

REPORT TO: CITY GOVERNANCE COMMITTEE - 23 JUNE 2025

REPORT ON: DUNDEE CITY COUNCIL FRAMEWORK FOR DOMESTIC CARPETS AND FLOOR COVERINGS

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 195-2025

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide an update on the development of a sourcing strategy for the tender process for Dundee City Council's Framework for Domestic Carpets and Floor Coverings and to seek approval to commence a compliant open tendering process, leading to award of Framework Contracts. To seek approval to extend the current multi-supplier framework contract for carpets and vinyl flooring supplying the Council's Scottish Welfare Fund until 30 September 2025.

2.0 RECOMMENDATION

- 2.1 It is recommended that the elected members: -
- (i) approves the commencement of a procurement exercise in respect of the project described, based on the sourcing strategy summarised in this report;
 - (ii) approves the extension of the current contract for the Council's Supply of Carpets and Vinyl Flooring to the Scottish Welfare Fund (SWF) until 30 September 2025; and
 - (iii) notes the outcome of the tender process together with how this will be funded will be brought back to elected members for consideration in due course.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The Framework will operate for an initial period of 2 years and have the option to extend for one year, plus one year. There are no direct financial implications associated with this report. From historical spend and market testing carried out, the total cost of the contracts awarded under the Framework is anticipated to be £3,600,000 (over 4 years).

4.0 DETAILS OF THE PROJECT BEING COMMISSIONED

- 4.1 The Council is seeking to procure a framework agreement for the measure, supply and fit of domestic carpets and floor coverings. The current framework is coming to an end and was for the recipients of a Welfare Fund award only. The new framework agreement will cover all areas of the Council, with the main spend being for Scottish Welfare Fund within Corporate Services, alongside Housing Budgets.
- 4.2 Dundee City Council established a multi-supplier framework in 2020 for Carpets and Vinyl Flooring (SWF only) through an open tender process. Approval is sought to continue to contract with the four suppliers on the framework for the period until 30 September 2025 to allow a new tendering process to be carried out which will cover all of the Council's requirements. The multi-supplier framework has proven to be very successful since the framework was awarded in 2020.
- 4.3 Contractors who are awarded work on this framework will be expected to deliver 1 Community Benefit outcome for each £100K of contracted spend. This could be done in the form of delivery of a community wish or a work placement for a young person or employability client.

Environmental Considerations - contractors will be asked to take cognisance of environmental factors - these could include but are not limited to: non-toxic materials, including free from

volatile organic compounds (VOCs) in line with current UK indoor air quality standards; avoidance where practical of the use of single use plastics and toxic material within products and packaging.

Social Benefits - the core function of this project is to provide low cost, new carpet/floor covering for low-income families in the city. It not only allows people to have an element of choice and dignity in the selection of floor covering, it helps individuals to sustain their tenancies or take up offers of new tenancies indirectly improving homelessness rates in the city.

5.0 SOURCING STRATEGY SUMMARY

- 5.1 The open tender process will be carried out to ensure provision of services to meet the scope of requirements for Dundee City Council.
- 5.2 Housing dwellings will have floor coverings as a result of the Framework solution being in place, which will help sustain tenancies, or help promote take up offers of new tenancies indirectly improving homelessness rates in the City.

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.

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.	There will be a fixed price per room/area which will need to be achieved. Anticipation of inflationary increases in advance (cpi).
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.	Detailed outcome specification of requirements and quality criteria will be communicated in the tender documentation.
Performance Risk - This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Management of contracts through contract and supplier management activity. There will be supply resilience with up to 5 suppliers on the framework.
Contractual Risk - 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.	Supply resilience is be built in with up to 5 suppliers to be admitted to the framework. The contracts will be underpinned by DCC terms and conditions for the supply of goods.
Legal Risk - where a procurement is found unsound in law, through the public procurement rules.	A Framework will be established in line with the Public Contracts (Scotland) Regulations 2015.

7.0 CONCLUSION

- 7.1 The information above demonstrates clarity of sourcing strategy for the procurement of services.

8.0 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 or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

9.0 CONSULTATION

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

10.0 BACKGROUND PAPERS

10.1 None.

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