

ITEM No ...3.....

REPORT TO: NEIGHBOURHOOD, HOUSING AND COMMUNITIES COMMITTEE – 11 MAY 2026

**REPORT ON: PROCUREMENT SOURCING STRATEGY APPROVAL FOR REMOVALS
FRAMEWORK**

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 113-2026

1. PURPOSE OF REPORT

1.1 The purpose of this report is to present the procurement sourcing strategy that has been completed for a removals services framework (for the transportation and storage of goods from domestic properties). This is to ensure that the Housing Services can comply with statutory duties under housing and homelessness legislation and provide other housing functions such as decanting tenants. Access to the framework will be available to other services within the Council, subject to compliance with the framework call-off rules.

2. RECOMMENDATION

- 2.1 It is recommended that the Committee notes the information contained within this report, and:
- a. Approves the proposed route to market as outlined in this report (as set out in Section 6 of this report), in compliance with the Public Contracts (Scotland) Regulations 2015; and
 - b. Note that any contract awards to be made under this framework, that are not covered by delegation provided to officers within Standing Orders and Financial Regulations will be brought back to members for consideration.

3. FINANCIAL IMPLICATIONS

3.1 The Executive Director of Corporate Services has confirmed the agreement of these recommendations will result in costs of approximately £1.2m for the Housing Service within Neighbourhood Services over 4 years. These costs are already assumed within the approved Revenue Budget 2026/27 and incorporated into future budget assumptions.

4. BACKGROUND

4.1 The Councils Standing Orders and Schemes of Administration for Financial Regulations, Tender Procedures and Delegation of Powers to Officers were previously approved by elected members (Article V of the minute of meeting of the City Governance Committee of 22 September 2025, Report 293-2025 refers). This document includes the arrangements for procurement, and within Schedule 1 of the Contract Standing Orders this includes a requirement that when proposing to commence a procurement exercise that will exceed £1m then elected members are required to agree the proposed route to market for that contract. The details of the proposed route are set out within this sourcing strategy.

5. DETAILS OF THE PROJECT BEING COMMISSIONED

- 5.1 The purpose of this procurement is to establish a Removals Framework for the transportation and storage of goods from domestic properties.
- 5.2 The majority of the work will be awarded by the Housing Service. The Housing Service requires to transport and store goods to comply with the protection of property of homeless persons and persons threatened with homelessness duties imposed by section 36 of the Housing (Scotland) Act 1987, as amended. There is also a requirement to transport goods to and from temporary accommodation properties throughout the city to furnish the properties and remove any belongings left by the previous occupant. Dundee City Council also has duties towards

abandoned property where a tenancy is recovered under section 17 of the Housing (Scotland) Act 2001 and requires transportation and storage for these goods. There is also a requirement to provide removals and storage to Dundee City Council for tenants who are decanted from their tenancy due to repairs or redevelopment.

- 5.3 As this is a framework, delivery of community benefits will be a requirement of the framework supplier(s) when call-offs have reached a value of £100,000 of spend, per supplier.

6. SOURCING STRATEGY SUMMARY

- 6.1 Due to the volume and urgent nature of the work, Dundee City Council would like to set up a multi-supplier Framework for Removals Services, with a minimum of 3 suppliers to be admitted to the framework. The procurement exercise will involve an open tendering exercise which will be carried out in compliance with the Public Contracts (Scotland) Regulations 2015.
- 6.2 The establishment of a multi-supplier Framework facilitates the Council's aim is to provide a faster response for urgent moves which is critical when supporting homeless households, emergency decants, and child or adult protection situations.
- 6.3 Access to the framework will be available to other Tayside Councils and Tayside Contracts, subject to compliance with the framework call-off rules.

7. RISK ANALYSIS

- 7.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge

Key Risks Table

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.	Clear Pricing Schedule which provides transparency of pricing. Commercial Properties are out of scope, but removal requirements can be priced via mini-competition exercise from the Framework. Supplier Selection: Appropriate questions are included within the SPD document, including assessment of economic and financial standing.
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	Bidder competence will be assessed as part of the supplier selection process. The appointment of a suitably qualified and accredited supplier. (SPD to set out requirements for qualification and accreditation, along with bidder experience in delivering the requirement.
Performance Risk – This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits	The use of KPI's, feedback forms and having a clearly defined specification of requirements will ensure contractor performance.
Contractual Risk – Being able to remedy the 's shortcomings in the contractor's performance without severely damaging the contract and avoiding reliance on the contracted supplier as the contract develops.	The suppliers' continued presence on the Framework is dependent upon their performance. As per Performance Risk, 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

The procurement will be carried out in accordance with the Public Contracts (Scotland) Regulations 2015.

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, 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. CONSULTATION

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

10. BACKGROUND PAPERS

10.1 None.

Tony Boyle
Executive Director of Neighbourhood Services

16 April 2026

APPENDIX 1

PROJECT	Removals Framework
PROJECT NUMBER	DCC/NS/252/25
PROJECT INFORMATION	To establish a removals framework for the transportation and storage of goods from domestic properties. This is to ensure that the Housing Service can comply with statutory duties under housing and homelessness legislation and provide other housing functions such as decanting tenants.
ESTIMATED START AND COMPLETION DATES	Initial term: April 2026 – March 2028 Optional extensions: +1 year, +1 year (subject to performance and budget)
TOTAL COST	Year 1 – April 2026 – March 2027: £300,000 Year 2 – April 2027 – March 2028: £300,000 Year 3 – April 2028 – March 2029: £300,000 Year 4 – April 2029 – March 2029: £300,000 Total: <u>£1,200,000</u>
FUNDING SOURCE	Housing Revenue Account and Neighbourhood Services Revenue Budget (Other Housing Division)
BUDGET PROVISION & PHASING	2026/2027 Approximate split £200,000 Other Housing Division, £100,000 Housing Revenue Account 2027/2028 £200,000 Other Housing Division, £100,000 Housing Revenue Account 2028/2029 £200,000 Other Housing Division, £100,000 Housing Revenue Account 2029/2030 £200,000 Other Housing Division, £100,000 Housing Revenue Account
ADDITIONAL FUNDING	None.
REVENUE IMPLICATIONS	None.
POLICY IMPLICATIONS	There are no major issues.
PROCUREMENT ROUTE	Single Stage Open Tendering exercise which will be advertised on the Public Contracts Scotland (PCS) Portal
TENDERS	N/A
RECOMMENDATION	To agree the sourcing strategy for the establishment of a Dundee City Council Multi-Supplier Removals Services Framework.
SUB-CONTRACTORS	N/A
BACKGROUND PAPERS	None