

ITEM No ...8.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 18 AUGUST 2025

REPORT ON: SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 229-2025

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is return to committee to present sourcing strategies as outlined and seeks approval to commence with the procurement exercise in respect of each project.
- 1.2 The report acts as an update on previously approved Sourcing Strategy for 24-6005 - St Peter & Paul's Fire Doors following a change of intended route to market and estimated contract value. These changes having come about due to increase in project scope and further advice from the procurement team.

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
24-6005 - St Peter & Paul's Fire Doors
25-007 - Various Properties – Inspection, Testing, Service and Maintenance of Boosted Water Tank and Pump Systems

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.

5 SOURCING STRATEGY SUMMARY

- 5.1 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. 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	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.

Description of Risk	Actions To Be Taken To Manage Risk
there are other costs that arise during the contract and diminish the overall benefits.	
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 – the procurement will be carried out in accordance with the Public Contracts (Scotland) Regulations 2015.

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.

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NM/MM/RE/KM

6 August 2025

Dundee City Council
Dundee House, Dundee

APPENDIX 1

SOURCING STRATEGY	St Peter & Pauls Fire Doors
PROJECT NUMBER	24-6005
PROJECT INFORMATION	Upgrade of identified existing fire/smoke doors and surrounding partitions within the school to maintain 1-hour fire protection to the buildings escape routes. Works also include updates to Access Control, IT, Alarm and Pager Systems within School to also support pupil safety and movement
PROPOSED CONTRACT DURATION	To be phased between October 2025 School Holidays and Easter 2026 School Holidays
RECOMMENDATION	It is recommended that the Committee: <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via the SXL Framework for Property Maintenance and Refurbishment; and b Delegates authority to the Executive Director of City Development to finalise the procurement and award a contract to the successful bidder following a Tender Process carried out in compliance with Public Contracts (Scotland) Regulations 2015.
FINANCIAL IMPLICATIONS	The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on experience and market enquiries, the total cost of the contract is estimated to be £200k, inclusive of non-contract allowances and fees. The contract will be funded from the 2025-2030 Capital Plan – Design a Modern Council – Property Lifecycle Improvement Programme - Structural Improvement and Property Upgrades. Where the most economically advantageous tender is more than 10% greater than the sum detailed above then the matter will be reported back to Committee for approval.
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	N/A

SOURCING STRATEGY	Various Properties – Inspection, Testing, Service and Maintenance of Boosted Water Tank and Pump Systems
PROJECT NUMBER	25-007
PROJECT INFORMATION	The works comprise the inspection, testing, service and maintenance of the boosted water tank and pump systems at 60 properties
PROPOSED CONTRACT DURATION	3 years, with plus 2, plus 2 option to extend totalling 7 years
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 open tender on Public Contracts Scotland, and b Delegates authority to the Executive Director of City Development to finalise the procurement and award a contract to the successful bidder following a Tender Process carried out in compliance with Public Contracts (Scotland) Regulations 2015.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on experience and market enquiries, the total cost of the contract is estimated to be £180k, inclusive of non-contract allowances and fees. The contract will be funded from the City Development Revenue (Property Health & Safety) budget.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above then the matter will be reported back to Committee for approval.</p> <p>Any repair or maintenance works that are highlighted as being required after inspection and testing will be additional to the servicing contract and funded from the Revenue Property Health and Safety budget.</p>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	N/A