

**REPORT TO: CITY GOVERNANCE COMMITTEE - 10 JUNE 2024**

**REPORT ON: SCOTTISH WELFARE FUND: FLOORCOVERING FRAMEWORK EXTENSION**

**REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES**

**REPORT NO: 157-2024**

## **1.0 PURPOSE OF REPORT**

- 1.1 To seek approval for the extension of the multi-supplier framework contract for carpets and vinyl flooring supplying the Council's Scottish Welfare Fund until 31 May 2025. This will allow time for a tendering process to be carried out.

## **2.0 RECOMMENDATIONS**

It is recommended that the Committee:

- (a) agree to extend the contract for the Council's supply of carpets and vinyl flooring to the Scottish Welfare Fund until 31 May 2025
- (b) note that this will allow time for a tendering process to be carried out.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 Current annual value of the framework to the four current suppliers is approximately £400,000 per annum in total.
- 3.2 Costs related to Carpets and Vinyl are met from the annual Scottish Welfare Fund Programme Budget comprising funding from Scottish Government as well as additional funding from Dundee City Council.

## **4.0 BACKGROUND**

- 4.1 The Scottish Welfare Fund was established in 2013 as a grant-based fund to achieve better and more sustainable outcomes for those in crisis and those seeking to live independently within the community, preventing the need for institutional care. In Dundee, the Scottish Welfare Fund takes a holistic approach, based within Council Advice Services. In the main fulfillment of goods is met through contracts with local suppliers.
- 4.2 Dundee City Council established a multi-supplier Framework in 2020 for Carpets and Vinyl Flooring through an open tender process. The four companies currently on the Framework are:
- Dalebay Ltd t/a Noble & Bradford Flooring Contractors, Unit 10, Faraday Street, Dundee, DD2 3QQ
  - 4 Seasons Carpets Ltd, 98 High Street, Lochee, Dundee, DD2 3AY
  - The Floor Store (Dundee) Ltd, 30 Bellfield Street, Dundee, DD1 5JA
  - Victoria Carpets (Dundee) Ltd, 43-45 Cowgate, Dundee, DD1 2JF

Approval is sought for the period 01 July 2024, up to 31 May 2025 to continue to contract with the four suppliers to allow time for the tendering process to be carried out.

- 4.3 The multi-supplier Framework has proved to be successful since its establishment in 2020. Moving from one supplier to four has significantly increased the flexibility of fulfilment and reduced potential issues related to performance and capacity, spreading the benefits of the contract to multiple suppliers whilst reducing the risk of non-fulfilment in individual cases. Fulfilment costs have also been kept competitive in comparison to other national options such as Scotland Excel. Standard of fitting is also generally of a higher standard.

## 5.0 POLICY IMPLICATIONS

- 5.1 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.

## 6.0 RISK ANALYSIS

- 6.1 There are four 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:

<b>Key Risks</b>			
<b>Description of Risk</b>	<b>Probability (Low/Medium/High)</b>	<b>Impact on DCC (Low/Medium/High)</b>	<b>Actions required to manage Risk</b>
<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	Low	There will be a fixed price per room/area which will need to be achieved. Anticipation of inflationary increases in advance.
<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	Medium	Detailed outcome specification, and desired quality criteria.
<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	Medium	Manage the suppliers through contract management. There will be resilience with four suppliers on the framework.
<b>Contractual Risk</b> – Being able to remedy the 's shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low	Low	Resilience with four suppliers on the framework.
<b>Procurement Risk</b> – where a procurement is found unsound in law, through the public procurement rules.	Low	Low	Procurement involved in the tender process, and legal advice would be sought if required.
<b>Overall Contract Risk</b>			Low

## **7.0 CONSULTATIONS**

7.1 The Council Leadership Team were consulted in the preparation of this report.

## **8.0 BACKGROUND PAPERS**

None.

**ROBERT EMMOTT**  
**EXECUTIVE DIRECTOR OF CORPORATE SERVICES**

**16 MAY 2024**

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