

Members' Library Service Request Form

Date of Document	26/09/16
Originator	Gary Miller
Originator's Ref (if any)	GM/CC
Document Title	Proposed Alterations to Planning Department, John Muir House

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Additional information:

Authorised By	Douglas Proudfoot
Designation	Head of Development
Date	06/10/16

For Office Use Only:	
Library Reference	187/16
Date Received	06/10/16
Bulletin	Oct 2016

REPORT TO: Members' Library Service

MEETING DATE:

BY: Depute Chief Executive – Partnerships and Community Services

SUBJECT: Proposed Alterations to Planning Department, John Muir House

1 PURPOSE

- 1.1 To note the decision to award the contract for the Proposed Alterations to Planning Department, John Muir House to Messrs Arthur McKay Building Services, Loanhead.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the decision of the Head of Development in consultation with the Head of Council Resources to accept Messrs Arthur McKay Ltd's tender amounting to £124,736.79 after checking and correction and noting that it is open for consideration until 7 December 2016 for the Proposed Alterations to planning Department, John Muir House.

3 BACKGROUND

- 3.1 This project has been identified to rationalise accommodation and introduce New Ways of Working within the Council's Planning Team. The Planning Team is currently situated across two floors of the Technical Block at John Muir House and the project will realise the intention to consolidate the team on the second floor helping to deliver savings through co-location of staff, improved workspaces, new mobile working methods and the streamlining of processes to support ePlanning and e-Building Standards.

The Council undertook a competitive tendering exercise to procure a specialist contractor to carry out the building and services alterations necessary to form suitable office accommodation on the second floor of the Technical Block.

3.2 Given that the proposed services alterations are considered to be a significant part of the works and more complex than the proposed building alteration there will be a requirement for a proportionally higher level of supervision from the Services Contractor. Tender documents were therefore issued to three Specialist Services Contractors via the Public Contract Scotland Quick Quotes facility as opposed to the Contractor's listed in the Council's Construction Framework. Only two tender submissions were received with J.G. Mackintosh failing to return an offer. The following offers were duly received, all being subject to detailed checks resulting in the Tender Amounts indicated below:

Ref	Contractor	Tender Amount Before Checking	Tender Amount After Checking	Lowest Checked Tender Amount
1	Arthur Mackay Ltd Loanhead	£122,293.64	£124,736.79	£124,736.79
2	CableCom Electrical Ltd Edinburgh	£131,000.16	£129,905.46	
3	John G Mackintosh Ltd Loanhead	No Tender		

3.3 As indicated at 3.2 Messrs Arthur Mackay Ltd's tender amounting to £124,736.79 after detailed checking remains the lowest of the offers submitted and has been competitively priced throughout.

3.4 Messrs Arthur Mackay Ltd have indicated that they do not propose to use any Sub-Contractors on this contract.

3.5 The Contract is prepared on a firm price basis in terms of the JCT Minor Works Building Contract for Use in Scotland (2011 Edition) issued by the Scottish Building Contract Committee and the Contractor has undertaken to complete the works within 8 weeks from the date of commencement.

COMMUNITY BENEFITS IN PROCUREMENT

3.6 Messrs Arthur Mackay have been made aware of the Council's CBIP requirements. The Council's Community Benefits Co-ordinator will contact the contractor to agree a suitable level of CBIP for this contract.

4 POLICY IMPLICATIONS

4.1 None

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy

6 RESOURCE IMPLICATIONS

- 6.1 Financial -Together with the addition of External Consultant's Professional Costs and expenses, fit out costs and asbestos removal the total expenditure will not exceed £204,892.00 and has been approved by the Head of Council Resources.

Arthur Mackay Tender Sum	£124,736.79
Risk Contingency	£5,000.00
External Consultant Fees	£1,850.00
Fixtures / Fit Out	£57,300.00
Asbestos Removal	£850.00
AV Equipment	£13,905.00
IT Hardware	<u>£1,250.00</u>
Total Expenditure	<u>£204,891.79</u>

The cost will be met from the following budgets.

Planning Service-Business Transformation & New Ways of Working Capital Budget	£171,521.00
Revenue Budgets for Repairs and Maintenance	<u>£33,500.00</u>
Total Funding	£205,021.00

The major element of this expenditure (£201,649.00) will be in this financial year with the remaining retention monies (£3,243.00) allocated in the 2016/2017 financial year.

- 6.2 Personnel - None

- 6.3 Other - None

7 BACKGROUND PAPERS

- 7.1 None

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