

Members' Library Service Request Form

Date of Document	14/10/14
Originator	Stuart Baxter Operations and Engineering Manager
Originator's Ref (if any)	
Document Title	Road Services Contracts Supply and Maintenance of Bus Passenger Shelters 2014 - 2017

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Cabinet

Additional information:

Authorised By	Ray Montgomery
Designation	Head of Infrastructure
Date	14/10/14

For Office Use Only:	
Library Reference	221/14
Date Received	03/11/14
Bulletin	Nov14

REPORT TO: Members' Library Service

MEETING DATE:

BY: Head of Infrastructure

SUBJECT: CON-13-034 Supply and Maintenance of Bus Passenger Shelters 2014-17

1 PURPOSE

- 1.1 To advise Members of the steps taken to procure the above Infrastructure – Road Services Contract and provide details of the proposed work.

2 RECOMMENDATIONS

- 2.1 That Members note the decision of the Head of Infrastructure to award the contract for Supply and Maintenance of Bus Passenger Shelters to Commutaports Limited, Crosshill Road, Bishopbriggs, Glasgow, G64 2QE In accordance with the revised Scheme of Delegation (Appendix 2 to Standing Orders) section 1.11 Financial Limits and Section 4.6(f) of the Scheme of Delegation.
- 2.2 This report is submitted to the members library service in accordance with Standing Order 3.4 (a) and (c) for Members information.

3 BACKGROUND

- 3.1 The winning tender will be utilised by East Lothian Council for maintenance of all Bus Passenger Shelters over the next three financial years.
- 3.2 An advert was placed on Public Contracts Scotland on 6 May 2014 with a return date of 18 July 2014. There were six expressions of interest.
- 3.3 In accordance with the Council's Corporate Procurement Policies and Procedures tenders were subsequently issued, however only two contractors returned tenders. These were then assessed to determine the most suitably experienced Contractor giving due regard to quality and price. The price element was evaluated using a schedule of prices and

predetermined model of quantities based on a typical Annual works package and accounted for 70% of the contract award, the quality element accounted for 30% of the contract award.

The evaluated tender results are as follows: -

Contractor	Stage 1 Quality	Quality Score	Price Score	Overall Score	Tender Value	Combined Placing
Commutaports Ltd	Pass	17.5%	70%	87.5%	£33,458.00	1
Trueform	Fail				£50,151.00	n/a

3.4 The proposed works Include:

The maintained existing Bus Passenger Shelters, Replacement of existing Bus Passenger Shelters and Installation of new Bus Passenger Shelters.

4 POLICY IMPLICATIONS

4.1 None

5 EQUALITIES IMPACT ASSESSMENT

5.1 This report is not applicable to the well being of equalities groups and Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

6.1 Financial - Financial provision of £15,000 has been made in East Lothian Council 2014/2015 Road Services Revenue Budget and a further £15,000 within the Road Services Capital Budget this is adequate to cover the costs of the works and all other expenses

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 None

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DATE	14 October 2014