

**ITEM No ...11.....**

**REPORT TO:** FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE

**REPORT ON:** TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY

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

**REPORT NO:** 212-2024

**1 PURPOSE OF REPORT**

- 1.1 This report details tenders received and seeks approval on acceptance thereof.
- 1.2 This report has been brought forward out-with the Committee cycle to ensure that appropriate financial and procurement approvals are in place for the intended works to improve security controls in Dundee House.

**2 RECOMMENDATION**

- 2.1 It is recommended that Committee approve the acceptance of the tender submitted by the undernoted contractor as set out in the report, with the total amount, including allowances detailed in Appendix 1.

**3 SUMMARY OF PROJECTS TENDERED**

- 3.1 A tender has been received by the Design and Property Division in relation to the project detailed below. An Invitation to Quote (ITQ for low value works) was issued to the contractors appropriately qualified to interface with the installed system and the single contractor noted below returned a qualifying submission representing best value.

| <b>Architects Projects - Reference and Description</b> | <b>Contractor</b> |
|--|-------------------|
| 23-009 – Dundee House Proposed Controlled Access       | CHUBB LTD         |

**4 FINANCIAL IMPLICATIONS**

- 4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.
- 4.2 Where the Council utilise a national or local framework to procure construction and engineering works, all tenderers that have been assigned to the relevant framework have previously been assessed on a qualitative and cost basis, ensuring a highly competitive benchmark is set for the framework supply chain.

**5 BACKGROUND PAPERS**

- 5.1 Detailed information relating to the tenders is included on the attached appendix. To ensure Best Value, the construction works in this report have been procured using the general guidance contained in the following documents approved by the Council:
  - a Report: 216-2018 – Corporate Procurement Strategy2024-2027;
  - b Report: 356-2009 - Construction Procurement Policy; and
  - c Standing Orders - Tender Procedures of the Council.

- 5.2 All tenders are checked by professionally qualified officers of the appropriate construction discipline to ensure that the recommended offers represent Best Value.

## **6 POLICY IMPLICATIONS**

- 6.1 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.

## **7 CONSULTATIONS**

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

Andrea Wilson  
Architectural Service Manager

In view of the timescales involved this report was approved by the Executive Director of City Development in consultation with the Convener of the Fair Work, Economic Growth and Infrastructure Committee, Labour Group Spokesperson, Liberal Democrat Group Spokesperson and the Scottish Conservative and Unionist Party Member.

*Robin Presswood*

Executive Director of City Development

16<sup>th</sup> July 2024

Date

*Councillor Steven Rome*

Convener of Fair Work, Economic Growth and Infrastructure Committee

16<sup>th</sup> July 2024

Date

*Councillor Georgia Cruickshank*

Labour Group Spokesperson

16<sup>th</sup> July 2024

Date

*Bailie Fraser Macpherson*

Liberal Democrat Group Spokesperson

19<sup>th</sup> July 2024

Date

*Bailie Derek Scott*

Scottish Conservative and Unionist Party Member

17<sup>th</sup> July 2024

Date

Dundee City Council  
Dundee House  
Dundee

NM/MM/KM

10 July 2024

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## APPENDIX 1

|                                      |   |                            |
|--------------------------------------|---|----------------------------|
| <b>PROJECT</b>                       | Dundee House Proposed Controlled Access   |                            |
| PROJECT NUMBER                       | 23-009  |                            |
| PROJECT INFORMATION                  | The works comprise the addition of Lenel swipe-card controls to all general pass-doors in Dundee House for improved security. |                            |
| ESTIMATED START AND COMPLETION DATES | Start August 2024<br>End September 2024   |                            |
| TOTAL COST                           | Contract  | £121,444.79                |
|                                      | Non-Contract Allowances   | £10,000.00                 |
|                                      | Fees  | £15,000.00                 |
|                                      | Total   | <u>£146,444.79</u>         |
| FUNDING SOURCE                       | Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Programme – Lifecycle Property Improvements   |                            |
| BUDGET PROVISION & PHASING           | 2023/2024   | £9,820.00                  |
|                                      | 2024/2025   | £136,624.79                |
| ADDITIONAL FUNDING                   | None  |                            |
| REVENUE IMPLICATIONS                 | None  |                            |
| POLICY IMPLICATIONS                  | There are no major issues.  |                            |
| TENDERS                              | <b>Contractor</b><br>CHUBB LTD  | <b>Cost</b><br>£121,444.79 |
| RECOMMENDATION                       | To accept the offer from CHUBB LTD  |                            |
| SUB-CONTRACTORS                      | None.   |                            |
| BACKGROUND PAPERS                    | None.   |                            |

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