

TENDERING COMMITTEE

At a Meeting of the Tendering Committee
held within the Council Offices, Garshake Road, Dumbarton
on 9th September 1996

- Present:** Councillors Mary Campbell (LAB), James Flynn (LAB), Patricia Rice (LAB) and William Mackechnie (SNP).
- Attending:** Craig Stewart, Administrative Assistant, Legal and Administrative Services and Pat Cleary, Director of Roads and Technical Services.
- Apologies for Absence:** Apologies for absence were intimated on behalf of Councillors James McElhill (SNP) and Alistair Macdonald (LAB).

Councillor Mary Campbell in the Chair

TENDERING PROCEDURES

There was submitted report by the Director of Roads and Technical Services recommending that consideration be given to the adoption of standard procedures in respect of the invitation to tender and reporting of tenders for council building contracts valued at over £15,000, whilst ensuring that all contractors currently on the Council's Approved List of Contractors be given an opportunity to tender for proposed building projects in this respect.

Following discussion, the Committee agreed to approve the adoption of standardised tendering procedures as follows:-

- (1) That a maximum of 3 of the proposed tenderers will be selected from a recognised list of contractors known to have provided a service to the Council which has proven to be of good value for money in the recent past, and who are on the Council's Approved List of Contractors.
- (2) That the remainder of the proposed tenderers will be selected from the Council's Approved List of Contractors using a rotational system, thus ensuring that all contractors have a tendering opportunity.
- (3) That in accordance with the NJCC Code of Procedure for Single Stage Selective Tendering, tender lists will contain not more than six names since a large number would result in proportionately greater costs being incurred by Contractors due to unsuccessful tendering, thereby increasing tender prices generally.
- (4) That in the case of contracts which are predominantly single trade (central heating installations, boilerhouse upgrades, window replacements, and the like) the tender list may be restricted to a minimum of four contractors.

- (5) That a tender record sheet will be submitted to the Depute Chief Executive and Solicitor to the Council by the Director of Roads and Technical Services, detailing names of selected contractors and the date for return of tenders.
- (6) That the tender package to be issued will include a tender return envelope, pre-addressed to the Depute Chief Executive and Solicitor to the Council marked "TENDER for (project title)". No identification of tenderers will be shown on the envelope.
- (7) That upon lodgement of tenders, the tender envelopes will be stamped by the receiving department, showing the date and time received. Tenders will be opened by a Councillor in the presence of an approved officer, both of whom will sign and date the Tender Record Sheet and Tender Page of the Bill of Quantities. The Tender return envelopes will be packaged along with the offers for safe storage by the Director of Roads and Technical Services.
- (8) That the Director of Roads and Technical Services will, upon checking the three lowest tenders, submit a Statement of Tenders Received to the Tendering Committee outlining therein all relevant details and recommending acceptance of the most suitable tender. Form ST/1 will be completed in all cases and will accompany either Form ST/2 or ST(NEG)/2.
- (9) That following approval by the Tendering Committee, the Director of Roads and Technical Services shall forward Acceptance Details to the Depute Chief Executive and Solicitor to the Council, together with a copy of the Form of Tender as submitted by the successful contractor.
- (10) That in accordance with the Code of Procedure for Single Stage Selective Tendering, once the contract has been let every tenderer will be supplied, by the Director of Roads and Technical Services, with a list of firms who tendered (in alphabetical order) and a list of tender prices (in ascending order of values).

STATEMENTS OF TENDERS

The Director of Roads and Technical Services outlined statements of tenders received by his Department in respect of various contracts:

After consideration, the Committee approved acceptance of the undernoted tenders on the basis detailed in the report.

- (1) Window Replacement - Tullichewan/Riverside.
That submitted by Contract Services in the sum of £78,503.78.
- (2) Car Park and Play Area - Ferryfield Day Nursery, Alexandria.
That submitted by Pirie & Co. (Paisley) Ltd. in the sum of £25,325.63.
- (3) Medical Priority Central Heating - March 1996 Draw.
That submitted by Drake & Skull (Scotland) Ltd. in the sum of £89,711.21.

- (4) Carrochan Burn Environmental Improvements - Inler Public Park, Alexandria.
That submitted by Roads Direct in the sum of £23,985.57.