

# WEST DUNBARTONSHIRE COUNCIL

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

Tendering Committee: 29 October 2008

---

**Subject: Single Trade Measured Term Contracts - Operational Buildings (Phase 1)**

### **1. Purpose**

- 1.1** To advise the Committee of tenders received for the following 5 No. Single Trade Measured Term Contracts and to seek approval to accept the most economically advantageous tender:-

Glazing Repairs and Maintenance  
Fencing and Balustrading  
Floor Finishings Repairs and Maintenance  
Bituminous Felt Roofing  
Bitumen Macadam and Asphalt

### **2. Background**

- 2.1** Tenders for these contracts were received on the specific dates detailed on the attached appendices (nos. 1 - 5).

### **3. Main Issues**

- 3.1** The work comprises the day to day repairs and maintenance of the Councils operational buildings and associated lands in relation to each of the trades identified in 1.1.

### **4. Personnel Issues**

- 4.1** Specification and Quantity Surveying services are being carried out in-house by the Architectural Services Section of Housing, Environmental and Economic Development.
- 4.2** CDM Regulations compliance, where applicable, is being undertaken by CDM Scotland Ltd. who were appointed to act as CDM Coordinator for the Council.

### **5. Financial Implications**

- 5.1** The lowest tenders in each case have been checked arithmetically and represent good value by current pricing levels and can be accommodated within the Council's Central Repairs and Maintenance budget. Adjustments have been made where appropriate in accordance with the code of tendering procedure (see Appendices 1 - 5, Statements of Tenders Received).

## **6. Risk Analysis**

- 6.1** All risks have been fully considered in the contract documentation and appropriate measures will be incorporated in the construction phase health and safety plan for the project in accordance with the CDM Regulations 2007, where these apply.

## **7. Conclusions**

- 7.1** The works included in these contracts will ensure that officers are able to instruct necessary repairs and maintenance work promptly and that the rates will be the most competitively and economically advantageous for the Council.

## **8. Recommendation**

- 8.1** **The Committee is invited to approve the awarding of the contracts to each contractor identified in Appendix 6 - List of Preferred Contractors attached to this report as the most economically advantageous tenders.**

**Elaine Melrose**

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

**Date: 29 October 2008**

---

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

**Appendices:** 1 - 5 Form ST/1 - Statements of Tenders Received  
6 - List of lowest tenderers

**Background Papers:** None

**Ward Affected:** All