

## **WEST DUNBARTONSHIRE COUNCIL**

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

**Tendering Committee: 10 November 2010**

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**Subject: Tenders to supply, erect and dismantle scaffold access  
equipment for West Dunbartonshire Council**

#### **1. Purpose**

- 1.1** To advise the Committee of tenders received to supply, erect and dismantle scaffold access equipment for West Dunbartonshire Council.

#### **2. Background**

- 2.1** The Tendering Committee held 17 February 2010, considered a report and approved the initiation of a tendering exercise.

#### **3. Main Issues**

- 3.1** Following approval the tender was advertised on the Public Contracts Scotland portal (PCS) for companies to register interest in receiving tender documents.
- 3.2** Seventeen notes of interest were recorded of which seven made requests for tender documents. Six of the seven returned a tender.
- 3.3** A pre qualifying questionnaire (PQQ) was included in the tender documents stating the minimum criteria required to undertake the contract. Only those meeting the minimum criteria were taken forward for further evaluation.
- 3.4** Three of the six tenders submitted met the required minimum criteria and these were further evaluated and checked arithmetically and presented good value; adjustments were made where appropriate in accordance with the code of tendering procedures.
- 3.5** It is proposed to let the contract from date of letter of acceptance until 17 June 2012 with an option to extend for a further 12 month period; any extension would be subject to HEED committee approval.
- 3.6** The successful contractor will carry out works, as directed by the Council, in line with the National Schedule of Rates that underpin the Measured Term Contract awarded to the Housing Maintenance Trading Organisation (HMTTO).

3.7 The successful contractor will meet the appropriate level of service required as set out in the contract including quality assurance, response times, information, health and safety, equality and diversity; liability and indemnity.

3.8 Award of the contract is on the basis of the price only.

3.9 Appendix 1(a) comprises the Statement of Tenders received.

#### **4. People Implications**

4.1 The contract is of a specialist nature and therefore there are no personnel issues.

#### **5. Financial Implications**

The anticipated annual expenditure will be in the region of £300,000; costs will be met from the work by contractors budget line in the Housing Maintenance Trading Account and General Fund budgets.

#### **6. Risk Analysis**

6.1 Failure to award this contract may impact negatively on HMTO's ability to deliver an efficient and effective service.

#### **7. Equalities Impact**

7.1 No significant issues were identified in a screening for potential equality impact of this report.

#### **8. Conclusions and Recommendations**

8.1 The Committee is invited to approve the award of a contract to supply, erect and dismantle scaffold access equipment to Clyde Scaffolding.

**Elaine Melrose**  
**Executive Director of Housing, Environmental**  
**and Economic Development**  
**Date: 27 October 2010**

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**Appendix:** 1(a)

**Background Papers:** Tender committee report: Tender to supply, erect and dismantle scaffold access equipment for West Dunbartonshire Council 17 February 2010

**Wards Affected:** All