

## WEST DUNBARTONSHIRE COUNCIL

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

Tendering Committee – 27 January 2010

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**Subject: Tender for the Private Sector House Condition Survey**

#### **1. Purpose**

- 1.1** To advise the Committee of tenders received for the Tender for the private sector house condition survey and seek approval to accept the most economically advantageous tender.

#### **2. Background**

- 2.1** At Housing, Environment and Economic Development Committee on 8 April 2009, Members agreed to the allocation of Private Sector Housing Grant funding. This included the setting aside of £70,000 to undertake a private sector house condition survey. The results of this survey will be of particular importance in helping to inform the Scheme of Assistance which is required for 1 April 2010.
- 2.2** The tendering process commenced with the submission of contract notices to the Public Contracts Portal on 2 November 2009, with a view to the commencement of the contract in January 2010.

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

- 3.1** On the closing date, valid tender returns were received from the following 2 companies:
1. David Adamson & Partners Ltd, 32 Rutland Square Edinburgh EH1 2BW; and
  2. CPC, The Beacon, 176 St Vincent St, Glasgow G2 5SG.
- 3.2** The above tenders were subject to a robust tender scoring exercise which was completed by officers from the Department of Housing, Environmental and Economic Development, the corporate Procurement Unit and the Department of Legal and Administrative Services. The criteria was as follows:
1. Financial - 40%
  2. Quality - 60%
- 3.3** David Adamson & Partners overall scored higher than CPC.

**4. Personnel Issues**

4.1 There are no personnel implications.

**5. Financial Implications**

5.1 The cost of this contract is £49,650 and will be funded from existing budget.

**6. Risk Analysis**

6.1 If the survey is not carried out there is a risk that the Council's implementation and review of its Scheme of Assistance will not be properly informed which could open it to criticism and complaint.

**7. Conclusions & Officers' Recommendations**

7.1 The tendering process has successfully identified one supplier who can provide an economically advantageous service.

7.2 The Committee is invited to approve the awarding of this to David Adamson and Partners Limited.

**Elaine Melrose**

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

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**Appendices:** None

**Background Papers:** None

**Wards Affected:** All