

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Housing, Environmental and Economic Development

Tendering Committee: 12 June 2013

Subject: Garshake – 4th Floor Transformation Project

1. Purpose

- 1.1** To advise Committee of the tender process for the procurement of building works to refurbish the former canteen and kitchen on the 4th floor at Garshake into office accommodation to establish a workplace for the future and to approve the award of the contract for the project.

2. Recommendations

- 2.1** The Committee is asked to note that funding for the project exists in the “Asset Management Strategic Priorities” line contained within the General Services Capital Programme. This budget line was contained within the 2012/13 programme and was part of the funds slipped into 2013/14 in terms of the General Services 10 Year Capital Plan approved by Council on 6 February 2013.
- 2.2** The Committee are invited to approve the awarding of the contract to Hub Co West Scotland Limited of the amount of £390,529.82 (following value engineering exercise).

3. Background

- 3.1** In accordance with the Corporate Asset Management Strategy approved by the Council on 27th October 2010 the Corporate Asset Management team has been seeking ways to reduce the number of buildings and therefore area that is used by officers on a daily basis.
- 3.2** The project comprises the refurbishment of the former kitchen and canteen area and the creation of new office space to current space standards as stated within the Corporate Asset Management Strategy.
- 3.3** The 4th floor of Garshake was identified for the project as this provided the least disruption to staff within the building.
- 3.4** When completed the accommodation will provide 58 workstations; 12 hot desks; and 15 touchdown points, together with 2 eight person, and 1 four person meeting rooms, along with staff breakout area, 4 quiet booths for confidential phone calls and short meeting facilities.

- 3.5 In terms of Standing Order 39(f) the council can invite Tenders through a framework or consortium arrangement of which it is entitled to be a member. In this case the Council tendered through Hub Co West Scotland Limited in accordance with their procedures
- 3.6 The area has been designed to the Corporate Asset management Strategy guidelines and it is anticipated that as many as 120 staff will work out of this area when fully populated.
- 3.7 The tender was procured through Hub Co West Scotland Limited and was tendered by 3 parties CBC; Thomas Johnstone Limited and Mansell. It should be noted that the tender was awarded on a price only basis given the nature of the works.

4. Main Issues

- 4.1 The work comprises the refurbishment and creation of new office space to current space standards as stated within the Corporate Asset Management Strategy. There is no other suitable space already available in which to undertake the project without significant disruption and moving of current staff.
- 4.2 It should be noted that following the procurement exercise Hub Co West Scotland Limited intend to appoint CBC to carry out the works following budget approval on the Council's behalf.
- 4.3 Following the new space being populated it is the intension to backfill the vacated space within Garshake from other satellite offices and where appropriate offices will close, be disposed of or re-let if suitable.
- 4.4 It should be noted that this transformation project will inform the office and depot rationalisation projects on future space requirements. The pilot project will be measured in terms of it success monitoring space utilisation, running costs per Full Time Employee basis.

5. People Implications

- 5.1 Design and Quantity Surveying have been resourced through Hub Co West Scotland Limited.
- 5.2 CDM Regulation compliance is being undertaken by CDM Project Safety Limited.

6. Financial Implications

- 6.1 All tenders have been checked arithmetically and the tender represents good value by current pricing levels as assessed by Hub Co West Scotland Limited. The works will be funded from the Asset Management Strategic Priorities line contained within the General Services Capital Programme for 2012/13.

7. Risk Analysis

- 7.1** In relation to health and safety, appropriate measures will be incorporated in the construction phase health and safety plan for the project in accordance with the CDM Regulations 2007.
- 7.2** Failure to complete these works would mean that the Corporate Asset Management Team would not deliver the targets set within the Corporate Asset Management Strategy.
- 7.3** The project will facilitate wider transformational change as part of the Councils wider transformation programme and to optimise its impact will be managed concurrent with the introduction of new technology and wider cultural change support in conjunction with Corporate Services.

8. Equalities Impact Assessment (EIA)

- 8.1** A screening has taken place and no relevance the general equality duty was found. The tendering and procurement processes are covered by the procurement and equality guidance. The tendering itself does not have any additional equality impact

9. Consultation

- 9.1** Human Resources & Organisational Development are leading on staff consultation with the suggested groups of staff involved in the pilot project. Unions have also been made aware of the accommodation and staff welfare proposals.

10. Strategic Assessment

- 10.1** This project will assist the Council in delivering services that will contribute to all of the Council's strategic priorities.

Elaine Melrose

Executive Director of Housing, Environmental and Economic Development

Date: 29 May 2013

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Appendices:

- 1 – Contract Sum Analysis – 20 March 2013
- 2 – Initial Tender Return and Comparison 20 March 2013

Background Papers: None

Ward Affected: All