

# WEST DUNBARTONSHIRE COUNCIL

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

Tendering Committee - 7 September 2010

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**Subject: Procurement of two tractors**

### **1. Purpose**

**1.1** The purpose of this report is to advise Committee on the outcomes of a tendering process for the provision of tractors for Land Services and to seek approval to offer the contract to preferred supplier.

### **2. Background**

**2.1** West Dunbartonshire Council continue to collaborate with Scotland Excel to develop a framework agreement to bring about efficiencies throughout the vehicle supply chain.

**2.2** Unfortunately from time to time the Council require to tender for vehicles and plant which are out with the scope of this framework. The supply of tractors remains out with this framework and therefore competitive tenders were sought and returns were received on 26 April 2010 from eight suppliers.

### **3. Main Issues**

**3.1** Each submission was evaluated based on the following predetermined criteria which were notified to bidders in advance:

- Cost
- Quality
- Delivery

**3.2** An overview of the evaluation scores is illustrated at Appendix 1.

**3.3** Following this, Supplier 1 was identified as the preferred supplier.

### **4. People Implications**

**4.1** There are no additional staffing requirements as a result of the supply of tractors.

### **5. Financial Implications**

**5.1** Provision for the supply of two tractors lies within the Vehicle Replacement Programme budget 2010/11.

**6. Risk Analysis**

6.1 All risks have been fully considered in the tender documentation and during the evaluation process.

**7. Equalities Impact**

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

**8. Conclusions and Recommendations**

8.1 The Committee is invited to approve the awarding of the contract to Supplier 1 - Hamilton Brothers (Eng) Ltd, Bishopton, Scotland for the supply of 2 units at £35,268 each.

**Elaine Melrose**

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

**Date: 2 August 2010**

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**Appendix:** Appendix 1 - Tender evaluation overview scores

**Background Papers:** None

**Wards Affected:** None