

## **WEST DUNBARTONSHIRE COUNCIL**

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

**Tendering Committee: 3 June 2009**

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**Subject: Tender to Supply, Erect and Dismantle Scaffold Access Equipment for the Repair and Maintenance of West Dunbartonshire Council Property.**

#### **1. Purpose**

- 1.1** This report seeks Committee approval to award a Framework Contract to supply, erect and dismantle scaffold access equipment.

#### **2. Background**

- 2.1** The Tendering Committee held on 8 August 2008 agreed:-

- (1) to approve the initiation of a tendering exercise for the supply, erection and dismantling of scaffold access equipment.

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

- 3.1** An invitation to tender was issued to six contractors on 13 March 2009 and by closing date, 13 April 2009, five valid tenders were received from the following companies:

- Deborah Services Ltd
- Interserve Industrial Services Ltd
- SGB Hire and Sale
- Turner Access Ltd
- Clyde Scaffolding Ltd

- 3.2** The five valid tenders have been comprehensively evaluated on the following criteria:

- 1. Price 60%,
- 2. Quality Element 20%
- 3. Financial 10%
- 4. Health and Safety 10%

- 3.3** The evaluation team comprised officers from Repairs and Maintenance and the Health and Safety Coordinator for Housing, Environmental and Economic Development.

- 3.4 An evaluation scoring matrix was completed and the preferred bidders ranked 1, 2, 3, 4 and 5 (ref: Appendix 1).
- 3.5 If approved, the framework agreement contract will be let from date of award until 17 June 2010 with options to extend for one year plus one year periods to mirror the Measured Term Contract (MTC) awarded to Repairs and Maintenance. An evaluation will be undertaken prior to extending to ensure each contractor is meeting West Dunbartonshire Council's requirements and standards.
- 3.6 Extensions will be subject to approval by Housing, Environment and Economic Development Committee prior to expiry of contract.
- 3.7 The contract will be predominantly used by Housing, Environmental and Economic Development, however all Council departments will be able to draw on its use.

#### **4. Personnel Issues**

- 4.1 The contract is of a specialist nature and does not impact on Council employees.

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

- 5.1 The contract costs will be met from existing budgets.
- 5.2 The lowest notional tender value submitted was £234,350.

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

- 6.1 Failure to award this contract is regarded as a risk to providing a comprehensive service to meet the repairs and maintenance demands of Council's property assets.

#### **7. Conclusions & Officers' Recommendations**

- 7.1 The tendering process has successfully identified five Suppliers, whom can provide the service to the Council. The most economically advantageous company is ranked No. 1 and continuously up to No. 5. It is envisaged that the supplier ranked No. 1 will be engaged in the majority of occasions where a scaffold is required over the period of the framework agreement.
- 7.2 The Committee is invited to note the content of the report and approve the award of framework contract to Suppliers 1, 2, 3, 4 and 5 until 17 June 2010 with the option to extend for two further periods of 12 months. Any extension of this contract will be the subject of a future report to the Housing, Environment and Economical Development Committee.

**Elaine Melrose**  
**Executive Director of Housing, Environmental and Economical Development**

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**Appendices:** Appendix 1: Evaluation Scoring and Notional Tender  
Value

**Background Papers:** None

**Wards Affected** All