

## WEST DUNBARTONSHIRE COUNCIL

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

Tendering Committee: 13 February 2008

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**Subject: Tender for the Supply and Delivery of Kitchen Worktops**

#### **1. Purpose**

- 1.1** To advise the Committee of tenders received for the supply and delivery of kitchen worktops and to seek approval to accept the most economically advantageous tender.

#### **2. Background**

- 2.1** The Tendering Committee of 24 October 2007 agreed to the initiation of an open tendering route for the Supply and Delivery of Kitchen Worktops.

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

- 3.1** An advert inviting tenders was placed in OJEU on 1 November 2007 and in the Herald on 8 November 2007. Tender packs were issued by Corporate Procurement Unit to 13 companies which responded to the advert. On the closing date, five valid tenders were received from the following companies:
- a) McNair (Build and Timber Merchant) Ltd, Old Mill Park, Glasgow Road, Kirkintilloch G66 1SS
  - b) Howdens Joinery Co, Units 20/21 Birch Road, Broadmeadow Industrial Estate, Dumbarton, G82 2RE
  - c) Jewson Ltd, Merchant House, Binley Business Park, Binley, Coventry, CV3 2TT
  - d) Caledonian Furniture Manufacturing Ltd, 15/17 Glencryan Road, Carbrain Industrial Estate, Cumbernauld, G67 2UH
  - e) Rearo Laminates Ltd, Loanbank House, Loanbank Quadrant, Glasgow, G51 3HZ

**3.2** The above tenders were comprehensively evaluated on the following criteria:

- a) Financial--- 60%
- b) Quality--- 15%
- c) Service--- 15%
- d) Administration--- 10%

**3.3** The evaluation team comprised staff from the Corporate Procurement Unit together with the Surveying and Monitoring Manager from the Council's Housing Maintenance Section. The evaluation process resulted in Supplier 3.1(a), McNair (Building and Timber Merchant) Ltd, being the preferred bidder (see Appendix 1).

**3.4** The tender details that the contract period will end on 28 February 2011 with the option to extend for a further two periods of 12 months each.

#### **4. Personnel Issues**

**4.1** None.

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

**5.1** The completed tender cost matrix is attached for information at Appendix 2. The cost comprises 60% of the evaluation detailed in 3.2. The most competitive tender in terms of cost was received from Supplier 3.1(a) above, McNair (Building and Timber Merchant) Ltd.

**5.3** The tender cost will be met from the Housing Maintenance Trading Account.

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

**6.1** Failure to award this contract is regarded as a risk to the provision of cost effective kitchen worktops.

#### **7. Conclusions**

**7.1** The tendering process has successfully identified a supplier which can provide the most economically advantageous service for the supply of kitchen worktops.

## 8. Recommendations

- 8.1 The Committee is invited to approve the awarding of this contract to McNair (Building and Timber Merchant) Ltd as the most economically advantageous tender.

**Elaine Melrose**

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

**Date: 30 January 2008**

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**Appendices:** Appendix 1: Tender for Supply and Delivery of Kitchen Worktops - Evaluation Scoring

Appendix 2: Tender for Supply and Delivery of Kitchen Worktops - Financial Evaluation

**Background Paper:** Tender Committee Report, 24 October 2007: "Tender for the Supply and Delivery of Kitchen Worktops"

**Wards Affected:** All

## Appendix 1

Criteria	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5
Financial <b>60%</b>	60	43.59	39.97	41.19	37.47
Quality <b>15%</b>	15	15	12.86	8.57	8.57
Service <b>15%</b>	11.25	13.13	11.25	9.38	15
Administration <b>10%</b>	3.75	10	10	8.75	8.75
<b>Total</b>	<b>90.00</b>	<b>81.72</b>	<b>74.08</b>	<b>67.88</b>	<b>69.79</b>

## Appendix 2

Item No.	Total Qty	Description	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5
1	2600	Granite Worktop	£26.54	£44.00	£39.84	£37.90	£42.50
2	900	Infinity Ebony Worktop	£26.54	£44.00	£39.84	£39.40	£42.50
3	900	Black Slate Worktop	£26.54	£44.00	£39.84	£39.40	£42.50
4	900	Sand Dune Worktop	£26.54		£39.84	£39.40	£42.50
		<b>Grand Total</b>	<b>£140,662.00</b>	<b>£193,600.00</b>	<b>£211,152.00</b>	<b>£204,920.00</b>	<b>£225,250.00</b>