

ITEM No ...8.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 17 FEBRUARY 2025

REPORT ON: SOURCING STRATEGIES BY HEAD OF DESIGN & PROPERTY AND HEAD OF SUSTAINABLE TRANSPORT & ROADS-

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 29-2025

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, and delegates authority to the Executive Director of City Development to award contracts where tenders are less than £500,000, tenders above this level and/or 10% above the sourcing strategy estimate will be brought back to committee for consideration.

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.

Eastern Primary School – Window Replacement Phase 1
Inspection, Testing, Service and Maintenance of Fire Detection and Alarm, EVC and PAVA Systems
Nurse Call Systems – Oakland Centre, Kingspark School and Wellgate Daycare Centre

3.2 Proposed sourcing strategies for progressing by the Sustainable Transport & Roads Division in relation to the projects detailed below.

Public Space CCTV Maintenance
Cycling Initiatives
School Bus Network

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 report seeks approval to progress the listed projects with an appropriate compliant tender process via a suitable route to market, as outlined in the Appendix 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.

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9 January 2025

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APPENDIX 1

SOURCING STRATEGY	Eastern Primary School – Window Replacement Phase 1
PROJECT NUMBER	19-6023
PROJECT INFORMATION	The works comprise phase 1 of replacement of life expired original timber windows to various locations to the property. Replacement with new, double glazed, energy efficient and compliant window units, in keeping with the historic nature of the property and in compliance with relevant legislation and standards. Whilst undertaking these works, and utilising the required access scaffolding, associated and localised stonework pointing, rainwater goods and roof works will also be completed as required.
PROPOSED CONTRACT DURATION	June 2025-August 2025
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 projects described, via the 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 and award a contract to the successful bidder following a compliant sourcing route. c Note the selected procurement compliant route will ensure access to the specialist market for delivery of the required bespoke product, complying with Listed Building Consent. Furthermore, this framework will ensure work is kept within the local market, supporting the Council aim of Community Wealth Building.
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 £450K, inclusive of non-contract allowances and fees. The contract will be funded from the 2024-29 Capital Plan – Design a Modern Council – Property Lifecycle Development Programme – Window Replacement.</p> <p>Where the returned tender amount is more than 10% greater than the sum detailed above the matter will be reported back to Committee for approval.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Inspection, Testing, Service and Maintenance of Fire Detection and Alarm, EVC and PAVA Systems
PROJECT NUMBER	24-020
PROJECT INFORMATION	The works comprise the Inspection, Testing, Service and Maintenance of Fire Detection and Alarm, EVC and PAVA Systems at 180 properties
PROPOSED CONTRACT DURATION	3 years, with a 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, based on the sourcing strategy summarised in this report; and b Any tender over £500,000 associated with this contract will be brought back to committee for approval.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous contracts, experience and market enquiries, the total cost of the contract is estimated to be £590K, inclusive of extension options and fees. The contract will be funded from the City Development Revenue (property Health & Safety) budget.</p> <p>Where the most economically advantageous tender offer is more than 10% greater than the sum detailed above 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 & Safety Budget.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Nurse Call Systems – Oakland Centre, Kingspark School and Wellgate Daycare Centre
PROJECT NUMBER	N/A
PROJECT INFORMATION	To undertake the replacement of the existing Nurse Call Systems at Oakland Centre, Kingspark School and Wellgate Daycare Centre. To provide safe, compliant, and improved Nurse Call Systems for the benefit of service users and onsite staff.
PROPOSED CONTRACT DURATION	June 2026 – August 2026
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 projects described, via the Procurement for Housing 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 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 £250K, inclusive of non-contract allowances and fees. The contract will be funded from the 2024-29 Capital Plan – Design a Modern Council – Property Lifecycle Development Programme – Electrical Upgrades Budget. Where the most economically advantageous tender is more than 10% greater than the sum detailed above, the matter will be reported back to Committee for approval.
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Public Space CCTV Maintenance
PROJECT NUMBER	DCC/CD/167/24
PROJECT INFORMATION	Dundee City Council are the lead procurement authority on a collaborative term contract for CCTV maintenance services on behalf of Dundee City Council, Perth & Kinross Council, and Angus Council. The works comprise of routine and reactive maintenance of 89 public space CCTV cameras in Dundee, 49 cameras in Perth and Kinross, and 53 cameras in Angus.
PROPOSED CONTRACT DURATION	July 2025 - July 2030
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of an open tender procurement exercise for Public Space CCTV maintenance services, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to extend the existing contract with Scottish Communications for up to 12 months to allow sufficient time to carry out the re-procurement activity and appoint the successful supplier.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. The annual contract expenditure will fluctuate as determined by the in-year apparatus repair work identified through inspection and testing. Based on current expenditure levels, the total cost of the regional contract is estimated to be £860,000, of which Dundee City Council's share of the cost is estimated to be £455,000 over the five-year duration of the contract (£91,000 per annum).</p> <p>Dundee City Council's share of the costs will be funded from the Dundee City Council revenue budget.</p> <p>Tenders received will be brought to a future committee for approval.</p>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None

SOURCING STRATEGY	Cycling Services
PROJECT NUMBER	PROC/CD/234/24
PROJECT INFORMATION	The procurement exercise will involve an open tender exercise to create a single supplier Framework for the delivery of services by an experienced cycling services delivery partner to deliver a range of activities, engagement and community outreach work to encourage cycling (alongside other active travel modes) for everyday journeys.
PROPOSED CONTRACT DURATION	April 2025 - April 2030
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of an open tender procurement exercise for the provision of cycling services, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement and award a framework contract to the successful bidder following a competitive tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the cost of the contract to be awarded. The contract will be a call-off contract with an anticipated annual spend value of between £50,000 and £100,000 dependant on the value of grant funding received by Dundee City Council each year for the delivery of cycling initiatives.</p> <p>The contract spend will be funded from future external grant awards secured. Should no grant funding be received, then no spend will be commissioned through the contract.</p>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

SOURCING STRATEGY	School Bus Network – Harris Academy, Baldragon Academy and St Paul's Academy
PROJECT NUMBER	PROC/CD/14/21
PROJECT INFORMATION	Contract for the provision of school buses to provide school transport capacity at the start and end of the school day for pupils within the catchment area of the Harris Academy, Baldragon Academy, and St Paul's Academy high schools residing over 3 miles from school.
PROPOSED CONTRACT DURATION	August 2025 to June 2026
RECOMMENDATION	It is recommended that the Committee: a delegates authority to the Executive Director of City Development to award an interim commission to Xplore Dundee for up to 12 months to continue to provide school buses in order to allow sufficient time to carry out the re-procurement activity and appoint the successful supplier once the new school term transport requirements have been determined.
FINANCIAL IMPLICATIONS	The financial implications associated with this report are the costs of the contract to be awarded. Based on current contract values and market inflation the contract cost is estimated to be in the region of £147,000 per annum. The contract spend will be funded from the Children & Families Service revenue account.
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None