

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Executive Director of Housing, Environmental and Economic Development**

**Tendering Committee: 11 December 2012**

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**Subject: Measured Term Contract – Floor Finishes**

#### **1. Purpose**

- 1.2** To advise the Committee of tenders received for the Measured Term Contract – Floor Finishes within West Dunbartonshire Council's operational properties and to seek approval to accept the lowest tender.

#### **2. Recommendations**

- 2.1** The Council has a duty to maintain and where necessary, repair all floor finishes within its operational property stock.
- 2.2** The Committee is invited to approve the awarding of the contract to Firstpoint Contract Flooring Limited. Anticipated annual expenditure is £150,000.

#### **3. Background**

- 3.1** The current contract is due to expire and as such this tender was advertised on Public Contracts Scotland. 28 notes of interest were recorded of which 9 submitted a priced tender.
- 3.2** Tenders were submitted based on a percentage adjustment to a priced schedule of rates. The lowest 6 tenders represent good value by current pricing levels.

#### **4. Main Issues**

- 4.1** The work comprises the supply and fitting of floor coverings to operational properties to assist in the delivery of the Council's maintenance and repair programme.

#### **5. People Implications**

- 5.1** Procurement services were carried out in-house by the Consultancy Services Section of Housing, Environmental and Economic Development. The contract will be managed by the Maintenance and Repairs Section of Housing, Environmental and Economic Development.

## **6. Financial Implications**

**6.1** Nine tenders were returned complete and on time, and all have been checked arithmetically with the lowest six representing good value by current pricing levels. Adjustments have been made where appropriate in accordance with the code of tendering procedure (see Appendix 1 - Statement of Tenders Received).

**6.2** This contract will be funded from the Central Revenue Account.

## **7. Risk Analysis**

**7.1** Failure to carry out this work could cause floors in council properties to be unsafe for building users and visitors.

## **8. Equalities Impact Assessment (EIA)**

**8.1** Construction contracts of this specific nature, do not require equalities impact screening.

## **9. Consultation**

**9.1** No consultations were necessary for this contract.

## **10. Strategic Assessment**

**10.1** This project is in accord with the Council's strategic priorities of improving economic growth and employability and improving the well-being of communities.

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**Elaine Melrose**

**Executive Director of Housing, Environmental and Economic Development**

**Date: 30 November 2012**

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**Appendices:** 1. Form ST/1 - Statement of Tenders Received  
2. Tender Assessment

**Background Papers:** None

**Wards Affected:** All