

2 TENDER FOR THE PRODUCTION & SUPPLY OF GARDEN WASTE PERMITS (AN56-2019)

Reference is made to Article II of the Policy and Resources Committee of 21st February, 2019, whereby approval was given to commence charging for collection of garden waste bins from March 2020. A tender exercise was undertaken to secure a contractor for the production and supply of garden waste permits. A single-stage open tender procedure was initiated in June 2019 and bids were invited from suitably appointed companies who could provide this service. One bid was received and the response was evaluated against pre-determined criteria. As part of the evaluation process, the bidder was then asked to provide a demonstration of their IT system and interfaces, with scenario testing to provide Officers with assurances of their compatibility with Dundee's requirements. Following this 2-stage evaluation process, it was determined that the bid received from Euro Label Printers Ltd met all of the requirements of the tender specification and approval is now sought to award this contract.

The total cost of the service to print, distribute and manage the provision of garden waste permits is estimated at approximately £24,150 per annum, based on the anticipated levels of participation in the scheme. The contract duration of two years with an option to extend for a further one year equates to a total contract value of approximately £72,450 over the three year period. These costs were factored into the overall financial implications of the scheme as part of the system set up costs as reported to Committee in February 2019 and will therefore be contained within the Neighbourhood Services Revenue Budget.