

## WEST DUNBARTONSHIRE COUNCIL

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

Tendering Committee: 17 February 2010

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

#### **1. Purpose**

**1.1** This report seeks Committee approval to initiate a tender process to supply, erect and dismantle scaffold access equipment for West Dunbartonshire Council.

#### **2. Background**

**2.1** The tendering committee, held on 6 June 2009, approved the award of a framework contract with a completion date of 17 June 2010 and the option to extend for two further periods of 12 months.

**2.2** The tender document included a schedule of scaffold rates from the National Schedule of Rates (NSOR).

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

**3.1** It is not proposed to seek permission to extend contract beyond the completion date of 17 June 2010. The NSOR schedule included in the present document will be reviewed and a more focused schedule prepared, particular to West Dunbartonshire Council's requirements, to seek to provide the Council with contracts at the lowest costs whilst ensuring that the Council's requirements are fully met.

**3.2** The Council will openly advertise this tendering opportunity on the Public Contracts Scotland website and in the Local Press requesting interested companies to complete a Pre Qualifying Questionnaire (PQQ). Completed PQQs will be evaluated and tender documents issued to contractors that meet the Council's minimum requirements.

**3.3** The ensuing contract will be a framework agreement with the contractors offering the lowest cost to the Council; ranked one, two and three.

**3.4** It is proposed to let the contract from 18 June 2010 until 17 June 2012; with the option to extend for a further 12 month period subject to committee approval.

**3.5** Housing, Environmental and Economic Development, through the Housing and Public Buildings DLOs will predominately use the contract, however all

Council departments will be able to draw on its use.

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

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

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

5.1 Scaffold costs will be met from HRA and General Fund budgets.

5.2 Anticipated annual spend will be in the region of £300,000, with the cumulative spend by contract completion £600,000 (£900,000 if extended for an additional 12 months).

5.3 The total value of the contract is under the EU threshold of £3.9million therefore it does not need to be advertised in the European Journal

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

6.1 Failure to initiate a tendering exercise will impair the Council's ability to deliver best value services.

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

7.1 The tendering exercise will facilitate the delivery of best value.

7.2 The Committee is invited to approve the initiation of a tendering exercise to supply, erect and dismantle Scaffold access equipment.

**Elaine Melrose**

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

**Date:**

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**Persons to Contact:**

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**Appendices:** Nil

**Background Papers:** Tender committee reports: 'Tender to Supply, Erect and Dismantle Scaffold Access Equipment for the Repair and Maintenance of West Dunbartonshire Council Property' 6 August 2008 and 3 June 2009.

**Wards Affected:** All