

## For Decision

Agenda Item 7.1  
Date of Meeting: 26/11/25

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 along with our factored properties.

### 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 3 year period, Year 1 being 26/27. The contract also makes provision for extending the contract for another 2 years.

### 3. Gutter Cleaning

#### 3.1 Tender Process

- 3.1.1 Contractors were invited via Public Contracts Scotland website through Quick Quote. Tenders were received from three 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 Tenement Steps Ltd tender sum is £85,649.55 exclusive of VAT. Inclusive of VAT it is £102,779.46

#### 4. Budget v Contract Sum

4.1 The tender submitted by Tenement Steps Ltd of £102,779.46 inclusive of VAT is within the budgeted figure contained in our 30 year forecasts and will form the basis of our budgeting for year 26/27 onwards.

#### 5. Risk

5.1 When considering the gutter cleaning works we have identified the main risks under the following risk categories and the measures we have taken to mitigate such risks.

Risk Category	Mitigating Measure
Financial - <ul style="list-style-type: none"> <li>Poor contract management could lead to unknown increased costs</li> </ul>	Having a reporting system in place along with using inhouse skills to manage the contract.
Reputation- <ul style="list-style-type: none"> <li>Not delivering on our business plan objectives leading to tenant dissatisfaction</li> </ul>	Award Contract
Property/ Stock Condition- <ul style="list-style-type: none"> <li>Not carrying out regular maintenance to our properties</li> </ul>	Award Contract

#### 6. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Delivery of gutter cleaning works	1. Provide high quality, affordable homes 3. Deliver value for money

#### 7. Application of our Core Values

Area	Related Core Value(s)
Delivery of gutter cleaning works	Engaged and Responsive Fair and Approachable Accountable and Compliant

## 8. Compliance and Assurance

8.1 Awarding the gutter cleaning contract contributes to good governance. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
The Scottish Social Housing Charter	4. Quality of Housing 5. Repairs, maintenance and improvements 13. Value for Money

8.2 Evidence Bank

Evidence	Assurance Exercise Location
<ul style="list-style-type: none"><li>Tender Report</li></ul>	The Scottish Social Housing Charter

8.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

## 9. Summary and Recommendations

9.1 In summary to deliver gutter cleaning to all our stock we need to employ a contractor to carry out these works. The appointment is based on best value tender.

9.2 Risk has been considered at Section 5.

9.3 Section 6 shows how carrying out these works, contributes to the delivery of our strategic objectives.

9.4 Section 7 shows how carrying out these works, contributes to the application of our Core Values.

9.5 You are asked to consider the above and approve the appointment of Tenement Steps Ltd in the amount of £102,779.46 inclusive of VAT.