



City Chambers  
DUNDEE  
DD1 3BY

10th January, 2025

Dear Colleague

I refer to the agenda of business issued in relation to the MEETING of the **NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE** to be held on Monday, 20th January 2025 and now enclose the undernoted item of business which was not received at the time of issue.

Yours faithfully

GREGORY COLGAN

Chief Executive

#### **AGENDA OF BUSINESS**

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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act

5      **SOURCING STRATEGY**

City Chambers  
DUNDEE  
DD1 3BY

10th January, 2025

Dear Colleague

You are requested to attend a MEETING of the **NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE** to be held in the Council Chamber, City Chambers, City Square, Dundee and also to be held remotely on Monday, 20th January, 2025 following the meeting of the Children, Families and Communities Committee called for 5.00pm.

The meeting will also 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](http://www.dundee.gov.uk/live) or alternatively they may attend in person.

Should you require any further information please contact Committee Services on telephone (01382) 434228 or by email at [committee.services@dundee.gov.uk](mailto:committee.services@dundee.gov.uk).

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 SOURCING STRATEGY FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS - Page 1**

(Report No 13-2025 by the Executive Director of Neighbourhood Services, copy attached).

### **3 TENDER RECEIVED BY HEAD OF HOUSING, CONSTRUCTION & COMMUNITIES SERVICES - Page 7**

(Report No 24-2025 by the Executive Director of Neighbourhood Services, copy attached).

### **4 TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY - Page 11**

(Report No 22-2025 by the Executive Director of City Development, copy attached).

*This page is intentionally left blank*

**ITEM No ...2.....**

**REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE – 20 JANUARY 2025**

**REPORT ON: SOURCING STRATEGY FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS**

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

**REPORT NO: 13-2025**

## **1 PURPOSE OF REPORT**

1.1 The purpose of this report is to detail the development of a sourcing strategy for the tender process to supply and deliver construction materials to Construction Services.

## **2 RECOMMENDATION**

2.1 It is recommended that Committee approves the extension of the existing contracts procured via Scotland Excel Construction Materials Framework, until May 2025 to allow for the procurement exercise to complete; and,

2.2 Approves the commencement of the procurement exercise as detailed within.

## **3. SUMMARY OF SOURCING STRATEGIES**

3.1 Proposed sourcing strategies for progressing by Construction Services in relation to the projects detailed below.

<b>Proposed Sourcing Strategies</b>
DCC/CS/205/24 - Supply and Delivery of Construction Materials (Electrical Materials, Building and Timber Materials, Plumbing and Heating, Trade Materials and Power Tools)

## **4 FINANCIAL IMPLICATIONS**

4.1 The Executive Director of Corporate Services has confirmed that funding for the above supply and delivery of construction materials is available within the Construction Services Revenue Budget, these costs are then recharged to client services budgets as part of the established arrangements for repairs partnerships. See Appendix 1.

## **5 SOURCING STRATEGY SUMMARY**

5.1 Construction Services has existing framework contracts which are a result of previous mini-competition exercises from SXL Frameworks, reported to the Neighbourhood Services Committee, report no 49-2023 on the 20 February 2023 (Article III Refers) and report no 108-2023 on the 24 April 2023 (Article III Refers). The electrical, trade materials and building and timber material lots are due to expire at the end of February 2025. This sourcing strategy seeks approval to extend the duration of these contracts to allow a further mini-competition exercise to be completed and to align with the plumbing and heating contract ending in May 2025.

5.2 This sourcing strategy seeks permission to progress with an appropriate compliant tender process via Public Contracts Scotland. Suppliers approved on the Scotland Excel Construction Materials Framework, will be invited via a mini competition as per the framework guidelines.

## 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
<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 Risk - The contracts will be the subject of a mini-competition between those Framework Suppliers who have submitted compliant bids.
<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 Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate competence as part of the tender evaluation process.
<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 Risk – Supplier capability has been assessed as part of the Framework evaluation process.  The client will undertake regular contract management to ensure contractor performance against agreed contractual KPIs.
<b>Contractual Risk</b> – 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 suppliers continued presence on the Framework is dependent upon their performance.  As per Performance Risk
<b>Procurement Risk</b> – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – This is mitigated by complying with the Framework call-off rules.

## 7 SUMMARY

- 7.1 It is recommended the preferred route to market is to use the mini competition process available through the Scotland Excel Frameworks as detailed within this report.

## 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 and agree with its contents.

**10 BACKGROUND PAPERS**

10.1 None.

Tony Boyle  
Executive Director of Neighbourhood Services

Louise Butchart  
Head of Housing, Construction and Communities  
Services

3 December 2024

*This page is intentionally left blank*

## Appendix 1

<b>SOURCING STRATEGY</b>	Supply and Delivery of Construction Materials
<b>PROJECT NUMBER</b>	DCC/CS/205/24 -
<b>PROJECT INFORMATION</b>	<p>The supply and delivery of a selection of core and non-core construction materials from the Scotland Excel Construction Materials Framework Ref:1422 for the Supply and Delivery of Construction Materials.</p> <p>Lot 1 – Electrical Materials  Lot 2 – Building and Timber Materials  Lot 3 – Plumbing and Heating Materials  Lot 4 - Trade Materials and Power Tools</p> <p>We would propose to extend DCC Contracts lots 1,2 and 4 from the existing Scotland Excel Framework (Refs 09-19, 03-18, 07-17) to May 2025, to align with the contract end date of May 2025 for lots 3(Ref 23-18).</p> <p>Lots 1,2,3 and 4 will then be Procured together for a period of 2 years from 1 June 2025, with a 1, plus 1-year optional extension.</p>
<b>PROPOSED CONTRACT DURATION</b>	2 years from 1 June 2025, with a 1, plus 1-year optional extension (totalling 4 years maximum)
<b>RECOMMENDATION</b>	<p>It is recommended that the Committee:</p> <p>a approves the commencement of a procurement exercise in respect of the framework described, based on the sourcing strategy summarised in this report.</p> <p>b notes that the existing Framework Contracts will be extended in duration (for the period to May 2025) to ensure service coverage. This is to allow the tendering process to be conducted.</p>
<b>FINANCIAL IMPLICATIONS</b>	Dundee City Council spends approximately £1,818,206 per annum on construction materials and consumables. These items have been purchased via mini competitions through the Scotland Excel Framework (Ref 1422)
<b>POLICY IMPLICATIONS</b>	There are no issues
<b>BACKGROUND PAPERS</b>	None



*This page is intentionally left blank*

**ITEM No ...3.....**

**REPORT TO:** NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE– 20 JANUARY 2025

**REPORT ON:** TENDER RECEIVED BY HEAD OF HOUSING, CONSTRUCTION & COMMUNITIES SERVICES

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

**REPORT NO:** 24-2025

**1 PURPOSE OF REPORT**

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

**2 RECOMMENDATION**

2.1 It is recommended that the 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 The tender has been received by the Housing Service in relation to the project detailed below:

<b>Project Reference and Description</b>	<b>Contractor</b>
23-500 Urgent Roofs 2024/25 - Roof Replacements	Construction Services

**4 FINANCIAL IMPLICATIONS**

4.1 The Executive Director of Corporate Services has confirmed that funding for the above project is available as detailed on the attached sheet.

**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 and are in agreement with its contents.

**7 BACKGROUND PAPERS**

- 7.1 Article IV of the minute of meeting of the Neighbourhood Regeneration, Housing and Estate Management Committee of 13 May 2024, Report 132-2024, Tenders Received by Head of Design & Property refers.

Tony Boyle  
**Executive Director of Neighbourhood Services**

Louise Butchart  
**Head of Housing, Construction & Communities Services**

16 December 2024

## APPENDIX 1

<b>PROJECT</b>	Urgent Roofs 2024/25 - Roof Replacements								
<b>PROJECT NUMBER</b>	23-500								
<b>PROJECT INFORMATION</b>	This project involves the urgent replacement of roofs to Housing properties. The final extent of work is known following an architectural survey of each property and stripping of the roof finish. The individual addresses are identified throughout the contract as they arise. The purpose of increasing the budget for the 2024/25 financial year is to progress a greater number of individual failures that would not be addressed through the cyclical roof replacement programme.								
<b>ESTIMATED START AND COMPLETION DATES</b>	April 2024 March 2025								
<b>TOTAL COST</b>	<table> <tr> <td>Contract</td> <td>£1,395,000 (increase from £465,000)</td> </tr> <tr> <td>Non-Contract Allowances</td> <td>£30,000 (increase from £10,000)</td> </tr> <tr> <td>Fees</td> <td>£75,000 (increase from £25,000)</td> </tr> <tr> <td><b>Total</b></td> <td><b>£1,500,000 (increase from £500,000)</b></td> </tr> </table>	Contract	£1,395,000 (increase from £465,000)	Non-Contract Allowances	£30,000 (increase from £10,000)	Fees	£75,000 (increase from £25,000)	<b>Total</b>	<b>£1,500,000 (increase from £500,000)</b>
Contract	£1,395,000 (increase from £465,000)								
Non-Contract Allowances	£30,000 (increase from £10,000)								
Fees	£75,000 (increase from £25,000)								
<b>Total</b>	<b>£1,500,000 (increase from £500,000)</b>								
<b>FUNDING SOURCE</b>	Capital Plan 2024-29 – Building Resilient and Empowered Communities- Housing HRA Element – Free from Serious Disrepair								
<b>BUDGET PROVISION &amp; PHASING</b>	2024/25 £1,500,000 (increased from £500,000)								
<b>ADDITIONAL FUNDING</b>	None								
<b>REVENUE IMPLICATIONS</b>	None								
<b>POLICY IMPLICATIONS</b>	None								
<b>TENDERS</b>	<table> <tr> <td>Negotiated project</td> <td></td> </tr> <tr> <td><b>Contractor</b></td> <td><b>Tender Amount</b></td> </tr> <tr> <td>Construction Services</td> <td>£1,395,000</td> </tr> </table>	Negotiated project		<b>Contractor</b>	<b>Tender Amount</b>	Construction Services	£1,395,000		
Negotiated project									
<b>Contractor</b>	<b>Tender Amount</b>								
Construction Services	£1,395,000								
<b>RECOMMENDATION</b>	To approve the tender from Construction Services.								
<b>SUB-CONTRACTORS</b>	TBC								
<b>BACKGROUND PAPERS</b>	132-2024								

*This page is intentionally left blank*

**ITEM No ...4.....**

**REPORT TO:** NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE - 20 JANUARY 2025

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

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

**REPORT NO:** 22-2025

**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.

<b>Engineers Projects - Reference and Description</b>	<b>Contractor</b>
P22989 - Charleston Drive Steps Replacement	T & N Gilmartin (Contractors) Ltd
P22985 - Forth Crescent - Steps Replacement	Dundee Plant Company Ltd
P221005 - Dryburgh Crescent Linkage Footpath Steps Improvements	Tayside Contracts

**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 None.

**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.

Neil Martin  
Head of Design and Property

Robin Presswood  
Executive Director of City Development

NM/SM

8 January 2025

Dundee City Council  
Dundee House  
Dundee

## APPENDIX 1

<b>PROJECT</b>	Charleston Drive Steps Replacement				
<b>PROJECT NUMBER</b>	P22989				
<b>PROJECT INFORMATION</b>	The work comprises the replacement of existing 3 set of steps with precast concrete steps and galvanised handrails at front of 460-478 Charleston Drive, Dundee				
<b>ESTIMATED START AND COMPLETION DATES</b>	February 2025 March 2025				
<b>TOTAL COST</b>	Contract				£59,702.50
	Non contract allowances				£9,297.50
	Fees				<u>£15,500.00</u>
	Total				<u>£84,500.00</u>
<b>FUNDING SOURCE</b>	Capital Plan 2024-2029, Build Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair				£84,500.00
<b>BUDGET PROVISION &amp; PHASING</b>	2024/2025				£84,500.00
<b>ADDITIONAL FUNDING</b>	None.				
<b>REVENUE IMPLICATIONS</b>	None.				
<b>POLICY IMPLICATIONS</b>	There are no major issues.				
<b>TENDERS</b>	Mini competition				
	<b>Contractor</b>	<b>Submitted Tender</b>	<b>Corrected Tender</b>	<b>Quality Ranking</b>	<b>Cost/Quality Ranking</b>
	T & N Gilmartin (Contractors) Ltd	£45,182.50	£59,702.50	1	1
	Dundee Plant Company Ltd	£67,078.72	-	1 (equal)	2
	SDB Contract Ltd	£80,940.00	-	1 (equal)	3
<b>RECOMMENDATION</b>	To accept the tender with highest score for cost and quality from T & N Gilmartin (Contractors) Ltd				
<b>SUB-CONTRACTORS</b>	None				
<b>BACKGROUND PAPERS</b>	None.				



<b>PROJECT</b>	Forth Crescent - Steps Replacement				
<b>PROJECT NUMBER</b>	P22985				
<b>PROJECT INFORMATION</b>	The work comprises the replacement of existing 3 set of steps with precast concrete steps and galvanised handrails at front of 28-42 Forth Crescent, Dundee				
<b>ESTIMATED START AND COMPLETION DATES</b>	February 2025 March 2025				
<b>TOTAL COST</b>	Contract		£48,981.72		
	Non contract allowances		£9,018.28		
	Fees		<u>£14,500.00</u>		
	Total		<u>£72,500.00</u>		
<b>FUNDING SOURCE</b>	Capital Plan 2024-2029, Build Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair				£72,500.00
<b>BUDGET PROVISION &amp; PHASING</b>	2024/2025				£72,500.00
<b>ADDITIONAL FUNDING</b>	None.				
<b>REVENUE IMPLICATIONS</b>	None.				
<b>POLICY IMPLICATIONS</b>	There are no major issues.				
<b>TENDERS</b>	Mini competition				
	<b>Contractor</b>	<b>Submitted Tender</b>	<b>Corrected Tender</b>	<b>Quality Ranking</b>	<b>Cost/Quality Ranking</b>
	Dundee Plant Company Ltd	£38,924.86	£48,981.72	1	1
	T & N Gilmartin (Contractors) Ltd	£56,727.90	-	1 (equal)	2
	SDB Contract Ltd	£73,750.00	-	1 (equal)	3
<b>RECOMMENDATION</b>	To accept the tender with highest score for cost and quality from Dundee Plant Company Ltd.				
<b>SUB-CONTRACTORS</b>	None				
<b>BACKGROUND PAPERS</b>	None.				

<b>PROJECT</b>	Dryburgh Crescent linkage footpath steps Improvements	
<b>PROJECT NUMBER</b>	P221005	
<b>PROJECT INFORMATION</b>	The work comprises the replacement 4 sets of Steps on existing linkage footpath with Precast concrete Steps and Galvanised Handrails at 37 Dryburgh Crescent, Dundee.	
<b>ESTIMATED START AND COMPLETION DATES</b>	February 2025 March 2025	
<b>TOTAL COST</b>	Contract	£90,885.57
	Non contract allowances	£9,614.43
	Fees	<u>£14,500.00</u>
	Total	<u>£115,000.00</u>
<b>FUNDING SOURCE</b>	Capital Plan 2024-2029, Build Resilient and Empowered Communities, Housing, HRA Element, Free From Serious Disrepair	£115,000.00
<b>BUDGET PROVISION &amp; PHASING</b>	2024/2025	£115,000.00
<b>ADDITIONAL FUNDING</b>	None.	
<b>REVENUE IMPLICATIONS</b>	None.	
<b>POLICY IMPLICATIONS</b>	There are no major issues.	
<b>TENDERS</b>	Negotiated contract:	
	<b>Contractor</b>	<b>Tender Amount</b>
	Tayside Contracts	£90,885.57
<b>RECOMMENDATION</b>	Accept of offer.	
<b>SUB-CONTRACTORS</b>	None	
<b>BACKGROUND PAPERS</b>	None.	