

**ITEM No ...10.....**

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 22 APRIL 2024

**REPORT ON:** SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY

**REPORT BY:** EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

**REPORT NO:** 118-2024

**1 PURPOSE OF REPORT**

1.1 The purpose of this report is to present sourcing strategies and seeks approval to commence with the procurement exercise in respect of each project.

**2 RECOMMENDATION**

2.1 It is recommended that Committee approves the commencement of a procurement exercise in respect of the projects described, based on the sourcing strategy detailed in Appendix 1.

**3 SUMMARY OF SOURCING STRATEGIES**

3.1 Proposed sourcing strategies for progressing by the Design and Property Division in relation to the projects detailed below.

<b>Proposed Sourcing Strategies</b>
23-037 - DCA – Replacement Goods and Passenger Lifts
22-6024 - Various Primary and Nursery Schools – WiFi Installation Phase 3
22-6025 - Various Primary and Nursery Schools – WiFi Installation Phase 4
22-6021 – Mill O’Mains – Enhanced Support Area Unit
23-6012 – St Johns HS – Balmerino Block Enhanced Support Area Toilet Changing Facilities
23-6003 – St Johns HS – Pool Liner, Glulam Beams and Pool Plantroom Upgrade
23-6009 – Eastern PS – Centenary Block Male & Female Toilets Upgrade

**4 FINANCIAL IMPLICATIONS**

4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed in Appendix 1.

**5 SOURCING STRATEGY SUMMARY**

5.1 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process for projects listed above via either, Public Contracts Scotland, the extended DCC Data Cabling Framework, or via MPF2 Places for People Framework, all as detailed in individual appendices below. Bidders will go through a selection process to assess capability to the needs and requirement of the contract.

## 6 RISK ANALYSIS

- 6.1 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
<b>Commercial Risk</b> – 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.
<b>Technical Risk</b> – 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.
<b>Performance Risk</b> – 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.
<b>Contractual Risk</b> – 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 - DCC are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract.
<b>Procurement Risk</b> – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

## 7 SUMMARY

- 7.1 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.

## 8 POLICY IMPLICATIONS

- 8.1 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.

## 9 CONSULTATIONS

- 9.1 The Council Leadership Team has been consulted in the preparation of this report.

**10 BACKGROUND PAPERS**

10.1 None.

Neil Martin  
Head of Design and Property

Robin Presswood  
Executive Director of City Development

NM/KM/SL

18 April 2024

Dundee City Council  
Dundee House  
Dundee

*This page is intentionally left blank*

**APPENDIX 1**

<b>SOURCING STRATEGY</b>	DCA – Replacement Goods and Passenger Lifts
<b>PROJECT NUMBER</b>	22-037
<b>PROJECT INFORMATION</b>	Sourcing Strategy for the tender process for the full replacement of 1nr goods lift and 1nr passenger lift which serve the DCA complex.
<b>PROPOSED CONTRACT DURATION</b>	26 weeks
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee</p> <ul style="list-style-type: none"> <li>a approves the commencement of a procurement exercise in respect of the project described, via Public Contracts Scotland, based on the sourcing strategy summarised in this report; and</li> <li>b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.</li> </ul>
<b>FINANCIAL IMPLICATION</b>	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £300K inclusive of non-contract allowances and fees. The contract will be funded from the City Council Capital Plan 2024-29 – Tackle Climate Change – DCA Lifecycle Plant Replacement Programme.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p>
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	None.

<b>SOURCING STRATEGY</b>	Various Primary and Nursery Schools – WiFi Installation Phase 3
<b>PROJECT NUMBER</b>	22-6024
<b>PROJECT INFORMATION</b>	Sourcing Strategy for the tender process for the installation of new, and extension of existing data cabling to Wi-Fi access points at 10 Primary and Nursery Schools.
<b>PROPOSED CONTRACT DURATION</b>	6 weeks
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee</p> <ul style="list-style-type: none"> <li>a approves the commencement of a procurement exercise in respect of the project described, via the DCC Data Cabling Framework, based on the sourcing strategy summarised in this report; and</li> <li>b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.</li> </ul>
<b>FINANCIAL IMPLICATION</b>	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £40K inclusive of non-contract allowances and fees. The contract will be funded from the City Council Capital Plan 2024-2029 – Design a Modern Council – Purchase Computer Equipment – Purchase of Education Computer.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p>
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	None.

<b>SOURCING STRATEGY</b>	Various Primary and Nursery Schools – WiFi Installation Phase 4
<b>PROJECT NUMBER</b>	22-6025
<b>PROJECT INFORMATION</b>	Sourcing Strategy for the tender process for the installation of new, and extension of existing data cabling to Wi-Fi access points at 9 Primary and Nursery Schools.
<b>PROPOSED CONTRACT DURATION</b>	6 weeks
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>a approves the commencement of a procurement exercise in respect of the project described, via the DCC Data Cabling Framework, based on the sourcing strategy summarised in this report; and</li> <li>b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.</li> </ul>
<b>FINANCIAL IMPLICATION</b>	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £40K inclusive of non-contract allowances and fees. The contract will be funded from the City Council Capital Plan 2024-29 – Design a Modern Council – Purchase Computer Equipment – Purchase of Education Computer.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p>
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	None.

<b>SOURCING STRATEGY</b>	Mill O'Mains – Enhanced Support Area Unit
<b>PROJECT NUMBER</b>	22-6021
<b>PROJECT INFORMATION</b>	Sourcing Strategy for the tender process for the refurbishment of existing resource room within Mill O'Mains PS to provide enhanced support unit, with changing facilities, craft area, quiet area, outside access, and accessible/changing toilet facility
<b>PROPOSED CONTRACT DURATION</b>	6 Weeks – School Summer 2024
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>a approves the commencement of a procurement exercise in respect of the project described, via MPF2 Places for People Framework, based on the sourcing strategy summarised in this report; and</li> <li>b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.</li> </ul>
<b>FINANCIAL IMPLICATION</b>	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £175K inclusive of non-contract allowances and fees. The contract will be funded from the City Council Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Upgrades – Structural Improvements and Property Upgrades.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p>
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	None

<b>SOURCING STRATEGY</b>	St Johns HS – Balmerino Block Enhanced Support Area Toilet Changing Facilities
<b>PROJECT NUMBER</b>	23-6012
<b>PROJECT INFORMATION</b>	Sourcing Strategy for the tender process for the refurbishment of existing staff base and store-room within St Johns HS Balmerino Block to provide enhanced support unit toilets, changing facilities and new staff area.
<b>PROPOSED CONTRACT DURATION</b>	6 Weeks – School Summer 2024
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>c approves the commencement of a procurement exercise in respect of the project described, via MPF2 Places for People Framework, based on the sourcing strategy summarised in this report; and</li> <li>d delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.</li> </ul>
<b>FINANCIAL IMPLICATION</b>	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £175K inclusive of non-contract allowances and fees. The contract will be funded from the City Council Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Upgrades – Structural Improvements and Property Upgrades.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p>
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	None

<b>SOURCING STRATEGY</b>	St Johns HS – Pool Liners, Glulam Beams and Pool Plantroom Upgrade
<b>PROJECT NUMBER</b>	23-6003
<b>PROJECT INFORMATION</b>	Sourcing Strategy for the tender process for the relining of St Johns HS Pool, refurbishment of glulam beams while pool is empty and upgrade of pool plantroom.
<b>PROPOSED CONTRACT DURATION</b>	6 Weeks – School Summer 2024
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>a approves the commencement of a procurement exercise in respect of the project described, via MPF2 Places for People Framework, based on the sourcing strategy summarised in this report; and</li> <li>b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.</li> </ul>
<b>FINANCIAL IMPLICATION</b>	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £125K inclusive of non-contract allowances and fees. The contract will be funded from the City Council Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Upgrades – Lifecycle Property Improvements</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p>
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	None

<b>SOURCING STRATEGY</b>	Eastern PS – Centenary Block Male & Female Toilets Upgrade
<b>PROJECT NUMBER</b>	23-6009
<b>PROJECT INFORMATION</b>	Sourcing Strategy for the tender process for the refurbishment of the male and female pupil toilets in the centenary block at Eastern PS.
<b>PROPOSED CONTRACT DURATION</b>	6 Weeks – School Summer 2024
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>a approves the commencement of a procurement exercise in respect of the project described, via MPF2 Places for People Framework, based on the sourcing strategy summarised in this report; and</li> <li>b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.</li> </ul>
<b>FINANCIAL IMPLICATION</b>	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £125K inclusive of non-contract allowances and fees. The contract will be funded from the City Council Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Upgrades – Toilet Upgrades.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to committee for approval</p>
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	None

*This page is intentionally left blank*