

Ratification of Procurement Approval

1.0 PURPOSE OF PAPER

For decision

- 1.1 To ratify the decision made by email to approve a procurement for roof repairs.

2.0 EXECUTIVE SUMMARY

- 2.1 The Life Cycle Plan identified roof repairs in D corridor where required.
- 2.2 In line with the procurement strategy the Scottish Excel Framework 1821 Lot 12 Roofing (Scottish Borders Council region) was identified and quotes invited. Appendix 1 contains further information on the procurement.
- 2.3 Two quotes were received and scored against the agreed criteria. Integrated Environments were the top scoring quote.
- 2.4 To expedite the work and ensure it was completed before the students return for the new academic year it was necessary to approve the award by email.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

- 3.1 I recommend that the Committee: -
 - 3.1.1 ratify the decision to go ahead with the procurement for roof repairs and award the contract to Integrated Environments.

4.0 BACKGROUND/MAIN PAPER

- 4.1 The paper and appendix circulated to Committee Members is attached here and provides more detail on the process undertaken to that point.
- 4.2 The Board Secretary circulated the paper and appendix to all Committee Members on 8 May 2025 with a deadline for responses of 5.00pm on 13 May 2025. There was opportunity for questions to be asked of the Vice Principal Finance and Resources who was the author of the paper.
- 4.3 By the deadline five out of six of the Committee Members had replied to confirm their approval of the paper and the progression of the procurement.

5.0 IMPLICATIONS AND CONSIDERATIONS

5.1 Financial Implications

The cost of the work is £122k plus VAT. The contract will be funded from funds held in the Life Cycle Maintenance Fund and have been previously agreed at the Joint Campus Management Committee.

5.2 Learner Implications

There are no direct learner implications of this paper.

5.3 Staff Implications

There are no direct staff implications of this paper.

5.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct equality and diversity implications of this paper.

5.5 Sustainability/Environmental Implications

There are no direct sustainability/environmental implications of this paper.

6.0 RISK COMMENTARY

- 6.1 There is no direct impact of this paper on any of the items in the Risk Register or items identified as risks to the College.

7.0 CONCLUSION

- 7.1 Members are asked to ratify the decision made by email to enable formal recording of the decision in the Committee minutes.

I Earp

Board Secretary

Previous Board or College Committee Approvals: None

For publication <input type="checkbox"/>	Not for publication <input checked="" type="checkbox"/> If not, why not? Includes commercial information.
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Finance & Resources Committee

10 May 2025

Galashiels Roof Repairs Procurement

2.0 PURPOSE OF PAPER

For decision

- 1.1 The purpose of the paper is to provide the Committee with an outcome of the procurement exercise for roof repairs at the Galashiels campus.

2.0 EXECUTIVE SUMMARY

- 2.1 The Life Cycle Plan identified roof repairs in D corridor where required.
- 2.2 In line with the procurement strategy the Scottish Excel Framework 1821 Lot 12 Roofing (Scottish Borders Council region) was identified and quotes invited. Appendix 1 contains further information on the procurement.
- 2.3 Two quotes were received and scored against the agreed criteria. Integrated Environments were the top scoring quote.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

- 3.1 I recommend that the Committee approve the appointment of Integrated Environments.

4.0 BACKGROUND

- 4.1 As part of the Life Cycle Review plan works were identified to repair leaking roofs on D corridor and Finance Corridor at the Galashiels Campus. This included a recommendation to replace the entire roof covering due to its current age and condition. The specification for the repairs was agreed and a Scotland Excel framework identified.
- 4.2 The Colleges Procurement Policy requires all procurements to be undertaken in a robust way and where possible to use frameworks available to the College. This simplifies the process and ensures all contractors meet the correct standards.
- 4.4 Under the Procurement Policy and reflected in the Terms of Reference the Finance and Resources Committee have delegated authority to approve procurements between £100,000 and £249,999. Below is an extract from the Terms of Reference

“To approve procurements in accordance with the authority delegated to the Committee from time to time under the Borders College Procurements Thresholds Scheme (currently fixed at procurements between £100,000 and £249,999”

5.0 PROCUREMENT OUTCOME

- 5.1 In conjunction with the sector procurement experts, Advanced Procurement for Universities & Colleges (APUC), a scoping document was produced to detail the works required and provide background information to the suppliers.
- 5.2 APUC recommended the use of Framework 1821 Lot 12 Roofing (Scottish Borders Council Region) which is a framework negotiated by Scotland Excel. This framework provides access to suppliers who are able to undertake the works to the standards required.
- 5.3 Suppliers on the Framework were provided with scope of works required and invited to quote. Two quotes were received and scored against the criteria provided in the tender documents. The results of the tender scoring are shown in the table below. Further details are contained in Appendix 1 for information.

Supplier	Technical (out of 20%)	Commercial (out of 80%)	Total score
Integrated Environments	18.75	80.00	98.75
Faskin Group	13.75	59.66	73.41

- 5.4 Integrated Environments scored highest in both technical and commercial.
- 5.5 The quote for the full scope of works is £122,000 + VAT, which is under the budget identified with the Life Cycle Maintenance Fund.
- 5.6 To ensure the least disruption to students and staff the works will be carried out during the summer months. This will also, hopefully, be a period of dryish weather for the roof works.
- 5.7 To ensure Integrated Environment can undertake the works during the summer requires approval from the Finance and Resources Committee now. This will allow the contract to be awarded, and the contractor mobilisation time required prior to commencement of physical works.

6.0 IMPLICATIONS AND CONSIDERATIONS

6.1 Financial Implications

The contract will be funded from funds held in the Life Cycle Maintenance Fund and have been previously agreed at the Joint Campus Management Committee.

6.2 Learner Implications

There are no direct implications to students resulting from these works but the ability to undertake the works during the summer months will minimize any disruption.

6.3 Staff Implications

There are no direct implications to staff resulting from these works but the ability to undertake the works during the summer months will minimize any disruption as less staff are on campus during this period.

6.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct Equality and diversity implications from the contents of this report.

6.5 Sustainability/Environmental Implications

There are no sustainability or environmental implications from the contents of this report.

7.0 RISK COMMENTARY

- 7.1 There is a risk of disruption to the College if the estate is not maintained to a satisfactory level. To ensure the estate is maintained a life cycle plan is in place to identify when key elements of infrastructure require to be replaced or repaired. The roof works were identified via this plan.

8.0 CONCLUSION

- 8.1 Integrated Environments have scored the highest, and it is recommended the contract is awarded to them.

Kirsty Robb, Vice Principal Finance & Corporate Services

Previous Board or College Committee Approvals:

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For publication <input type="checkbox"/>	Not for publication <input checked="" type="checkbox"/> If not, why not? Due to Confidential commercial information
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Appendix 1

Contract Award Recommendation Report

This report summarises the process undertaken during the procurement exercise and makes recommendation for the award of the contract.

Contract Title:	Roof Repair for Borders College, Netherdale Campus D Corridor		
Date:	30/04/2025	Project Reference:	BC-EST-NETHROOF-2025
Contract Value:	121,920.53 ex VAT	Contract Term:	3 Months
Contract start & end date:	15 th June 2025 – 1 st Sept 2025	Extension(s) available:	n/a
Main Contact:	Steven Bouglas	School/Dept:	Estates
Procurement Lead:	Beth McCluskey	Procurement Category:	Call off from Framework

Introduction & Strategy Recap

The college has a requirement to procure a contractor to repair the leaking roof on D Corridor of the Borders College, Netherdale Campus. This is a once off repair to be carried out over the summer months while there are no students on campus.

Scope of Works

To supply and install 2 new layers of felt overlayed onto the existing D-Corridor Roof during the summer months (June/July/Aug) delivered in line with the following British Standards:

BS 6229 - 2018 – Flat roofs with continuously supported flexible waterproof coverings - Code of practice, BS 8217 - 2005 – Reinforced bitumen membranes for roofing - Code of practice

The work must include the following:

- Scaffolding if required. Ladders/Lifts
- Removing and disposing of all debris and damaged materials from the current roofing system
- Removing all Blisters (size/type specify) with the 1270 SqM Specified Area
- Supplying and Priming the roof with an appropriate BS Accredited Roof Primer
- Supplying and Installing a BS Accredited Base sheet to all specified areas
- Supplying and Encapsulating the specified area with a BS accredited Cap Sheet.

The materials supplied must include the following:

- Stainless steel outlets
- Stainless steel soil vents
- Edge Trim type 3,4 or 6
- Membrane Primer
- Fire Safe BS accredited Underlay
- Fire Safe BS accredited Cap Sheet
- Mineral Surface Finish
- Fire Safe BS accredited bonding methodology to be used

For the purposes of the procurement activity, it was anticipated that the one-off costs of this contract would be in the region of £165,000

Market Research & Available Frameworks

A framework agreement was identified as the most appropriate route to market for this project. Scottish Excel Framework 1821 Lot 12 Roofing promoted by APUC has 10 roofing contractors appointed to the Scottish Borders Council Region.

- Ailsa Building Contractors
- CBES Limited
- Faskin Group
- Frank Swords & Sons
- GMG Contractors
- George B Grigg
- Hugh Stirling
- Integrated Environments
- Prime Build Solutions
- Procast Building Contractors
-

As part of the pre-market engagement capacity and capability enquiries were issued to all contractors on this regional Lot 12 and interested contractors were invited to a site visit and survey with the Estates Team. An invitation to Quote for the work was then be issued via Quick Quote to the interested contractors.

The following 2 notes of interest and tender responses were received from:

- Faskin Group
- Integrated Environments

Responses were limited due to the college's remote location in the Scottish Borders. Although the framework covers the Scottish Borders Area there are no local contractors appointed to this Lot (Roofing Regional Lot 12).

Evaluation

Please see Evaluation report embedded below for full details of the evaluation process (also appended at the end of this report as Appendix 1):

The scores received by each of the providers against the tender criteria and weights are:

Providers	Technical Score (out of 20%)	Commercial Score (out of 80%)	Total Score (out of 100%)
Integrated Environments	18.75	80	98.75
Faskin Group	13.75	59.66	73.41

Award Recommendation –

This report summarises the process undertaken during the procurement exercise and recommends that **Integrated Environments** be awarded a contract at a value of 121,920.53 ex VAT with project implementation to commence around 15th June.

Risk Identified & Mitigation

The key risks to be managed with this project are:

<i>Description</i>	<i>(Likelihood/Impact)</i>	<i>Mitigating Actions</i>
Availability of key stakeholders throughout the project lifecycle	Medium – Disruption and or inadequate service/timescales	Annual leave of staff to be agreed in advance of project start and timelines.

Disruption to colleges normal delivery of services	Low	As the works will be carried out during the summer months this will not impact students and teaching operations. Other staff working onsite during the works will be advised of any disruption to corridor access and a full risk assessment will be carried out
Increased costs and or project delays due to unforeseen changes in scope	Medium	Comprehensive project planning and risk management methodology will be applied to manage any unexpected technical challenges and supply chain disruptions. Any essential changes to the work schedule will be costed and agreed in advance of work commencement.

Contract Management

Ultimate responsibility and day to day oversight for roof repair project resides with Steven Bouglas who will oversee the day-to-day management.

Next Steps

Once approval is granted, the following steps need to be executed:

- Contract Award letter to be signed off and sent to provider
- Mobilisation meeting to be organised
- Works to commence – mid June- end June

Contract Award Recommendation Approval/Sign Off

Vice Principal Finance & Corporate Services Kirsty Robb	
Head of Estates Robert Hewitt	
Date of Final Approval	

MINI COMPETITION FOR: Borders College Netherdale Roof Repair
CONTRACT REFERENCE: BC-EST-NETHROOF-2025

Evaluation Report

Tender

The provision of Flat Roof Repair to Borders College was published on Public Contracts Scotland on 26/03/2025. The opportunity was advertised in accordance with Public Contracts Scotland Regulation 2015, as a call off from the Scottish Excel Framework SXL 1821 Lot 12 (region Scottish Borders Council) The tender opportunity closed on 21/04/25 at 16.00

1. Responses

10 Capability and capacity enquiries were sent out to 10 appointed suppliers on the Framework Agreement.

- Ailsa Building Contractors
- CBES Limited
- Faskin Group
- Frank Swords & Sons
- GMG Contractors
- George B Grigg
- Hugh Stirling
- Integrated Environments
- Prime Build Solutions
- Procast Building Contractors

and the following 2 notes of interest were recorded:

- Faskin Group
- Integrated Environments

with tender responses being submitted by both contractors

Responses were limited due to the college's remote location in the Scottish Borders. Although the framework covers the Scottish Borders Area there are no local contractors appointed to this Lot (Roofing Regional Lot 12).

2. Evaluation

The evaluation panel included:

Steven Bouglas – Assistant Facilities Manager Borders College
Katrina Fitzgerald – Health & Safety Manager Borders College
Beth McCluskey – Procurement Manager Borders College/APUC

The Tender covers 3 sections

- 1. Qualification** – This section is used to gather information to qualify providers for evaluation and is based on Scottish Governments - Single Procurement Document (SPD).
- 2. Technical** – This section focuses on the technical requirements of the provision and requires responses to specific questions relating to providers technical and professional ability to carry out the contract, and
- 3. Commercial** – This section is for the providers to supply their pricing information.

Interested contractors were invited to a pre-tender site visit as part of the pre market engagement exercise. Contractors were subsequently invited to submit a tender response via PCS with 20% technical and 80% commercial weighting.

4. Conclusion

The evaluation panel support a recommendation for the appointment of Integrated Environments as Borders College Netherdale Roof Repair provider.

The evaluation panel's recommendation to appoint Integrated Environments will be summarised in an Award Recommendation paper and submitted for approval by Vice Principal of Finance and Corporate and Head of Estates.

Next Steps:

Integrated environments will be invited to sign a contract as our roof repair provider and a planning meeting will be held with all stakeholders to finalise the final project plan and approve all health and safety measures.

Technical Evaluation – Criteria and Awarded Score

	Integrated Environments Score (4 Max)	Comment	Faskin Group Score (4 Max)	Comment
Proposed Methodology	4	Comprehensive & robust response with detailed understanding of the technicalities of the job, thorough health & safety proposal specific to the job and the site. Air conditioning works will be carried out within contract. 20-year guarantee of the product and zero snags policy.	2	Lacks detail and doesn't demonstrate a clear understanding of the scope of the works. Queries on technical details not required did not change the commercial submission suggesting a lack of attention to detail in the written proposal. Generic but adequate H&S proposal, no technical details or warranties provided on the proposed Bauder method.
Timescales	3	8 weeks with 2.6-week weather contingency	3	10 weeks with no weather contingency built in
Community Benefits & sustainability	4	Detailed proposal relevant to the local area. ISO 14001	4	Detailed community benefits proposal and ISO 14001.

Clarifications from Faskin re commercial submission

We have allocated time within the mobilisation and pre-construction stages to instruct and carry out any intrusive surveys, condition surveys, visual inspections, monitoring, and testing of the existing roof.

BC - The roof has been previously surveyed, and we are not expecting any significant intrusive surveys to be carried out - would this change your commercial submission? –

No this wouldn't change but the manufacturer of the felt would want to carry out their own survey for warranty purposes and wouldn't see them having any issues.

The Faskin Team will strip the existing roofs, including membrane and insulation and lower to the ground using the hoisting system.

At ground level the materials will be placed in an appropriate skip for reuse, recycling or disposal.

Installation works require the timber deck to be cleaned and dry before applying the vapour barrier, insulation, and membrane in compliance with Bauder roofing requirements

Mechanically Fix 60mm Insulation Boards & Cover with Thermafol Membrane

BC - a survey previously carried out has determined that the insulation is in sound condition and the works required are for the waterproof roof membrane only. Would this change your commercial submission? – **This should have been taken out as this is from a previous tender that the procurement girl should have removed. We have priced for a two-layer overlay and sorry for the confusion.**