

To: The Management Committee  
From: The Technical Services Manager  
Subject: Gutter Cleaning – Tender Acceptance

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## **1. Introduction/Purpose**

1.1 The purpose of this report is to seek approval to appoint a contractor to carry out our Gutter Cleaning contract which includes all our stock.

## **2. Background**

2.1 In order to deliver our cyclical maintenance programme we need a contractor to carry out these works. The appointment will be for a 4 year period.

## **3. Gutter Cleaning**

### **3.1 Tender Process**

3.1.1 Contractors were invited via Public Contracts Scotland website through an unrestricted competition (any organisation that has the relevant experience may submit a tender) to submit tenders. Tenders were received from six parties and evaluated on both price and quality.

3.1.2 This approach is in accordance with the Purchasing, Procurement and Tenders Policy.

### **3.2 Tender Evaluation Report**

3.2.1 The tender evaluation report has been prepared by Reid Associates and is contained in Appendix A for Committee's consideration. Please note all figures contained in Reid Associates report are exclusive of VAT.

3.2.2 In summary the report details the tender process and a cost and quality evaluation of the tenders received and recommends the revised tender from Tenement Steps Ltd be considered for acceptance.

### **3.3 Contract Sum**

3.3.1 Tenements Steps Ltd tender sum is £44,482.36.00 exclusive of VAT. Inclusive of VAT it is £53,378.83

#### **4. Budget v Contract Sum**

- 4.1 The tender submitted by Tenement Steps Ltd of £53,378.83 inclusive of VAT is within the budgeted figure contained in our 30 year forecasts.

#### **5. Risk**

- 5.1 We consider risk under various contexts e.g., financial, governance, technology etc as per our Risk Management Policy at both strategic and operational levels. No new strategic risks have been identified and no additional operational risks have been identified.

#### **6. Compliance and Assurance**

- 6.1 By procuring this contract in the way detailed in 3.1 we are demonstrating compliance with the Scottish Social Housing Charter:

##### 13. Value for Money

Social landlords manage all aspects of their businesses so that tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

- 6.2 By meeting the above requirements we are also meeting Regulatory Requirements and Standards.

##### 6.3 Evidence Bank

- 6.3.1 Committee is reminded that the assurance exercises are available in the Committee log-in area of our website for its consideration.

#### **7. Summary and Recommendations**

- 7.1 In summary to deliver the Gutter Cleaning contract we need to employ a contractor to carry out these works. The appointment is based on competitive tenders and the risks have been identified and considered at Section 5.
- 7.2 You are asked to consider the above and approve the appointment of Tenement Steps Ltd in the amount of £53,378.83 inclusive of VAT. This appointment will be subject to suitable references being received.