

City Chambers
DUNDEE
DD1 3BY

15th April, 2024

Dear Colleague

FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE

I refer to the agenda of business issued in relation to the MEETING of the **FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE** to be held remotely on Monday, 22nd April, 2024 and now enclose the undernoted item of business which was not received at the time of issue.

Yours faithfully

GREGORY COLGAN

Chief Executive

5 TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY - Page 1

(Report No 91-2024 by the Executive Director of City Development, copy attached).

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ITEM No ...5.....

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

REPORT ON: TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 91-2024

1 PURPOSE OF REPORT

1.1 This report details tenders received and seeks approval on acceptance thereof.

2 RECOMMENDATION

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

3 SUMMARY OF PROJECTS TENDERED

3.1 Tenders have been received by the Design and Property Division in relation to the projects detailed below.

Architects Projects - Reference and Description	Contractor
23-6005 St Marys Roof Coverings – Phase 3	Construction Services
23-6011 St Ninians PS – Replacement Doors & Windows	Construction Services
20-044 Caird Hall – Upgrade Fire Alarm, Emergency Lighting and PAVA Systems	EW Edwardson Ltd
13-1205 Various Properties – Water Hygiene Monitoring Lot 1	Dalkia Ltd
13-1199 Various Properties – Inspection, Testing, Service and Maintenance of Air Handling and Air Conditioning Systems	Lovats Group
Various Properties – Inspection, Testing, Service and Maintenance of Fire and Smoke Dampers	Lovats Group
DCC Data Cabling Framework	TBC
23-6004 Craigiebarns Primary School - Replacement Flat Roof Coverings Phase 3	Construction Services
23-6006 St Pius RC Primary School - New Metal Roof Coverings	Construction Services
23-6001 - Barnhill Primary School Partial Rewire Phase 3 Tender Submission	Robertson Construction Tayside Ltd

Engineers Projects - Reference and Description	Contractor
R3247 Change Centre Dundee, Cycling Storage Facility	TN Gilmartin 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 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 CONSULTATIONS

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

7 BACKGROUND PAPERS

- 7.1 None.

Neil Martin
Head of Design and Property

Robin Presswood
Executive Director of City Development

NM/KM

2 April 2024

Dundee City Council
Dundee House
Dundee

APPENDIX 1

PROJECT	St Marys Primary School – Replacement Roof Coverings – Phase 3	
PROJECT NUMBER	23-6005	
PROJECT INFORMATION	The works comprise Phase 3 of the replacement of existing mineral felt Flat Roof Coverings at St Marys Primary School.	
ESTIMATED START AND COMPLETION DATES	July 2024 September 2024	
TOTAL COST	Contract	£189,880.07
	Non contract allowances	£10,000.00
	Fees	<u>£31,800.37</u>
	Total	<u>£231,680.44</u>
FUNDING SOURCE	Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Programme - Roof Replacement/Improvement Programme	
BUDGET PROVISION & PHASING	2023/2024	£9,306.60
	2024/2025	£222,373.84
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Contractor	Tender Amount
	Construction Services	£189,880.07
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	Roofing – The Roof Company (EDINBURGH) Scaffold – IAS Dundee Ltd (DUNDEE)	
BACKGROUND PAPERS	None.	

PROJECT	St Ninians Primary School – Replacement Windows and Doors	
PROJECT NUMBER	23-6011	
PROJECT INFORMATION	The works comprise the final phase for installation of new external windows and doors at St Ninians Primary School.	
ESTIMATED START AND COMPLETION DATES	July 2024 August 2024	
TOTAL COST	Contract	£83,632.71
	Non contract allowances	£7,000.00
	Fees	<u>£14,323.85</u>
	Total	<u>£104,956.56</u>
FUNDING SOURCE	Capital Plan 2024-29 - Design a Modern Council – Property Lifecycle Development Programme - Window Replacement	
BUDGET PROVISION & PHASING	2023/2024	£4,910.35
	2024/2025	£100,046.21
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Contractor	Tender Amount
	Construction Services	£83,632.71
RECOMMENDATION	To approve the tender from Construction Services	
SUB-CONTRACTORS	Windows, Doors and Screens – Sidey Solutions (Perth) Window Blinds – Goldcrest Furnishings Ltd (Wishaw) Chlorination – Phoenix Commissioning Services Ltd (Glasgow) Barrier Matting – Noble and Bradford (Dundee)	
BACKGROUND PAPERS	None.	

PROJECT	Caird Hall – Upgrade of Fire Alarm, Emergency Lighting and PAVA Systems				
PROJECT NUMBER	20-044				
PROJECT INFORMATION	The works comprise the upgrade and extension of the existing fire alarm system to provide L1 coverage, the installation of a new public address and voice evacuation system and the installation of new emergency lighting to comply with current standards.				
ESTIMATED START AND COMPLETION DATES	August 2024 May/June 2025				
TOTAL COST	Contract				£629,516.31
	Non-contract allowances				£40,000.00
	Fees				£100,000.00
	Total				<u>£769,516.31</u>
FUNDING SOURCE	Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Programme - Lifecycle Improvements				
BUDGET PROVISION & PHASING	2022/2023				£13,421.40
	2023/2024				£53,160.05
	2024/2025				£492,057.40
	2025/2026				£210,877.46
ADDITIONAL FUNDING	None.				
REVENUE IMPLICATIONS	None.				
POLICY IMPLICATIONS	There are no major issues.				
TENDERS					
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking
	EW Edwardson Ltd, Glenrothes	£629,516.31		1	1
	John G Mackintosh Ltd, Perth	£747,346.81		2	2
RECOMMENDATION	To approve the tender from EW Edwardson Ltd				
SUB-CONTRACTORS	ICFS, Dundee – Fire Alarm and PAVA				
BACKGROUND PAPERS	None				

PROJECT	Various Properties – Water Hygiene Monitoring (Lot 1) – Waiver to extend the existing contract for 1 year	
PROJECT NUMBER	13-1205	
PROJECT INFORMATION	The works comprise the continuation of the provision of a Water Hygiene monitoring programme to 140 properties	
ESTIMATED START AND COMPLETION DATES	May 2024 April 2025	
TOTAL COST	Contract (Estimated) Non Contract Allowances Fees Total	£75,000.00 £0.00 <u>£3,750.00</u> <u>£78,750.00</u>
FUNDING SOURCE	Revenue – Property Health and Safety	
BUDGET PROVISION & PHASING	2024/2025 2025/2026	£68,750.00 £10,000.00
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project Contractor Dalkia Ltd, Glasgow	Estimated Amount £75,000.00
RECOMMENDATION	To approve the waiver to award the extended contract	
SUB-CONTRACTORS	None.	
BACKGROUND PAPERS	None.	

PROJECT	Various Properties – Inspection, Testing, Service and Maintenance of Air Handling and Air Conditioning Systems – Waiver to extend the existing contract for 1 year	
PROJECT NUMBER	13-1199	
PROJECT INFORMATION	The works comprise the continuation of the contract for Inspection, Testing, Service and Maintenance of Air Handling and Air Conditioning Units to 90 properties	
ESTIMATED START AND COMPLETION DATES	May 2024 April 2025	
TOTAL COST	Contract (Estimated) Non Contract Allowances Fees Total	£70,000.00 £0.00 <u>£3,500.00</u> <u>£73,500.00</u>
FUNDING SOURCE	Revenue – Property Health and Safety	
BUDGET PROVISION & PHASING	2024/2025 2025/2026	£63,500.00 £10,000.00
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project Contractor Lovats Group, Kirkcaldy	Estimated Amount £70,000.00
RECOMMENDATION	To approve the waiver to award the extended contract	
SUB-CONTRACTORS	None.	
BACKGROUND PAPERS	None.	

PROJECT	Various Properties – Inspection, Testing, Service and Maintenance of Fire and Smoke Dampers – Waiver to direct award contract to ensure compliance with current legislation	
PROJECT NUMBER		
PROJECT INFORMATION	The works comprise Inspection, Testing, Service and Maintenance of Fire and Smoke Dampers to 18 properties	
ESTIMATED START AND COMPLETION DATES	May 2024 September 2025	
TOTAL COST	Contract (Estimated) Non Contract Allowances Fees Total	£60,000.00 £0.00 <u>£3,000.00</u> <u>£63,000.00</u>
FUNDING SOURCE	Revenue – Property Health and Safety	
BUDGET PROVISION & PHASING	2024/2025 2025/2026	£55,000.00 £8,000.00
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project Contractor Lovats Group, Kirkcaldy	Estimated Amount £60,000.00
RECOMMENDATION	To approve the waiver for an 18-month contract	
SUB-CONTRACTORS	None.	
BACKGROUND PAPERS	None.	

PROJECT	DCC Framework for Supply and Installation of Data Cabling - Waiver to extend existing contract for 5 months	
PROJECT NUMBER	N/A	
PROJECT INFORMATION	Existing DCC Framework for the supply and installation of data cabling – call offs as and when required by various departments. Contract to be extended to complete final phases of Wi-Fi installations in schools, for continuity of delivery.	
ESTIMATED START AND COMPLETION DATES	From April 2024 To September 2024	
TOTAL COST	Contract (Estimated) Non-contract Allowances Fees Total	£70,000.00 £2,000.00 <u>£8,000.00</u> <u>£80,000.00</u>
FUNDING SOURCE	Capital Plan 2024-2029 – Design a Modern Council – Purchase Computer Equipment – Purchase of Education Computers	
BUDGET PROVISION & PHASING	2024/2205	£80,000.00
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project Contractor TBC from framework	Estimated Contract Amount £70,000.00
RECOMMENDATION	To approve the waiver to extend the current framework	
SUB-CONTRACTORS	None.	
BACKGROUND PAPERS	None.	

PROJECT	Craigiebarns Primary School - Replacement Flat Roof Coverings Phase 3	
PROJECT NUMBER	23-6004	
PROJECT INFORMATION	The works comprise the removal of the existing built-up mineral felt flat roof coverings, timber deck repairs where necessary and replacement with a new built-up warm roof system, including all detailing, to complete the final phase above the Infant Classroom block.	
ESTIMATED START AND COMPLETION DATES	Start - July 2024 Completion - August 2024	
TOTAL COST	Contract (Construction Services)	£152,428.63
	Non-contract Allowances	£1,000
	Professional Services	£23,300
	Total	<u>£176,728.63</u>
FUNDING SOURCE	Capital Plan 2024-2029 - Design a Modern Council - Property Lifecycle Development Programme - Roof Replacement/Improvement Programme	
BUDGET PROVISION & PHASING	2023/2024	£1,687.25
	2024/2025	£175,041.38
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project	
	Contractor	Estimated Contract Amount
	Construction Services	£152,428.63
RECOMMENDATION	To accept the tender from Construction Services.	
SUB-CONTRACTORS	BBS Structural Glazing Ltd, Wolverhampton – Rooflights IAS Dundee Ltd, Dundee – Scaffolding Scan Building Services Ltd, Dundee – Ventilation	
BACKGROUND PAPERS	None.	

PROJECT	St Pius RC Primary School - New Metal Roof Coverings	
PROJECT NUMBER	23-6006	
PROJECT INFORMATION	The works comprise the new overlay of existing metal pitched roof coverings, including associated replacement fascias, rainwater pipes and flashings over the Assembly Hall and Stage areas.	
ESTIMATED START AND COMPLETION DATES	Start – July 2024 Completion – August 2024	
TOTAL COST	Contract (Construction Services)	£122,121.43
	Non-contract Allowances	£2,000.00
	Professional Services	£18,700.00
	Total	£142,821.43
FUNDING SOURCE	Capital Plan 2024-2029 - Design a Modern Council - Property Lifecycle Development Programme - Roof Replacement/Improvement Programme	
BUDGET PROVISION & PHASING	2023/2024	£6,564.80
	2024/2205	£136,256.63
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated project	
	Contractor	Estimated Contract Amount
	Construction Services	£122,121.43
RECOMMENDATION	To accept the tender from Construction Services.	
SUB-CONTRACTORS	Northern Tectonics Ltd, Forfar - Metal Roofing Works IAS Dundee Ltd, Dundee - Scaffolding North SV, Glasgow - IT Alterations John Ross Smart Home Solutions, Dundee – TV Aerial Works	
BACKGROUND PAPERS	None.	

PROJECT	Barnhill Primary School Partial Rewire Phase 3 Tender Submission	
PROJECT NUMBER	23-6001	
PROJECT INFORMATION	Third phase of Barhill Primary School rewire, including lighting, small power and upgrading fire alarm to L2 system.	
ESTIMATED START AND COMPLETION DATES	Start - July 2024 Completion – August 2024	
TOTAL COST	Contract	£310,774.32
	Non contract allowances	£40,000.00
	Fees	£52,616.10
	Total	<u>£403,390.42</u>
FUNDING SOURCE	Capital Plan 2024-2029 - Design a Modern Council - Property Lifecycle Development Programme – Lifecycle Improvements	
BUDGET PROVISION & PHASING	2023/2024	£14,817.20
	2024/2025	£388,573.22
ADDITIONAL FUNDING	None.	
REVENUE IMPLICATIONS	None.	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Direct award through MPF2 – Places for People Procurement Hub Framework	
	Contractor	Submitted Tender
	Robertsons Construction Tayside Ltd	£310,774.32
RECOMMENDATION	To accept the tender from Robertsons Construction Tayside Ltd.	
SUB-CONTRACTORS	N/A	
BACKGROUND PAPERS	None.	

PROJECT	Change Centre Dundee, Cycling Storage Facility			
PROJECT NUMBER	R3247			
PROJECT INFORMATION	The Change Centre, Dundee, along with various groups, has identified the need for cycle storage facilities. The Centre currently has no facility of this kind or offer such storage capacity. Through the Active Travel Project and Sustrans Embedded Officers, a successful application for funding was made to Cycling Scotland. This project will deliver two storage containers within the footprint of the Centre's land take.			
ESTIMATED START AND COMPLETION DATES	Start - July 2024 Completion - August 2024			
TOTAL COST	Contract		£25,000.00	
	Non-contract Allowances		£2,500.00	
	Fees		£5,000.00	
	Total		<u>£32,500.00</u>	
FUNDING SOURCE	Capital Plan 2024-2029 – Tackle Climate Change and Reach Net Zero Carbon Emissions by 2024 – Transport & Infrastructure – Change Centre Dundee (Cycling Scotland Cycle Friendly Fund)			£22,000
	Capital Plan 2024-2029 – Tackle Climate Change and Reach Net Zero Carbon Emissions by 2024 – Cycling, Walking and Safer Streets – Encourage Cycling			£10,500
BUDGET PROVISION & PHASING	2024-2025			
ADDITIONAL FUNDING	None.			
REVENUE IMPLICATIONS	None.			
POLICY IMPLICATIONS	There are no major issues.			
TENDERS	The Tenderers have been chosen through a competitive selection procedure, Mini-competition Quick Quote method.			
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking
	TN Gilmartin Ltd	£25,000	-	2
	SDB Contracts Ltd	£24,099	-	3
	Kilmac Ltd	£34,600	-	1
RECOMMENDATION	To accept the tender with highest overall ranking score for cost and quality from TN Gilmartin Ltd (Cupar, Fife).			
SUB-CONTRACTORS	None.			
BACKGROUND PAPERS	None.			

City Chambers
DUNDEE
DD1 3BY

12th April, 2024

Dear Colleague

FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE

You are requested to attend a MEETING of the **FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE** to be held remotely on Monday, 22nd April, 2024 to follow the meetings of the City Council and Climate, Environment and Biodiversity Committee called for 5.00pm.

The meeting will be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link www.dundee.gov.uk/live

Yours faithfully

GREGORY COLGAN

Chief Executive

AGENDA OF BUSINESS

1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

2 NEW ROADS - ROAD CONSTRUCTION CONSENTS (AN10-2024)

Report 200-2009 approved by the Policy & Resources Committee on 27th April, 2009 delegates the grant of Road Construction Consent to the Executive Director of City Development with the proviso that any consents granted be reported to the appropriate Committee as soon as practicable thereafter.

The undernoted applications have been submitted and the Executive Director of City Development has approved the applications subject to conditions which have been agreed with the applicants:

Location	Ward	Applicant	Revenue Implications per annum	Approval Date
Dykes of Gray Road Site 1 Phase 6 (CC22/07)	Lochee	Springfield Homes	£21,500	24th March, 2023
Drumgeith Road – New School Site (22/09)	North East	Robertson	£2,500	17th May, 2023

Ballindean Road (CC22/04)	East End	Caledonia Association	Housing	£31,800	7th June, 2023
Ellengowan Drive – Phase 2 (CC23/05)	Maryfield	Hillcrest Association	Housing	£58,350	27th July, 2023
Alloway Gardens/ Ballochmyle Gardens (CC22/10)	East End	Abertay Association	Housing	£27,200	21st August, 2023

3 PURCHASE OF BINS AND CONTAINERS - Page 1

(Report No 103-2024 by the Executive Director of Neighbourhood Services, copy attached).

4 UK SHARED PROSPERITY FUND – ANNUAL REPORT – DECEMBER 2022 TO MARCH 2024 - Page 3

(Report No 101-2024 by Executive Director of City Development, copy attached).

5 TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY

(Report No 91-2024 by Executive Director of City Development, copy to follow).

6 WINTER FORECASTING PROCUREMENT SOURCING STRATEGY - Page 9

(Report No 92-2024 by Executive Director of City Development, copy attached).

7 BUS SHELTER REPAIRS PROCUREMENT SOURCING STRATEGY - Page 13

(Report No 99-2024 by Executive Director of City Development, copy attached).

8 PARKING METER PROCUREMENT SOURCING STRATEGY - Page 17

(Report No 100-2024 by Executive Director of City Development, copy attached).

9 DUNDEE CHRISTMAS VILLAGE 2024 SOURCING STRATEGY - Page 21

(Report No 119-2024 by Executive Director of City Development, copy attached).

10 SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY - Page 25

(Report No 118-2024 by Executive Director of City Development, copy attached).

The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

11 ACQUISITION OF LAND

12 SALE OF LAND LOCHEE WARD

13 SALE OF LAND IN LOCHEE WARD

14 COMMUNITY LEASE OF LAND IN WEST END WARD

15 LEASE OF COMMERCIAL PROPERTY

16 COMMUNITY LEASE OF PROPERTY IN WEST END WARD

ITEM No ...3.....

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

REPORT ON: PURCHASE OF BINS AND CONTAINERS

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 103-2024

1.0 PURPOSE OF REPORT

- 1.1 To authorise the purchase of the annual quantity of wheeled bins, euro containers, skips and specialist containers for neighbourhood recycling points which are estimated to be required during 2024/25.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that approval be given to purchase the bins, containers and skips required through the Scotland Excel framework.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The Executive Director of Corporate Services advises that the costs of £150,000 can be met from allowances for Recycling and Waste Management in 2024/25 that are included within the Design a Modern Council section of the General Services Capital Plan 2024/29.

4.0 BACKGROUND

- 4.1 Neighbourhood Services provides a domestic and commercial waste collection and recycling service including the operation of two recycling centres, to approximately 77,000 properties and 1,300 commercial customers within the city. New or replacement containers and skips are required to meet objectives set out in the Waste and Recycling Strategy Action Plan 2020 – 2025. These require to be issued:

- for new build properties;
- to new commercial customers;
- for householders and commercial customers who wish to participate in recycling schemes;
- where containers and skips have been damaged;
- for schools to allow participation in recycling schemes; and
- for new or replacement neighbourhood recycling points.

Where possible, refurbished containers will be provided, however new containers require to be added to the Council's stock to meet demands.

- 4.2 All bins and containers will be supplied via pre-tendered frameworks from Scotland Excel - Recycle and Refuse Containers & Waste Disposal Equipment.
- 4.3 Direct delivery is made by suppliers to the Marchbanks Depot.

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 CONSULTATIONS

- 6.1 The Council Leadership Team have been consulted on the preparation of this report and agree with its contents.

7.0 BACKGROUND PAPERS

- 7.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

1 April 2024

ITEM No ...4.....

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

REPORT ON: UK SHARED PROSPERITY FUND – ANNUAL REPORT – DECEMBER 2022 TO MARCH 2024

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 101-2024

1 PURPOSE OF REPORT

1.1 This report provides an update on the delivery of Dundee's UK Shared Prosperity Fund (UKSPF) Investment Plan, which includes the Multiply Programme focused on adult numeracy.

2 RECOMMENDATION

2.1 It is recommended that the Committee notes the progress made towards delivery of the Dundee UKSPF Investment Plan and proposals for on-going delivery.

3 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications for Dundee City Council arising from this report.

3.2 The UK Government provided a conditional allocation of funding from UKSPF to Dundee of £5.609M over financial years 2022/2023 to 2024/2025. This includes 4% of the total budget to support administrative/running costs of the programme. The budget for Dundee's UKSPF in 2023/2024 and 2024/2025 is as follows:

Year	Dundee CORE UKSPF Allocation	Dundee Multiply Allocation	TOTAL UKSPF Allocation
Y1 and Y2 (2022-2024)	£1,621,869	£605,497	£2,227,366
Y3 (2024/2025)	£2,832,865	£324,372	£3,157,237
4% Management Fee	£185,614	£38,746	£224,360
Total	£4,640,348	£968,615	£5,608,963

4 BACKGROUND

4.1 Reference is made to Article II of the minute of Recess Sub-committee on 1 August 2022 (Report 196-2022) where the Executive Directors of City Development and Corporate Services were delegated authority to develop and deliver a UKSPF Investment Plan. It was also agreed that Annual Reports outlining progress should be submitted to Committee for information.

4.2 Dundee City Council's Investment Plan was submitted to the UK Government in August 2022. It supports the delivery of a range of interventions based around three key themes:

- Communities and Place;
- Local Business Support; and
- People and Skills.

4.3 Local authorities were allowed to develop their Investment Plan from a range of interventions across these three themes.

- 4.4 Within the UKSPF allocation is a ring-fenced funding stream for the Multiply programme. This supports adults across the UK to improve their functional numeracy skills. The delivery of Multiply in Dundee is led by Neighbourhood Services.
- 4.5 The programme delivery and reporting is managed by City Development and Neighbourhood Services, supported by colleagues in Finance and Legal Services.
- 4.6 The UK Government identified several delivery mechanisms for UKSPF, including in-house delivery, procurement, challenge funds and partnership approaches. Dundee's Investment Plan which was approved by the UK Government in December 2022 utilises each of these mechanisms to ensure the funding is spent and the anticipated outputs and outcomes are achieved in a compliant manner by the agreed programme end date of 31 March 2025.

Challenge Funds

- 4.7 A series of challenge funds have been established and publicised, inviting organisations to bid for funding to support projects across a range of interventions. To date, there have been four rounds of challenge funds with each focusing on support for the visitor economy; investment in innovation infrastructure; support for the social enterprise sector; the development of digital skills programmes; and delivery of Multiply. The Challenge Funds are advertised on Dundee City Council's website and social media platforms. Applications are assessed by scoring panels established to support each intervention.
- 4.8 The fourth round closed on the 5 of March 2024 and applications are currently being assessed. Two further challenge funds are in development, focusing on Green Skills and Local Business Support and will be launched in April 2024.
- 4.9 The first three challenge funds received 64 applications and 28 projects were funded across five interventions. Appendix 1 of this report lists of the projects that have benefited, and these include:
- **MSIP Ltd:** providing funding to support the purchase of equipment to create a Maker's Space within their Innovation Labs;
 - **University of Dundee:** to support the development of the Innovation Hub for Life Science spin-outs and start-ups;
 - **V&A Dundee:** Stories from the Building Exhibition, supporting the capital costs of installing a new semi-permanent exhibition at V&A Dundee, informing visitors about the building itself and its construction;
 - **Unicorn Preservation Society:** providing feasibility funding to support the next stage of their Project Safe Haven capital project;
 - **The Circle Ltd:** funding to support the development of the Social Enterprise/Not for Profit sector in the city;
 - **Dundee & Angus College:** funding to deliver a series of digital skills training with a particular focus on data – Data for Everyone; and
 - **Multiply:** funding to seven third sector organisations to deliver a range of projects focusing on the Multiply programme, including Barnardos, Dundee Carers Centre, HELM, Dundee International Women's Centre, Enable Scotland, Lead Scotland and Dundee Science Centre.

Partnership Approaches

- 4.10 Dundee City Council is also delivering a range of interventions through existing partnership and delivery approaches. These include:
- on-going support for the city's Employability Pathway, providing the same level of funding that was previously received through the European Social Fund, to support the Adult Employability Programme in 2023/2024 and 2024/2025;
 - capital support for work being undertaken in district centres, including Lochee, Stobswell and Perth Road; and
 - working with partners through the Tourism Leadership Group to develop projects that focus on marketing the city to visitors.

Procured Services

- 4.11 Dundee City Council, as the lead authority of the Business Gateway Tayside contract, has aligned UKSPF funding allocations from the three Tayside local authorities to deliver a range of additional support for local businesses through the recent Business Gateway tender process, approved at Committee in January 2023. This included the provision of community-based outreach advisers.

Multiply

- 4.12 Neighbourhood Services approach to delivering Multiply has included a challenge fund; developing a project with Dundee & Angus College whereby they embed numeracy activities into their courses; and in-house delivery by Community Learning & Development.

Regional Projects

- 4.13 Dundee City Council is also utilising the UKSPF to support two regional projects:
- Digital Broadband Vouchers: to support access for domestic and commercial premises to access superfast broadband; and
 - Trade Tourism Project: to promote the region to the travel trade market.

5 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 CONSULTATIONS

- 6.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

7 BACKGROUND PAPERS

7.1 None.

Gregor Hamilton
Head of Planning and Economic Development

Author: Diane Milne

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/GH/DM/KM

11 April 2024

APPENDIX 1**INVESTMENT PLAN INTERVENTIONS AND PROJECTS SUPPORTED TO DATE**

Dundee's UKSPF Investment Plan focuses on the following interventions under the three key themes:

Communities and Place:

- S1: Place based investments, regen & town centre improvements (capital)
- S5: Support sport, arts, cultural, heritage & creative activities
- S7: Campaigns to encourage visiting & exploring the local area
- S11: Relevant feasibility studies – focusing on development of the visitor economy
- S12: Digital infrastructure for local community facilities

Local Business Support:

- S15: SME development grants & support.
- S16: R&D grants supporting innovative product & services
- S18: Investing in enterprise infrastructure, site development projects (capital)
- S19: Strengthening local entrepreneurial ecosystems
- S20: Expert business advice & support programmes, local & regional
- S22: Growing the local social economy
- S24: Export grants to support businesses to grow overseas trading

People & Skills:

- S31: Employment support for economically inactive people (part of Dundee Employability Programme)
- S32: Courses including basic skills for those not economically inactive (part of Dundee Employability Programme)
- S35: Employability programmes & advice - No One Left Behind agenda etc (part of Dundee Employability Programme)
- S36: Local areas to fund local skills needs
- S37: Green skills courses
- S39: Education & skills targeting the vulnerable leaving school (part of Dundee Employability Programme)

The table below provides a summary of the projects that have been supported by UKSPF during 2022-2024.

Year	Project	Intervention	Grant	Status
2022/2023	MSIP Maker Space – Michelin Scotland Innovation Parc	S18	£10,600	Complete
2022/2023	Maryfield Tram Depot Feasibility Design – Dundee Museum of Transport	S11	£3,950	Complete
2022/2023	Capital Project Feasibility Study – DCA	S11	£20,000	Complete
2022/2023	Story of the Building – V&A	S5	£20,000	Complete
2022/2023	Social Entrepreneurship – Circle Scotland	S22	£25,000	Live
2022/2023	Engaging an Architect Feasibility Study – Unicorn Preservation Society	S11	£15,000	Live
2022/2023	Data is Everyone's Business – D&A College	S22	£100,000	Live
2022/2023	Esports Play Test Facility – Abertay University	S18	£41,100	Live
2022/2023	Bringing International Photography to Verdant Works – Dundee Industrial Heritage Limited	S5	£20,000	Complete
2022/2023	Reinventing Verdant Works Feasibility Study – Dundee Industrial Heritage Limited	S11	£20,000	Live

Year	Project	Intervention	Grant	Status
2023/2024	Skills Academy @ MSIP – D&A College	S18	£50,000	Live
2023/2024	Dundee Tourism Leadership Group – Marketing Dundee	S7	£39,209	Live
2023/2024	Travel Trade Marketing Tayside - Regional Project	S7	£10,000	Live
2023/2024	Life Sciences Innovation Hub – University of Dundee	S19	£100,000	Live
2023/2024	Project Safe Haven Feasibility Study – Unicorn Preservation Society	S11	£5,842	Live
2023/2024	Dundee Jazz Festival 2023 – Jazz Scotland	S5	£19,616	Complete
2023/2024	Growing the Sector in Dundee – Dundee Social Enterprise Network	S22	£20,000	Live
2023/2024	Lochee High Street Unit Refurbishment – DCC Planning	S1	£20,000	Live
2023/2024	Perth Road Environmental Enhancement – DCC Planning	S1	£122,000	Live
2023/2024	Multiply – Lead Scotland Numeracy – Lead Scotland	S42	£33,738	Live
2023/2024	Multiply – Calculate Your Career – Barnardo's	S42	£48,634	Live
2023/2024	Multiply – Numeracy Skills for Carers & Disabled Employers – Dundee Carers Centre	S42	£26,918	Live
2023/2024	Multiply – Next Steps – Enable	S42	£44,890	Live
2023/2024	Multiply – Helm Multiply – Helm Training	S42	£27,835	Live
2023/2024	Multiply – Skillz with Numbers – Dundee International Women's Centre (PILOT)	S42	£5,000	Complete
2023/2024	Multiply – Co-Building Adult Confidence – Dundee Science Centre (PILOT)	S42	£5,000	Complete
2023/2024	Multiply – Goals for Numeracy – Dundee United Community Trust (PILOT)	S42	£5,000	Complete
2023/2024	Multiply – D&A College	S45	£50,000	Live
2023/2024	Multiply – D&A College	S46	£50,000	Live
2023/2024	Multiply – D&A College	S47	£50,000	Live
2023/2024	Multiply – D&A College	S48	£50,000	Live
2023/2024	Employability – Discover Work Dundee	P&S	£476,251	Live
2023/2024	Elevator – Business Gateway	S19	£60,000	Live
2023/2024	Spring Holiday Pop-Up	S5	£13,500	Planned
2023/2024	Decade of Design – L&C Dundee UNESCO	S5	£19,590	Planned
2023/2024	Gimbal City – V&A	S5	£35,000	Planned
2023/2024	Dundee Digital Upskilling Microcredentials – Abertay University	S36	£30,000	Planned
2023/2024	Bridging the Coding Gap – D&A College	S36	£35,000	Planned
2023/2024	Regional Broadband Voucher Scheme	S12	£3,000	Live
2023/2024	Dundee Market Development Grant – DCC	S16	£10,000	Live
	TOTAL		£1,741,73	

ITEM No ...6.....

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

REPORT ON: WINTER FORECASTING PROCUREMENT SOURCING STRATEGY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 92-2024

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present a sourcing strategy for the tender process for the provision of winter forecasting required for the road winter maintenance service.
- 1.2 Dundee City Council is the lead authority in a North of Scotland collaborative procurement on behalf of Perth & Kinross Council, Angus Council, Aberdeenshire Council, Aberdeen City Council, Moray Council, and The Highland Council.
- 1.3 The proposed contract term is 3 years covering the period 1 October 2024 to 30 September 2027, which would provide a coterminous end date with the interdependent contract for Data Management (Bureau Services) Calibration and Maintenance Services, which relates to weather station maintenance. A future procurement exercise will be administered to incorporate both requirements with 2 Contract Lots (one for Bureau Services and one for Winter Forecasting Services).

2 RECOMMENDATION

- 2.1 It is recommended that the Committee:
- a approves the commencement of a procurement exercise in respect of the commission described, based on the sourcing strategy, summarised in this report; and
 - b delegates authority to the Head of Sustainable Transport and Roads to finalise the procurement strategy and award a contract to the successful bidders, following a tender process carried out in compliance with the Public Contracts (Scotland) Regulations 2015.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of providing winter forecasting is met from the City Development revenue budget. The financial implications associated with this report are the costs of the contract to be awarded, of which Dundee City Council's share is estimated to be in the region of £19,000 per annum. The costs will be fixed for the 3 year period.

4 SOURCING STRATEGY SUMMARY

- 4.1 This Sourcing Strategy seeks approval to progress with an appropriate, compliant tender process and the tender opportunity will be advertised via Public Contracts Scotland (PCS). Bidders will go through a selection process to assess capability to the needs and requirement of the contract and a tender evaluation process to determine best value.

5 RISK ANALYSIS

- 5.1 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 contracts 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.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered. This will be a commitment contract on behalf of all of the Partners, and each Partner has signed a Participation Agreement.
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.	Low Risk – bidders will be required to demonstrate technical competence as part of the tender evaluation process. The specification has been comprehensively reviewed by each of the Partners referred to in paragraph 1.2 of this report.
Performance Risk – 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 and specified response times.
Contractual Risk – 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 – the contractor shall be proactively managed during the term of the contract. The Partners referred to in paragraph 1.2 of this report will be named as Purchasers to afford the necessary contractual protection to all participating Partners.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

6 SUMMARY

- 6.1 It is recommended that the Committee approve this Sourcing Strategy and award appropriate delegated powers to the Head of Sustainable Transport & Roads to proceed as outlined.

7 POLICY IMPLICATIONS

- 7.1 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.

8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

9.1 None.

Ewan Macnaughton
Head of Sustainable Transport and Roads

Author: Sandy Christie

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/EM/SC/KM

4 March 2024

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ITEM No ...7.....

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

REPORT ON: BUS SHELTER REPAIRS PROCUREMENT SOURCING STRATEGY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 99-2024

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present a sourcing strategy for the tender process for the provision of bus shelter glazing and repair services. The proposed contract term is 3 years with an option to extend annually thereafter for a further 3 years.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee:
- a approves the commencement of a procurement exercise in respect of the commission described, based on the sourcing strategy, summarised in this report; and
 - b delegates authority to the Head of Sustainable Transport & Roads to finalise the procurement strategy and award a contract to the successful bidder, following a tender process carried out in compliance with the Public Contracts (Scotland) Regulations 2015.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of bus shelter maintenance is met from the City Development revenue budget. The financial implications associated with this report are the estimated cost of the contract to be awarded. The annual cost of glazing repairs varies annually and is dependent on the level of vandalism in any given period. Based on the average costs of repairs in the last three years the contract cost is anticipated to be £480,000 for the 3-year contract with 3-year extension option.

4 SOURCING STRATEGY SUMMARY

- 4.1 Dundee City Council own and maintain 348 bus shelters which were mostly installed in 2005/2006. The asset group comprises of 18 large city centre bus shelters and 330 smaller bus shelters of which approximately 30 are fitted with polycarbonate panels and the remainder are glazed with toughened glass.
- 4.2 Report 368-2008 approved by the Planning & Transportation Committee on 8 September 2008 sets out a policy for bus shelter vandalism mitigation. The policy details intervention levels relating to frequency and extent of vandalism where replacement of glass with polycarbonate or mesh should be considered, and situations where continual vandalism may warrant consideration of removing the bus shelter in its entirety.
- 4.3 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. This is a specialist market and as such it is anticipated there may be a limited number of bids, therefore pre-qualification is not required. Bidders will, however, go through a selection process to assess capability to the needs and requirements of the contract.

5 RISK ANALYSIS

- 5.1 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 contracts 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.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.
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.	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.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Medium Risk – a contract management process will be put in place with the use of Key Performance Indicators. Due to the limited number of providers of this service, contractor failure presents a risk to continuity of service.
Contractual Risk – 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 – Dundee City Council are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

6 SUMMARY

- 6.1 It is recommended that the Committee approve this Sourcing Strategy and award appropriate delegated powers to the Head of Sustainable Transport & Roads to proceed as outlined.

7 POLICY IMPLICATIONS

- 7.1 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.

8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

9.1 None.

Ewan Macnaughton
Head of Sustainable Transport and Roads

Author: John Berry

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/EM/JB/KM

13 March 2024

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ITEM No ...8.....

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

REPORT ON: PARKING METER PROCUREMENT SOURCING STRATEGY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 100-2024

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present a sourcing strategy for the procurement process for the provision of parking meter maintenance and upgrade services. The proposed contract term is 5 years.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee approves the commencement of a procurement exercise in respect of the commission described, based on the sourcing strategy, summarised in this report.

3 FINANCIAL IMPLICATIONS

- 3.1 The costs of maintaining parking meters is met from the City Development revenue budget. The financial implications associated with this report are the estimated cost of the contract to be awarded. The total cost of the contract is anticipated to be in the region of £550,000 for the 5 year contract.
- 3.2 Once the formal tender has been received, this will be brought to committee for approval.

4 SOURCING STRATEGY SUMMARY

- 4.1 Dundee City Council own and operate approximately 95 on-street parking meters, and 30 parking meters in off-street car parks. The existing parking meters were mostly installed in 2013. Approximately half of the parking meters have cash and bank card payment option and the remaining meters offer coin payment only. Parking meters are complemented by pay by phone/app options at all locations. The number of parking meters will be assessed as part of this procurement process to ensure the Council has the optimum number of meters for the city's changing requirements.
- 4.2 The proposed contract will specify that all existing parking meters are refitted with new hardware and meter control panels at the start of the contract period. As part of the refurbishment programme all parking meters will be fitted with functionality to enable payment by both card and cash with receipt options.
- 4.3 Following the refurbishment and upgrade of the parking meters, the supplier will be required to undertake scheduled and unscheduled maintenance of the parking meters during the remainder of the contract term. The contract will also cover supply of sim cards, back-office software, and all technology upgrades that may arise during the lifetime of the contract. Dundee City Council will continue to provide first line maintenance during the contract period for routine faults like coin jams.
- 4.4 Bidders will be invited to submit tenders on a fixed annual recurring contract value basis. The consistent annual revenue cost over the term of the contract will provide the Council with cost certainty in respect of unscheduled maintenance and spread the investment cost of upgrading parking meters evenly throughout the contract period. A 5-year contract term is proposed to

enable commercial investment recovery certainty associated with the year 1 cost of refurbishment of assets contained within the procurement.

- 4.5 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. This is a specialist market and as such it is anticipated there may be a limited number of bids, therefore pre-qualification is not required. Bidders will, however, go through a selection process to assess capability to the needs and requirement of the contract.

5 RISK ANALYSIS

- 5.1 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 contracts 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.	Low Risk - the contract will be tendered and awarded through a compliant framework, through which all costs have been considered.
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.	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.
Performance Risk – 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 KPIs.
Contractual Risk – 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.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

6 SUMMARY

It is recommended that the Committee approve this Sourcing Strategy as outlined.

7 POLICY IMPLICATIONS

- 7.1 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.

8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

- 9.1 None.

Ewan Macnaughton
Head of Sustainable Transport and Roads

Author: John Berry

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/EM/JB/KM

14 March 2024

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ITEM No ...9.....

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

REPORT ON: DUNDEE CHRISTMAS VILLAGE 2024-2026 SOURCING STRATEGY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 119-2024

1 PURPOSE OF REPORT

1.1 This report seeks approval for the procurement of a commercial operator to plan, deliver and manage a Christmas Village for a minimum of four weeks over the festive period.

2 RECOMMENDATION

2.1 It is recommended that the Committee:

- a approves the commencement of a procurement exercise in respect of the project described, based on the sourcing strategy, summarised in this report; and
- b delegates authority to 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 the Public Contracts (Scotland) Regulations 2015.

3 FINANCIAL IMPLICATIONS

3.1 The tender for the proposed Christmas Village will be offered for a maximum of £180,000 per annum. This will be met from a combination of the City Development Revenue Budget and the budget investment proposal approved by the City Governance Committee on 29 February 2024 to create economic opportunities through increasing footfall and visitors to the city centre.

3.2 The tender will be for an initial period of one year but will include scope to renew this annually for a maximum of two additional years. Any renewal will be subject to budget availability and contractor performance.

4 SOURCING STRATEGY SUMMARY

4.1 This sourcing strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. This is a specialist outdoor event and for a specified period. Market research will inform the specification of requirements and to gauge interest in the market. Bidders will go through a selection process to assess capability to deliver the requirements of the contract. The tender will be awarded on the basis of a quality and cost assessment.

4.2 By partnering with a professional event management company, the Christmas offer will be expanded to attract more visitors to the city centre. Outsourcing this element of the city's Christmas offer with the financial support will elevate the quality of the experience for citizens and visitors, reinforcing the city's reputation as a vibrant and culturally rich destination.

4.3 The proposed Dundee Christmas Village will offer a variety of experiences and attractions that will appeal to residents and visitors during the Festive season.

5 RISK ANALYSIS

Description of the 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.	<p>Low risk – by offering the contract we are helping to remove risk from current provision. Ensure the company awarded has sufficient experience of similar events and can provide evidence of this through previous paperwork and references.</p> <p>The contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered</p>
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.	Low Risk – through market research, this will inform the specification of the tender to ensure that companies will be able to deliver the project. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low risk – References and previous experience as well as contract management process will be put in place.
Contractual Risk – 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	<p>Low risk – payment will be staggered based on milestones.</p> <p>DCC standard terms and conditions for the supply of services will be utilised. The contractor will be managed during the term of the contract which will reduce the risk</p>
Procurement Risk – where a procurement is found unsound in law, through the public procurement rule	Low risk - this is a regulated contract.

6 SUMMARY

- 6.1 It is recommended that the committee approve the Sourcing Strategy and award appropriate delegated powers to the Executive Director of City Development to proceed as outlined.

7 POLICY IMPLICATIONS

- 7.1 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.

8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

9.1 None.

Gregor Hamilton
Head of Planning and Economic Development

Author: Jennifer Caswell

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/GH/JC/RR/KM

11 April 2024

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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.

Proposed Sourcing Strategies
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
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.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.
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.	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.
Performance Risk – 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.
Contractual Risk – 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.
Procurement Risk – 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

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APPENDIX 1

SOURCING STRATEGY	DCA – Replacement Goods and Passenger Lifts
PROJECT NUMBER	22-037
PROJECT INFORMATION	Sourcing Strategy for the tender process for the full replacement of 1nr goods lift and 1nr passenger lift which serve the DCA complex.
PROPOSED CONTRACT DURATION	26 weeks
RECOMMENDATION	<p>It is recommended that the Committee</p> <ul style="list-style-type: none"> 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 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.
FINANCIAL IMPLICATION	<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>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

SOURCING STRATEGY	Various Primary and Nursery Schools – WiFi Installation Phase 3
PROJECT NUMBER	22-6024
PROJECT INFORMATION	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.
PROPOSED CONTRACT DURATION	6 weeks
RECOMMENDATION	<p>It is recommended that the Committee</p> <ul style="list-style-type: none"> 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 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.
FINANCIAL IMPLICATION	<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>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

SOURCING STRATEGY	Various Primary and Nursery Schools – WiFi Installation Phase 4
PROJECT NUMBER	22-6025
PROJECT INFORMATION	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.
PROPOSED CONTRACT DURATION	6 weeks
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> 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 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.
FINANCIAL IMPLICATION	<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>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

SOURCING STRATEGY	Mill O'Mains – Enhanced Support Area Unit
PROJECT NUMBER	22-6021
PROJECT INFORMATION	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
PROPOSED CONTRACT DURATION	6 Weeks – School Summer 2024
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> 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 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.
FINANCIAL IMPLICATION	<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>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None

SOURCING STRATEGY	St Johns HS – Balmerino Block Enhanced Support Area Toilet Changing Facilities
PROJECT NUMBER	23-6012
PROJECT INFORMATION	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.
PROPOSED CONTRACT DURATION	6 Weeks – School Summer 2024
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> 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 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.
FINANCIAL IMPLICATION	<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>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None

SOURCING STRATEGY	St Johns HS – Pool Liners, Glulam Beams and Pool Plantroom Upgrade
PROJECT NUMBER	23-6003
PROJECT INFORMATION	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.
PROPOSED CONTRACT DURATION	6 Weeks – School Summer 2024
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> 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 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.
FINANCIAL IMPLICATION	<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>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None

SOURCING STRATEGY	Eastern PS – Centenary Block Male & Female Toilets Upgrade
PROJECT NUMBER	23-6009
PROJECT INFORMATION	Sourcing Strategy for the tender process for the refurbishment of the male and female pupil toilets in the centenary block at Eastern PS.
PROPOSED CONTRACT DURATION	6 Weeks – School Summer 2024
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> 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 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.
FINANCIAL IMPLICATION	<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>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None