

Minute of Meeting Procurement Sub-committee

Date	Time	Venue
Wednesday, 29 March 2017	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present: Councillor Derek Bibby, Councillor Bill Brown, Councillor Audrey Doig, Councillor Christopher Gilmour, Councillor Jim Harte, Councillor Jacqueline Henry, Councillor Michael Holmes, Councillor Brian Lawson, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Alexander Murrin, Councillor Allan Noon, Councillor Tommy Williams

Chair

Councillor Holmes, Convener, presided.

In Attendance

D Amos, Head of Policy and Commissioning; B Lambert, Acting Strategic Commercial & Procurement Manager; S Gibb, Procurement Operations Manager (Strategic Commercial Category Manager); D Taggart, Strategic Commercial Category Manager; K Thomson, Category Manager; and A Donaldson, Acting Strategic Commercial Category Manager (all Chief Executive's); G Hannah, Strategic Category Manager, Services (Community Resources); and K Graham, Head of Corporate Governance and P Shiach, Committee Services Officer (both Finance & Resources).

Declarations of Interest

There were no declarations of interest intimated by members prior to the commencement of the meeting.

1(a) Contract Authorisation Report: Provision of Residential Care and Nursing Services to Adults under 65 with Physical Impairments

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the provision of residential care and nursing services to adults under the age of 65 with physical impairments.

The report advised that the scope of the service fell within the definition of “Social and Other Specific Services” under the Public Contracts (Scotland) Regulations 2015 and the procurement of the service complied with Chapter 3 Section 7 of those Regulations. The Service had been developed jointly by Renfrewshire Health & Social Care Partnership and Tower Bridge Homes Care Limited and as such was a bespoke Service for Renfrewshire Council with the procurement being conducted in accordance with the procedure for a negotiated contract under the Council’s Standing Orders Relating to Contracts 2016.

The report indicated that an Invitation to Tender documentation had been issued to Holmes Care Group Limited, the parent company of Tower Bridge Homes Care Limited through the Public Contract Scotland Portal on 1 November 2016 and their tender submission was received on 23 November 2016. The tender submission was assessed and considered acceptable on both technical and commercial grounds.

DECIDED:

(i) That the Heads of Corporate Governance be authorised to award the contract for Provision of Residential Care and Nursing Services to Adults under the age of 65 with Physical Impairments (Provision of YPD Services, Craigielea) to Tower Bridge Homes Care Limited;

(ii) That it be noted that the contract value including the maximum option period would be £1million excluding VAT; and

(iii) That it be noted that the contract would commence in 24 April 2017 for a period of three years with the Council having the option to extend for one year on two separate occasions to no later than 23 April 2021.

1(b) Contract Authorisation Report: Measured Term Contract for Kitchen, Bathrooms and Rewiring - Year 8

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of the Year 8 Measured Term Contract (MTC) under the Council’s Framework Agreement for the Housing Capital Investment Internal Works Programme (Years 6-9).

The report advised that the Framework Agreement for the Housing Capital Investment Internal Works Programme (Years 6-9) had been approved by the Procurement Sub-committee 3 December 2014 with the first MTC (Year 6) made under the agreement being issued on 2 February 2015. On the anniversary date of the MTC for Year 6 all three contractors awarded onto the framework submitted a review of their prices for Year 7.

The report intimated that on the anniversary date of the MTC for Year 7 all three

contractors awarded onto Lot 1 of the framework again submitted a review of their prices for Year 7 which was approved by the Procurement Sub-committee on 16 March 2016. The submission of prices for Year 8 was evaluated and given a commercial (price) score out of 60%, the score for each contractor was the added with their quality score evaluated and identified at the original Framework Agreement award stage with the accumulative score bringing together the price and quality elements for each tenderer as detailed in the report.

The evaluation of the submissions received identified that the submission by Mitie Property Services (UK) Limited was the most economically advantageous.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the Year 8 Measured Term Contract under Lots 1 and 2 of the Framework Agreement for the Housing Capital Investment Internal Works Programme (Years 6-9) reference RC1407_2637 (ITT5324) to Mitie Property Services (UK) Limited;

(ii) That it be noted that the MTC would be for a contract period of 12 months from the award of the package order, the anticipated date of the award being 7 April 2017, with the actual date to be confirmed in the Council's letter of acceptance; and

(iii) That it be noted that the anticipated spend over the contract period would be up to £1million excluding VAT.

1(c) Contract Authorisation Report: Microsoft Implementation Support

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of the contract for the supply and delivery of Microsoft Implementation Support.

The report intimated that three organisations had submitted a response and that these were then evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit, and ITC Services. One tender passed the mandatory requirements as detailed in the report. The one tenderer was then evaluated against a set of award criteria which were based on a price/quality ratio of 70:30. The report recommended that the tender be awarded to GCI Network Solutions Limited who had submitted the most economically advantageous tender.

DECIDED:

(i) That the Head of Corporate Governance award the contract for the supply and delivery of Microsoft Implementation Support, reference RC/RC/224/17 to GCI Network Solutions Limited;

(ii) That it be noted that the term of the contract would be two years with the option to extend for one year at the discretion of the Council;

(iii) That it be noted that the anticipated commencement date of the contract was 24 April 2017 with the actual date reflected in the Council's letter of acceptance; and

(iv) That it be noted that the contract value would be £367,755 excluding VAT for the two year term and would not exceed £555,000 excluding VAT where the Council utilised the extension period.

1(d) Contract Authorisation Report: Construction and Installation of Modular Welfare Facilities at Underwood Road Depot, Paisley

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to entering into a SBCC Minor Works Building Contract for use in Scotland (SBC/MW/Scot) (2011)) edition for the Construction and Installation of Modular Welfare Facilities at Underwood Road Depot in Paisley.

The report indicated that the works involved formed part of the Council's Depots Rationalisation Strategy, as approved by the Council in October 2014, to centralise the depot function across the Renfrewshire area.

The report advised that at the deadline for the return of tenders six bids had been received. The bids were evaluated against the pre-determined award criteria which were based on a price/quality ratio of 50:50 Details of the scores relative to the award criteria of each tenderer were contained within the report.

The report recommended that the tender be awarded to Portakabin Limited who had submitted the most economically advantageous tender.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for the works relating to the Construction and Installation of New Modular Welfare Facilities at Underwood Road Depot, Paisley to Portakabin Limited;

(ii) That it be noted that the value of the contract was £646,324.00 excluding VAT; and

(iii) That it be noted that the date for the commencement of works was anticipated to be 10 April 2017 or as stated in the Council's letter of acceptance with the construction works completed within 18 weeks of the date of commencement of the works.

1(e) Contract Authorisation Report: Underwood Road Depot Refurbishment

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to entering into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot)(2011)) edition for the refurbishment and improvement works to be carried out at Underwood Road Depot in Paisley.

The report indicated that the works involved formed part of the Council's Depots Rationalisation Strategy, as approved by the Council in October 2014, to centralise the depot function across the Renfrewshire area.

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against the pre-determined award criteria which were based on a price/quality ratio of 55:45 Details of the scores relative to the award criteria of each tenderer were contained within the report.

The report recommended that the tender be awarded to Project Management & Construction Limited who had submitted the most economically advantageous tender.

DECIDED:

- (i) That the Head of Corporate Governance be authorised to award a contract for the works relating to the Refurbishment and Improvements to Underwood Road Depot, Paisley (RC/OC/222/17), to Project Management & Construction Limited;
- (ii) That it be noted that the value of the contract was up to £1,807,317.43 excluding VAT; and
- (iii) That it be noted that it was anticipated that the contract would commence on 15 May 2017 or as stated in the Council's letter of acceptance with the construction works completed on 1 December 2017.