

## WEST DUNBARTONSHIRE COUNCIL

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

Tendering Committee: 26 January 2012

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**Subject: One Stop Shop, Alexandria**

#### **1. Purpose**

- 1.1** To advise the Committee of tenders received for the One Stop Shop, Alexandria project and to seek approval to accept the lowest tender.

#### **2. Background**

- 2.1** Tenders for the project were received on the 12<sup>th</sup> January 2012 from four contractors.

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

- 3.1** The work comprises the demolition and reconstruction of various internal partitions, replacement of suspended ceilings and floor finishes, redecoration, alterations to electrical installation and new fixed furniture to form a one stop shop within the existing Alexandria Area Housing Office in Mitchell Way.

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

- 4.1** Design and Quantity Surveying services are being carried out in-house by the Consultancy Services Section of Housing, Environmental and Economic Development.
- 4.2** CDM Regulations compliance is being undertaken by Northcroft who are appointed to act as CDM Coordinator for the Council.

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

- 5.1** The lowest four tenders have been checked arithmetically and all represent good value by current pricing levels. Adjustments have been made where appropriate in accordance with the code of tendering procedure (see Appendix 1 - Statement of Tenders Received).
- 5.2** The tender project cost of £61,682.77 can be contained within Corporate Services Capital Budget.

## **6. Risk Analysis**

- 6.1** Failure to complete this project will deprive residents of West Dunbartonshire a much needed facility which will provide access to a range of Council services and information which currently are provided but at different locations.
- 6.2** The risks associated with CDM compliance have been dealt with elsewhere in this report and health and safety compliance has been considered as part of the tender evaluation.

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

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

## **8. Strategic Assessment**

- 8.1** This project is in accord with the Council's core values of continuous improvement and putting customers first and its strategic objectives of providing high quality, best value services.

## **9. Conclusions & Recommendations**

- 9.1** The works included in this contract are necessary to provide residents with a much needed facility which will provide access to a range of Council services and information which whilst currently provided are however located at different premises.
- 9.2** The Committee is invited to approve the awarding of the contract to Alexander Arthur & Sons (Scotland) Ltd in the amount of £61,682.77.

**Elaine Melrose**

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

**Date: 26 January 2012**

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**Person to Contact:** John Corcoran, Programme Leader - General Services, Garshake Road, Dumbarton, telephone: 01389 737350, e-mail: john.corcoran@west-dunbarton.gov.uk

**Appendices:** Form ST/1 - Statement of Tenders Received

**Background Papers:** Council Meeting, 30<sup>th</sup> March 2011

**Ward Affected:** 2



WEST DUNBARTONSHIRE COUNCIL  
DEPARTMENT OF HOUSING, ENVIRONMENTAL & ECONOMIC  
DEVELOPMENT  
(Consultancy Services)

## STATEMENT OF TENDERS RECEIVED

CONTRACT: One Stop Shop, AlexandriaREF: C/3861/A GG/JLVTENDERS FOR THE ABOVE WERE RECEIVED ON 12 January 2012  
AND I WOULD REPORT AS FOLLOWS:

HEED CODE	CONTRACTOR NAME	BEFORE CHECKING	AFTER CHECKING	LOWEST AMOUNT
	1. Alexander Arthur & Sons Ltd	£61,682.77	£61,682.77	£61,682.77
	2. DCF Joiners & Building Services Ltd	£67,317.50	£67,317.50	
	3. W H Kirkwood Ltd	£72,654.12	£72,654.12	
	4. Leonard Builders Ltd	£75,634.79	£75,634.79	
SUB TOTAL				£61,682.77
Other Costs Or Savings				
Addendum Bill of Additions				
Total Additions				
<b>TOTAL COST OF PROJECT</b>				<b>£61,682.77</b>

Note: Fees per Dept of Housing, Environmental & Economic Development are included elsewhere  
See Notes Overleaf

**NOTES**

1. All four tenders have been checked arithmetically and represent good value by current pricing levels; adjustments have been made where appropriate in accordance with the code of tendering procedures.
2. The following contractors were invited to tender but declined:-  

WDC Maintenance and Repairs
3. The date of lodgement of Tenders was 12 January 2012
4. The date of expiry of Tenders is 11 April 2012
5. The Head of Finance (Dept. of Corporate Services) has been consulted in accordance with financial regulations.
6. The tender project cost of £61,682.77 can be contained within the Corporate Services Capital Budget.
7. A Pre-Construction Information Pack relating to the CDM Regulations was required for this project and has been included in the contract documentation.
8. The Chief Executive Officer and the Acting Executive Director of Corporate Services are in agreement with this report.

It is recommended that the Tender of *Alexander Arthur & Sons (Scotland) Ltd* be selected as the lowest Tender for the Authority and be approved by the Members of the Tendering Committee and the Executive Director of Housing, Environmental and Economic Development for acceptance.

Report Compiled by M. Dalton

Date: 12 January 2012

**Jim McAloon**  
**Head of Regeneration and Economic Development**

Date: 17/1/12

Ref: C/3861/A MD/JLV

Note: Tenders in excess of £50,000 are to be submitted to the Tendering Committee for approval

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**PROJECT:** One Stop Shop, Alexandria

**WARD NO:** 2

**DESCRIPTION OF WORK / ADDRESSES**

The work comprises the demolition and reconstruction of various internal partitions, replacement of suspended ceilings and floor finishes, redecoration, alterations to electrical installation and new fixed furniture to form a one stop shop within the existing Alexandria Area Housing Office in Mitchell Way.

**ANTICIPATED START DATE:** February 2012

**CONTRACT DURATION:** 6 weeks

