

ITEM No ...9.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE - 20 NOVEMBER 2023

REPORT ON: CAIRD HALL, DUNDEE – FIRE ALARM AND EMERGENCY LIGHTING UPGRADE

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 308-2023

1 PURPOSE OF REPORT

1.1 The purpose of this report is to present a Sourcing Strategy for the tender process for contract of works for the Upgrade and Extension of the Fire Alarm and Emergency Lighting System, and the installation of a new Voice Evacuation System within the Caird Hall, Dundee, leading to award of a contract.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee:
- a approves the commencement of a procurement exercise in respect of the project described based on the sourcing strategy, summarised in this report; and
 - b notes that once the formal tender has been received, this will be brought to Committee for approval.

3 FINANCIAL IMPLICATIONS

3.1 The financial implications associated with this report are the estimated cost of the contract to be awarded and associated fees. Based on previous experience and market enquiries, the total cost of the contract is anticipated to be £765k, inclusive of contract allowances and fees. The contract will be funded from the Capital Plan 2023-28 - Design a Modern Council – Property Lifecycle Development Programme – Lifecycle Property Improvements budget.

4 SOURCING STRATEGY SUMMARY

4.1 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland.

5 RISK ANALYSIS

5.1 There are 4 standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge:

Description of Risk	Actions To Be Taken To Manage Risk
Commercial Risk – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.
Technical Risk – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.

Description of Risk	Actions To Be Taken To Manage Risk
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low Risk – a contract management process will be put in place with the use of KPI's.
Contractual Risk – being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low Risk – Dundee City Council are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

6 SUMMARY

- 6.1 It is recommended that the Committee approve this Sourcing Strategy and award appropriate delegated powers to the Executive Director of City Development to proceed as outlined.

7 POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

- 9.1 None.

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10 October 2023