

**PERTH AND KINROSS COUNCIL****Housing & Health Committee****14 August 2013****Tenders Accepted and Works Awarded Under Delegated Powers****Report by Executive Director (Housing and Community Care)****ABSTRACT**

This report details the tenders accepted and works awarded by the Executive Director (Housing and Community Care) under delegated powers during the period 1 January 2013 – 30 June 2013.

**1. BACKGROUND / MAIN ISSUES**

- 1.1. The Council's Financial Regulations and Contract Rules stipulate that the Executive Director (Housing and Community Care) is authorised to accept tenders of any value where:
  - a) The most economically advantageous tender is to be accepted; and,
  - b) The amount of the tender to be accepted is within the authorised estimates of expenditure of the Council.
- 1.2. This report lists all tenders accepted and works awarded, of a value in excess of £5,000, by the Executive Director (Housing and Community Care) during the period 1 January 2013 – 30 June 2013.

**2. PROPOSALS**

- 2.1. The Committee is asked to note the range of contracts awarded during the period 1 January 2013 – 30 June 2013 in order to deliver the objectives of the Service.

**3. CONCLUSION AND RECOMMENDATIONS**

- 3.1. This report reflects best practice in terms of governance and adherence to both the Council's Financial Regulations and the Scheme of Delegation.
- 3.2. The Committee is asked to:
  - note the contents of this report and the contracts awarded as detailed in Appendix 1; and
  - to note that, in future, the reporting of tenders awarded will be undertaken by the Corporate Procurement Manager in a single consolidated report for all Council Services (including Housing and Community Care) to the Strategic Policy and Resources Committee, as recommended by the Head of Legal Services.

**Author(s)**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
Neil Copland	Business & Resources Manager	01738 476959 Ncopland@pkc.gov.uk

**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
David Burke	Executive Director (Housing & Community Care)	18 July 2013

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Council Text Phone Number 01738 442573

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	
Community Plan / Single Outcome Agreement	None
Corporate Plan	None
<b>Resource Implications</b>	
Financial	Yes
Workforce	None
Asset Management (land, property, IST)	None
<b>Assessments</b>	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
<b>Consultation</b>	
Internal	Yes
External	None
<b>Communication</b>	
Communications Plan	None

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 There is no direct impact on the Community Plan or Single Outcome Agreement as a result of this report.

#### Corporate Plan

- 1.2 The proposals will ensure that the Service has increased procurement performance going forwards.

### 2. Resource Implications

#### Financial

- 2.1 The costs of all the contracts referred to in Appendix 1 are fully budgeted for in the Council approved revenue and capital budgets for 2013-14.

General Fund Revenue budgets	£1,020,352
Housing Revenue Account	£8,935,500
	<b>£9,955,852</b>

### Workforce

- 2.2 There are no workforce implications relating to this report.

### Asset Management (land, property, IT)

- 2.3 There are no Assets being reported on.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- (i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

This section should reflect that the proposals have been considered under the Act and;

However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

### Sustainability

- 3.3 There are no actions in this report that relate to the provisions of the Local Government in Scotland Act 2003.

### Legal and Governance

- 3.4 There are no direct Legal and/or Governance impacts or proposals in this report.

### Risk

- 3.5 There is a risk of challenge, should we be shown not to be utilising to contracts, or contracted suppliers, as stated in the Council's contracts register.
- 3.6 All staff have access to the Procurement rules, as set out in the Procurement pages of eric.

## **4. Consultation**

### Internal

- 4.1 The Heads of Service and Service Managers within Housing and Community Care have been consulted in the preparation of this report.
- 4.2 The Policy and Governance Group of officers from all Council Services, chaired by the Head of Legal Services, were also consulted,

### External

- 4.3 There was no external consultation in the preparation of this report.

## **5. Communication**

- 5.1 No additional communication is required.

## **6. Background Papers**

There are no background papers to this report.

## **7. Appendices**

Appendix A – Summary of the Contracts let 1<sup>st</sup> January – 30<sup>th</sup> June 2013



Supplier Name	Contract Type Description	Description	Start Date	Assumed Expiry Date	Expiry Date Including Extensions	Max. Extension	Contact	Value	Trade Classification (Thomson)	Number of Employees (Summary Range)
General Fund										
Tayside Council On Alcohol	Local	Mentoring Service for Women Offenders	11-Feb-13	11-Feb-16	11-Feb-16		Duncan Macnaughton	£ 120,000	Alcohol Misuse - Advice & Counselling	Small Company
Bell Contracts	Local	Refurbishment of Kinnoull Day Centre, Shuna Court, Perth	11-Mar-13	11-Sep-14	11-Sep-13		Ken Wilson	£ 847,052		
KANA Software Ireland Ltd	Local	Service Centre System	01-Apr-13	30-Sep-16	31-Mar-14		Alan Taylor	£ 38,000	Computer Systems & Software (development)	
SLM Service Level Management Ltd	Local	Formaster	01-Apr-13	30-Sep-16	31-Mar-14		Alan Taylor	£ 1,500	Computer Systems & Software (development)	Medium Company
Artifax Software Ltd	Local	Room Booking System	01-Apr-13	30-Sep-16	31-Mar-14		Alan Taylor	£ 3,800	Computer Systems & Software (development)	Small Company
Arneil Johnston	Local	Mid-Market Rent Research	16-May-13	31-Jul-13	31-Jul-13		Hilary Thomson	£ 10,000	Housing Consultancy	
								£ 1,020,352		
Housing Revenue Account										
Graham Sinclair Associates	Local	Survey& Condition Report on PKC & Garage Sites	20-Mar-13	31-Jul-13	31-Jul-13		Ron Taylor	£ 9,500	Construction Consultant	Small Company
Ryven (Jeanfield One) Limited		16 New Flats at Jeanfield Road, Perth.	20-Mar-13				Ron Taylor	£ 1,486,000		
R L Rattray	Local	Provision of Term Maintenance Plumbing to Council	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 800,000	Plumbers	Small Company
DAMM Environmental Ltd	Local	Provision of Term Maintenance Drainage works	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 520,000	Property Maintenance & Repairs	Medium Company
Tay Electric Ltd	Local	Provision of Term Maintenance Electrical Works	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 1,000,000	Electricians & Electrical Contractors	Small Company
Old Mill Chimneys	Local	Provision of Solid Fuel Maintenance/ Repairs to Council	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 280,000		
Dunbreck Decorators Ltd	Local	Provision of Term Maintenance Wet Trades/Painter	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 440,000		
Right Designs UK Ltd	Local	Provision of Term Maintenance Blacksmith & Fencer Works	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 280,000		
QAPM Ltd	Local	Provision of Heat Pump Systems Repairs/ maintenance	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 120,000		
WRB Gas (Contracts) Ltd	Local	Provision of Domestic Gas Repairs / Servicing to Council	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 2,600,000	Heating Contractors	Medium Company
Mcleod Glaziers Perth Ltd	Local	Provision of Term Maintenance Glazing Works	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 680,000	Glaziers	Small Company
Meldrum Construction (Perth) Ltd	Local	Provision of Term Maintenance Joinery to Council	01-Apr-13	30-Apr-15	31-Mar-16	12	June Beverley	£ 720,000	Construction Contractors - General	Small Company
								£ 8,935,500		
								Total £ 9,955,852		