

**TENDERING COMMITTEE**

At a Meeting of the Tendering Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 16 January 2019 at 9.35 a.m.

**Present:** Provost William Hendrie and Councillors Ian Dickson, Diane Docherty, Marie McNair and Lawrence O'Neill.

**Attending:** Stephen West, Strategic Lead - Resources; Annabel Travers, Procurement Manager; Alison Wood, Business Partner - Strategic Procurement; Aileen Toland, Procurement Officer; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Gail Casey, Jim Finn and Brian Walker.

**Councillor Ian Dickson in the Chair**

**DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

**MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Tendering Committee held on 19 December 2018 were submitted and approved as a correct record.

**OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

**CONTRACT AUTHORISATION REPORT: SUPPLY AND MAINTENANCE OF GEOGRAPHICAL INFORMATION SYSTEM**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Supply and Maintenance of a Geographical Information System (GIS).

Having heard the Business Partner - Strategic Procurement in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract under the Crown Commercial Services Framework Agreement RM 1059 for Supply and Maintenance of a new GIS to ESRI (UK) Ltd;
- (2) to note that £2,019 of the ICT Maintenance and Support budget for 2018/19 set aside for GIS will be earmarked as at 31 March 2019 for future financial support of the new e-Development planning system during the three-year contract; and
- (3) to note that the contract shall be awarded in January 2019 for a period of three years and at a value of £79,710, excluding VAT, which was fully funded within the budgets available.

#### **CONTRACT AUTHORISATION REPORT: OFF-SITE PRINT AND POSTING SERVICE FOR ANNUAL COUNCIL TAX BILLING**

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Off-Site Print and Posting Service for Annual Council Tax Billing.

After discussion and having heard the Procurement Officer and the Procurement Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of the contract for Off-Site Print and Posting Service for Annual Council Tax Billing to CFH Docmail Limited for a period of three years with the option to extend for a further two periods of up to 12 months; and
- (2) to note that the three-year value of the contract was £60,057 with the five-year value being £100,095 (both values excluding VAT) and that the commencement date would be 21 January 2019.

The meeting closed at 9.42 a.m.