

# **DUNDEE CITY COUNCIL**

**REPORT TO: Social Work Committee - 18 April 2005**

**REPORT ON: Supply of Furniture for Social Work Offices, Claverhouse**

**REPORT BY: Director of Social Work**

**REPORT NO: 262 - 2005**

## **1.0 PURPOSE OF THE REPORT**

1.1 This report seeks approval to accept the recommended quote for the supply of office furniture for the new social work office development at Jack Martin Way, Claverhouse, Dundee.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that the required office furniture be purchased from Wagstaff Office Interiors.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 The 2005/06 Capital Plan contains provision to meet the cost of £76,971.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 None

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 None

## **6.0 MAIN TEXT**

6.1 The construction of replacement social work offices at Jack Martin Way, Claverhouse is scheduled for completion in May 2005. New office furniture is required as the existing workstations are not suitable for making the best, most efficient use of the open plan design of the new office. Current storage furniture is generally in poor condition. In order to streamline and minimise storage whilst securely holding confidential records, replacement storage furniture is required. Existing furniture will be reused as far as possible within the Council.

6.2 Due to time constraints, a full tendering process has not been possible. However, a range of potential suppliers was approached to ensure that competitive quotes would be obtained. Layout designs were provided free of charge by a number of these suppliers. A detailed specification was then prepared based on the most suitable layout and seven suppliers were asked to provide quotes based on this specification. The quotes provided are tabulated below.

	<b>Desking</b>	<b>Storage</b>	<b>Meeting areas &amp; reception</b>	<b>Total</b>
As Planned	£41,871.61	£34,348.40	£10,033.15	£86,253.16
Azzurro	£41,358.20	£41,265.70	£13,429.40	£93,505.85 (inclusive of early settlement discount)
Corries	£40,551.55	£30,116.00	£10,012.28	£80,679.83
Langstane	£38,658.72	£31,108.00	£8,915.03	£78,681.75
Samuel Bruce	£53,123.98	£32,836.32	£15,010.00	£100,970.30
Total Business Supplies	£51,542.00	£37,684.00	£15,991.00	£105,217.00
Wagstaff Office Interiors	£39,158.00	£28,960.00	£8,853.00	£76,971.00

6.3 All quotes met the specification, including warranty periods and meeting BS and ISO standards. Following evaluation of the relative quality and cost of the products, the quote from Wagstaff Office Interiors is recommended for acceptance as the most advantageous.

## **9.0 CONSULTATION**

9.1 Consultation has taken place with the Chief Executive, Depute Chief Executive (Finance) and Depute Chief Executive (Support Services).

## **10.0 BACKGROUND PAPERS**

10.1 None.

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Director of Social Work

Date: 5 April 2005