

ITEM No ...10.....

REPORT TO: CITY GOVERNANCE COMMITTEE – 17 FEBRUARY 2025

REPORT ON: CONTRACT FOR THE SERVICE AND MAINTENANCE OF CRAFT & DESIGN TECHNOLOGY (CDT) EQUIPMENT IN DUNDEE SCHOOLS

REPORT BY: EXECUTIVE DIRECTORS OF CHILDREN AND FAMILIES SERVICE AND CORPORATE SERVICES

REPORT NO: 51 - 2025

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval to commence with the award of a contract regarding the servicing and maintenance of Craft & Design Technology (CDT) equipment in all Dundee schools and associated buildings, leading to the award of a contract.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee:
- a Delegates authority to the Executive Director of Corporate Services to award a contract to the successful bidder, following the completion of a tender process carried out in compliance with the Public Contracts (Scotland) Regulations of 2015. Currently, the tender process has closed and only one competent bid was received from Active Energy Solutions LTD.
 - b Approves expenditure on the project to the total value described in 3.1 below of £56,100 which ensures coverage until 2028.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications associated with this report, other than the estimated cost of the contract to be awarded, the sum of which has already been approved in the relevant budget. The total cost of the contract awarded is anticipated to be £56,100 for the duration of the 4-year contract. Any material deviation from this sum, resulting from the tender process that is above the amount allowed for contingencies, will require further approval from this Committee, prior to the contract being awarded.

4 BACKGROUND

- 4.1 Dundee City Council requires to appoint a suitably qualified, experienced, and equipped supplier of servicing and maintenance of CDT machinery across the Children and Families Service over the next 4 years. The service provided will include full annual servicing of all fixed CDT machinery including any follow up remedial works required.
- 4.2 The supply of this service is vital to each school. Schools' technicians provide a basic level of servicing and repair within CDT departments. However, Dundee City Council does not have the equipment, or skill set, required to provide the full servicing and maintenance of all equipment whilst ensuring compliance with all health and safety standards.
- 4.3 The contract will enable Dundee schools to remain compliant with safe working practices in terms of CDT machinery for the next 4 years.

5 SOURCING STRATEGY SUMMARY

- 5.1 This sourcing strategy has progressed with the appropriate compliant tender process via Public Contracts Scotland. Bidders have gone through a selection process to assess capability to the needs and requirement of the contract.

6 RISK ANALYSIS

- 6.1 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.

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 has been tendered 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 has been tendered through a compliant procedure. Bidders were 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.
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 contract.
Legal Risk – where a procurement is found unsound in law, through the public procurement rules	Low risk – this is a regulated contract.

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.

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January 2025