

**REPORT TO: DUNDEE CITY COUNCIL - EDUCATION COMMITTEE
18 NOVEMBER 2002**

**REPORT ON: SUPPLY OF JANITORIAL SUPPLIES - CLEANING
MATERIALS/STORES**

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 804-2002

1.0 PURPOSE OF REPORT

1.1 To seek approval to accept a tender for the supply of janitorial supplies - cleaning materials/stores for schools in Dundee.

2.0 RECOMMENDATION

2.1 It is recommended that the Education Committee award the contract for the supply of janitorial supplies - cleaning materials/stores for the period 1 December 2002 - 30 November 2004 to:

ICCS MacGregor
13-17 Abbotsinch Road
Grangemouth

3.0 FINANCIAL IMPLICATIONS

3.1 The estimated overall value of the contract is £120,000.00 and the Director of Education has confirmed that expenditure will be met from within the respective Education revenue budgets for supplies and services.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 The supplier is conscious of environmental issues and where practical materials supplied conform with Local Agenda 21 and meet all UK Health and Safety Standards.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 NIL

6.0 BACKGROUND

6.1 Four firms were invited to submit tenders, one tender was received, details being as follows:

6.2 A tender was received from the following firm:

ICCS MacGregor, 13-17 Abbotsinch Road, Grangemouth.

7.0 CRITERIA

7.1 The following criteria were applied in preparing the recommendation for the Education Committee's consideration:

- A Value for money
- B Quality of goods and service
- C Ability to provide all items as outlined in the schedule

8.0 CONCLUSION

- 8.1** The prices quoted by the supplier represent best value and a schedule of products of the items offered may be viewed at Dryburgh Education Centre, Napier Drive, Dundee.

9.0 CONSULTATION

- 9.1** This report has been the subject of consultation with the Director of Finance and the Director of Support Services.

10.0 BACKGROUND PAPERS

- 10.1** No background papers, as defined by Section 50 D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

ANNE WILSON
Director of Education

29 October 2002