

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 10 November 2021**

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**Subject: Contract Authorisation Report – Internal Alterations to Form an Office at 119 Main Street, Alexandria****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory & Regeneration to conclude the award of the contract for Internal Alterations to Form an Office at 119 Main Street, Alexandria

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer – Regulatory & Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of a contract for Internal Alterations to Form an Office at 119 Main Street to Elmwood Projects Ltd.
  - b) Note that the contract shall be for a period of 12 weeks at a value of £118,663 ex VAT. The estimated commencement date of the contract is 15 November 2021.

**3. Background**

- 3.1** The requirement is to appoint a qualified and experienced contractor to provide alterations to 119 Main Street in order to form an office. This office will encourage companies to be located in West Dunbartonshire and potentially to increase employment and regeneration in the local area.
- 3.2** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Procurement Regulations for Works. A Contract Strategy document was also approved on 12 May 2021.
- 3.3** At project inception the full project was being funded by a re occurring budget line which was originally approved at Council which has been refreshed at subsequent budget settings and is currently set until FY2028/29. Since original inception additional external funding has been made available via through the Town Centre Fund.
- 3.4** Previously Castaway, a charitable organisation, occupied the property together with 117 Main Street but the property has been vacant since 2014 and officers have tried to let the property without success despite a number of attempts to do so.

- 3.5** Following a review of vacant properties within Alexandria an action plan to bring all vacant properties up to a tenatable state was embarked on. One of these properties was 119 Main Street. This is a review Asset Management would do on a regular basis where properties were not able to be let due to their current condition.
- 3.6** There is currently no heads of terms agreed with a prospective tenant but Asset Management believe this work will increase the ability to let and we have a number of interested parties pending works being completed.

#### **4. Main Issues**

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal on 13 May 2021. Four potential bidders expressed an interest, with four bidders submitting a response by the deadline of noon on the 2 June 2021.
- 4.2** The four tender submissions were evaluated by representatives from Estates Surveying, Corporate Procurement Unit, Health & Safety Services and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Four tender submissions passed the selection criteria. One bidder later withdrew due to current workload.
- 4.3** Three tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 70% / 30%. The scores relative to the award criteria of each bidder are as follows:

	Weighting	Cosmos Projects Ltd	Elmwood Projects Ltd	HB Projects Ltd
<b>Quality (30%)</b>				
Service Delivery & Methodology	<b>20%</b>	15%	20%	10%
Key Risks	<b>5%</b>	3.8%	5%	1.3%
Social Benefits	<b>5%</b>	5%	5%	5%
<b>Quality Sub-Total %:</b>	<b>(30%)</b>	<b>23.8%</b>	<b>30%</b>	<b>16.3%</b>
<b>Price (70%)</b>				
Price	-	£127,198.74	£118,663.49	£138,382.16
<b>Price Sub-Total %:</b>	<b>(70%)</b>	<b>65.3%</b>	<b>70%</b>	<b>60%</b>
<b>Total Score</b>	<b>100%</b>	<b>89.1%</b>	<b>100%</b>	<b>76.3%</b>

- 4.4** It is recommended that the contract is awarded to Elmwood Projects Ltd of Glasgow who has provided the most economically advantageous tender. The contract shall be for a period of 12 weeks at a value of £118,663 ex VAT. The cost of these works is to be funded from within the Building Upgrades budget which is approved each year as part of the General Services capital plan.
- 4.5** Elmwood Projects Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:
- Recruitment of 1 Temporary Labourer from within the West Dunbartonshire;
  - Quarterly Work Experience Placements for local citizens; and
  - £500 donation to a food bank in West Dunbartonshire.

The social benefits will be discussed at the implementation meeting with Elmwood Projects Ltd and actions to take these forward will be agreed.

## **5. People Implications**

- 5.1** There are no people implications.

### **Financial and Procurement Implications**

- 5.2** Financial costs in respect of this Contract will be met from the approved Building Upgrades Budget within the Council's Capital Budget Plan and money from the Scottish Governments Town Centre Fund.

- 5.3** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Estates Surveying officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant Procurement Regulations.

## **6. Risk Analysis**

- 6.1** Elmwood Projects Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 6.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have reputational ramifications.

## **7. Equalities Impact Assessment (EIA)**

- 7.1** An equalities screening was undertaken for this reports to determine if there is an equalities impact. The results where there is no equalities impact.

## **8. Consultation**

- 8.1** Consultation has taken place with Estates Surveying officers, Legal Services and Finance Services.

## **9. Strategic Assessment**

**9.1** The Internal Alterations to form an Office at 119 Main Street will contribute to the delivery of the Council's strategic priorities by supporting a *Strong local economy and improved employment opportunities*.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 29 September 2021

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**Person to Contact:** Daniel Cullen  
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**Background Papers:** Contract Strategy

**Wards Affected:** Leven