

NORTH LANARKSHIRE COUNCIL

REPORT

To: POLICY AND RESOURCES (PROPERTY) SUBCOMMITTEE		Subject: PROPOSED TENDER OF THE COMMISSIONAIRE SERVICE AT FLEMING HOUSE, CUMBERNAULD
From: HEAD OF PROPERTY SERVICES		
Date: 26 April 2011	Ref: AW/FF/S2190490	

1. INTRODUCTION

- 1.1 The purpose of this report is to seek Committee approval to commence a procurement for the re-tender of the contract for the commissionaire service at Fleming House, Tryst Road, Cumbernauld.

2. BACKGROUND

- 2.1 The Council currently employs Corps Security to provide a commissionaire service for the office building at Fleming House, Cumbernauld.
- 2.2 The service provided includes a main reception security function along with basic janitorial duties.
- 2.3 The contract is currently due for renewal and therefore we are seeking to gain approval to tender the work in order to ensure that Best Value is achieved.

3. TENDER PROPOSALS

- 3.1 It is proposed that the duration of the new contract will be 36 months with an option to extend for a further 24 months at the Council's discretion.
- 3.2 The estimated value of the contract over the 5-year period is in the region of £175,000 excluding VAT (approximately £35,000 per annum).
- 3.3 In procuring the contract, the Council will carry out a competitive tendering process designed to ensure that the contract is awarded to a supplier submitting the most economically advantageous tender, taking into account attributes including, price, quality, capacity and track record.
- 3.4 In accordance with contract standing orders, a summary of the proposed procurement process is provided in Appendix A.

4. CORPORATE CONSIDERATIONS

- 4.1 The contract will be funded from the existing contract for Fleming House following its termination with the current contractor.

4.2 The current arrangement with the Corps Security shall continue until the procurement process is completed and a new contract is in place.

4.3 Existing staff will be covered by TUPE regulations.

5. RECOMMENDATIONS

5.1 It is recommended that Committee approve the competitive tendering of the commissionaire service at Fleming House, as detailed above.

5.2 All other terms and conditions to be adjusted by the Head of Property Services.



IAN NISBET
Head of Property Services

IAN

Members seeking further information on the contents of this report are asked to contact Ian Nisbet, Head of Property Services, on 01236 616305.



APPENDIX A

NORTH LANARKSHIRE COUNCIL - PROCUREMENT REPORTING

		PART A PROPOSED ARRANGEMENTS	PART B ACTUAL ARRANGEMENTS												
1	Procurement Title	Proposed Tender of the Commissionaire Service at Fleming House, Cumbernauld													
2	Description	Service to be provided includes a main reception security function along with basic janitorial duties.													
3	Contract Category	Supply Services Works	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>												
4	Contract Type	Term Framework Agreement Framework Contract One-off Other	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
5	Contract Duration	<input type="text" value="36"/> Months	<input type="text"/> Months												
6	Contract Start Date	<table border="1" style="width: 100%;"><tr><td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td style="text-align: center;">YYYY</td></tr><tr><td> </td><td> </td><td> </td></tr></table>	DD	MM	YYYY				<table border="1" style="width: 100%;"><tr><td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td style="text-align: center;">YYYY</td></tr><tr><td> </td><td> </td><td> </td></tr></table>	DD	MM	YYYY			
DD	MM	YYYY													
DD	MM	YYYY													
7	Contract End Date	<table border="1" style="width: 100%;"><tr><td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td style="text-align: center;">YYYY</td></tr><tr><td> </td><td> </td><td> </td></tr></table>	DD	MM	YYYY				<table border="1" style="width: 100%;"><tr><td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td style="text-align: center;">YYYY</td></tr><tr><td> </td><td> </td><td> </td></tr></table>	DD	MM	YYYY			
DD	MM	YYYY													
DD	MM	YYYY													
8	Contract Extension	<p>Is a provision being included to extend the contract?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', what is the maximum period of extension being sought?</p> <input type="text" value="24"/> Months	<p>Has a provision been included to extend the contract?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', what is the maximum period of extension included?</p> <input type="text"/> Months												
9	Total Value	<input type="text" value="£175,000"/>	<input type="text" value="£"/>												

		Actual	Estimate
10	What Procurement Route will be used?	EU <input checked="" type="checkbox"/> Non-EU <input type="checkbox"/>	<input checked="" type="checkbox"/>
11	If EU Procurement Route to be used, which procedure will apply?	Open <input type="checkbox"/> Restricted <input checked="" type="checkbox"/> Other <input type="checkbox"/> If 'Other' please provide details below:	
12	If Non-EU Procurement Route to be used, which procedure will apply?	Open <input type="checkbox"/> Restricted <input type="checkbox"/> Approved List <input type="checkbox"/> Other <input type="checkbox"/> If 'Other' please provide details below:	
13	What Evaluation Criteria will be used?	Lowest Price <input type="checkbox"/> Most Economically Advantageous <input checked="" type="checkbox"/>	
14	Procurement Checklist	Procurement checklist provided to Procurement Manager? Yes <input type="checkbox"/> No <input type="checkbox"/>	
15	Details of Council Officer responsible for this procurement process	Name <input type="text" value="ANGELA WOODBURN"/> Telephone <input type="text" value="01236 616234"/>	