

## **WEST DUNBARTONSHIRE COUNCIL**

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

**Tendering Committee: 19 January 2011**

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**Subject: Tenders for the provision of a measured term contract for  
Specialist Flat Roofing Repairs for West Dunbartonshire Council.**

#### **1. Purpose**

**1.1** To advise the Committee of tenders received for specialist flat roofing contract provision for West Dunbartonshire Council.

#### **2. Background**

**2.1** The Tendering Committee held on 17 February 2010, considered a report and approved the initiation of a tendering exercise.

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

**3.1** Following approval the tender was advertised on the Public Contracts Scotland portal (PCS) for companies to register interest in receiving tender documents.

**3.2** Twenty eight notes of interest were recorded of which seven submitted a Pre-Qualification Questionnaire (PQQ). Three met the minimum criteria required to undertake the contact which received tender documents to price.

**3.3** Two companies returned completed tenders and one 'Hitec Construction' failed to submit an offer.

**3.4** Both tenders from 'Allander Roofing' and 'Rok' were evaluated and checked arithmetically and presented good value; adjustments were made where appropriate in accordance with the code of tendering procedures.

**3.5** It is proposed to let the contract from date of letter of acceptance until 17 June 2012 with an option to extend for a further 12 month period; any extension would be subject to HEED committee approval.

**3.6** The successful contractor will carry out works, as directed by the Council, in line with the National Schedule of Rates that underpin the Measured Term Contract awarded to the Housing Maintenance Trading Organisation (HMTO).

**3.7** The successful contractor will meet the appropriate level of service required as set out in the contract including quality assurance, response times, information, health and safety, equality and diversity; liability and indemnity.

3.8 Award of the contract is on the basis of the price only.

3.9 Appendix 1(a) comprises the Statement of Tenders received.

#### **4. People Implications**

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

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

5.1 The anticipated annual expenditure will be in the region of £150,000; costs will be met from the work by contractor's budget line in the Housing Maintenance Trading Account budget.

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

6.1 Failure to award this contract may impact negatively on HMT0's ability to deliver an efficient and effective service.

#### **7. Equalities Impact**

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

#### **8. Conclusions and Recommendations**

8.1 The Committee is invited to approve the award of a measured term contract for the provision of Specialist Flat Roofing Repairs to Allander Roofing.

**Elaine Melrose**  
**Executive Director of Housing, Environmental**  
**and Economic Development**  
**Date: 5 January 2011**

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**Appendix:** 1(a)

**Background Papers:** Tender committee report: Tender for the provision of a measured term contract for specialist flat roofing work for West Dunbartonshire Council 17 February 2010

**Wards Affected:** All