

**WEST DUNBARTONSHIRE COUNCIL**  
**Report by Executive Director of**  
**Housing Environmental & Economic Development**  
**Tendering Committee – 11<sup>th</sup> November 2009**

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**Subject: Tenders for the repairs to Catering & Cleaning Equipment**

**1. Purpose**

- 1.1** This purpose of this report is to seek Committee approval to issue tenders in respect of contracts for repairs to catering & cleaning equipment

**2. Background**

- 2.1** The current contracts for the repairs to catering & cleaning equipment had been previously developed and managed by Scotland Excel on behalf of a number of local authorities, including West Dunbartonshire Council. The period of the contracts ran from 1 November 2006 to 31 October 2009 with an option to extend to 2010 and 2011.
- 2.2** The three contract suppliers involved are: C&M Environmental (catering refrigeration repairs), Fast Fixx (catering equipment repairs) and Tennant UK Ltd (repairs to cleaning equipment).
- 2.3** Further to recent contract extension discussions between Scotland Excel and the contract suppliers it has been decided that:
- Tennant UK Ltd do not wish to extend their cleaning equipment contract therefore the existing contract will end on 31<sup>st</sup> October 2009
  - C&M Environmental and Fast Fixx have agreed to extend their contracts under the current terms & conditions of contract until 31<sup>st</sup> March 2010
- 2.4** Scotland Excel has informed Councils that they should develop local contracts (Category C) for repairs to catering & cleaning equipment to coincide with the above contract end dates. Category C contracts are non-collaborative, specialist in nature, and/or below the £1m contract value threshold deemed by Scotland Excel as requiring a collaborative approach across member Councils.
- 2.5** The Facilities Management Section, Events and Halls Section, Leisure Services and Residential/Day Care Services currently have a requirement for repairs to catering & cleaning equipment.

### **3. Main Issues**

- 3.1** From 31 October 2009 there will be no contract in place for the repair of cleaning equipment for West Dunbartonshire Council. The Corporate Procurement team and Facilities Management Section are currently in discussions with a cleaning equipment repair company to provide an interim repair service which would operate from 01 November 2009 until 31 March 2010.
- 3.2** The option of tendering both cleaning equipment repair and catering equipment repair requirements separately was considered however it was considered best to develop an interim arrangement for repairs to cleaning equipment and then tender contracts for repairs to both catering and cleaning equipment at the same time.
- 3.3** It is proposed to develop three year contracts for both catering and cleaning repairs with the option for two separate one year extensions thereafter (3+1+1).

### **4. Personnel Issues**

- 4.1** There are no personnel issues.

### **5. Financial Implications**

- 5.1** The annual expenditure on catering equipment repairs is anticipated to be in the region of £35,000; this equating to a contract value of approximately £105,000 over three years. Appropriate budgetary provision has been made for this expenditure.
- 5.2** The annual expenditure on cleaning equipment repairs is anticipated to be in the region of £25,000; this equating to a contract value of approximately £75,000 over 3 years. Appropriate budgetary provision has been made for this expenditure.

### **6 Risk Analysis**

- 6.1** If the contract is not re-tendered the existing suppliers will be able to provide repair services, however, the prices may be subject to fluctuation. Having a contract in place enables the prices to be set for a fixed period and a formal price review mechanism to be utilised.

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

- 7.1** The existing contractual arrangements for catering and cleaning equipment, which were previously administered by Scotland Excel are coming to an end.
- 7.2** Scotland Excel has advised that they will not be undertaking administration of such contracts from now and indicated that local authorities may wish to develop local contract arrangements to suit their needs.
- 7.3** A tendering exercise will provide competitive and transparent options for the repair of the Council's catering & cleaning equipment.
- 7.3** It is recommended that the Committee:-
- a) notes that Scotland Excel can no longer offer national tendering arrangements for catering and cleaning equipment repairs, and;
  - b) approves the initiation of an open tendering procedure by West Dunbartonshire Council for catering and cleaning equipment repair contracts.

**Elaine Melrose**

**Executive Director of Housing Environmental & Economic Development**

**Date: 15 October 2009**

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**Person to Contact:** **Bob Davidson,**  
**Section Head Facilities Management**  
**Tel 01389 608306**

**Kevin McGrath**  
**Corporate Procurement Officer**  
**Tel 01389 737846**

**Appendices:** **None**

**Background Papers:** **None**

**Ward Affected:** **All**