framework Agreement for Council Wide Door Entry, CCTV and Digital Aerial Maintenance, reference RC1402_1109(ITT2032).
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Development and Housing Services Procurement Category Manager and the Housing Asset and Investment Manager on 14 October 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 the contract for reactive maintenance for Council Wide Door Entry and Digital Aerial Maintenance, ref RC/FA/133/16/B, for low rise properties, tenements and elected properties within the Council's housing estate to Robertson- Acom Limited.
 - 2.1.2 Note that the anticipated spend under this contract for the potential 42 months period is up to a maximum £420,000, excluding VAT.

- 2.2 The contract is anticipated to commence on 7 February 2017, or from the date confirmed in the Letter of Acceptance and is for a potential period of 1.5 + 1 +1 years.
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3. Background

- 3.1 There is a statutory requirement within the Housing sector to maintain properties to the required Health & Safety standard. This includes ensuring that electronic door entry systems are monitored and maintained in a safe working manner. The Council's service strategy is to ensure that all electronic controlled doors are maintained under a maintenance service contract ensuring that there is periodic inspection of the systems in operation and also for the provision of a reactive system repair service.
- 3.2 Currently there is a contract in place to cover the reactive maintenance of door entry systems within high rise properties and sheltered housing but no contract for low rise properties and tenements. When a need arises, the necessary work is carried out on an ad hoc basis.
- 3.3 Housing Services have confirmed that their current requirement is for reactive maintenance rather than planned preventative maintenance (PPM) as during SHQS there was a significant investment programme to install door entry systems. These new systems presently require little or no PPM, although it is recognised that the requirement for PPM will increase over time.
- 3.4 The initial 18 months term of this contract will allow the alignment of the existing contract under this framework for high rise properties and sheltered housing with this contract for low rise properties and tenements so they can be tendered as a single requirement in the future which could reduce administrative costs and could potentially provide further savings through aggregation of spend.
- 3.5 This contract was tendered in accordance with the framework agreement terms and conditions and the Council's Standing Orders Relating to Contracts.
- 3.6 The contractors on the framework agreement for Council Wide Door Entry, CCTV and Digital Aerial Maintenance were invited to a mini competition on 10 October 2016. One response was received by the deadline of 12 noon on 24 October 2016. Campbell & Kennedy Ltd did not submit a tender.
- 3.7 The tender submission was evaluated by representatives from CPU and Development & Housing Services against a set of Technical Criteria based on a price / quality / community benefits matrix of 70% price / 20% quality / 10% community benefits, as per the conditions of the framework agreement.

3.8 The scores relative to the award criteria are as follows:

Name of Company	Technical Score		Commercial Score 70%	Total Score %
	Quality (20%)	Community Benefits (10%)		
Robertson-Acom Limited	20%	10%	70.00%	100%

3.10 The budget for these works is held within the Housing Revenue Account. As this work is on a reactive basis a confirmed budget cannot be determined at this stage, however, the maximum spend for the potential period of 1.5 + 1 +1 years is £420,000 based on previous spend of £120,000 per annum.

3.11 Robertson-Acom Limited committed to providing the following community benefits during the delivery of this contract:

Description	Quantity
New Entrant	2
Work Experience Placement (14-16 years of age)	2
School Visit	1
S/NVQ (or equivalent) for an existing employee	2
Business Mentoring for an SME	1
Mentoring/business support for a third sector organisation	1
Non financial support for a Community Project (eg volunteering for a minimum of 3 days)	1

Implications of the Report

1. The financial status of Robertson-Acom Limited was assessed both as part of the evaluation process at the time of the original framework agreement tender and also as part of this mini competition and met with the Council's minimum requirements for this contract.
2. **HR & Organisational Development** - None
3. **Community Planning/Council Plan Implications** – Robertson-Acom Limited has a commitment to deliver a number of community benefits under this contract as detailed in section 3.11 of this report.
4. **Legal** – The tendering procedures for the establishment of a contract were conducted in accordance with the Council's Standing Order Relating to Contracts for below EU Threshold Works and the Framework Agreement for Council Wide Door Entry, CCTV and Digital Aerial Maintenance, reference RC1402_1109(ITT2032) Terms and Conditions.

5. **Property Assets** – Carrying out reactive maintenance when required to door entry systems will ensure that the Council is maintaining properties to the required Health & Safety standard.
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** – Robertson-Acom Limited Health and Safety submission was evaluated by Renfrewshire Council's Health and Safety section at the time of the original framework agreement tender and it met the minimum requirements regarding health & safety for this contract. For this mini competition, we asked the Contractors to confirm that there have been no accidents or changes to their Health and Safety policy since the commencement of the framework and Robertson-Acom Limited confirmed this.
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** – Robertson-Acom Limited have been assessed and evaluated to confirm that they meet the minimum requirements regarding risk.
11. **Privacy Impact** – None

List of background papers - The award for the Framework Agreement for Council Wide Door entry, CCTV and Digital Aerial Maintenance was approved by the Procurement Sub Committee on 14 May 2014.

Author: David Taggart, Procurement Category Manager, Tel 0141 618 6905