

Members' Library Service Request Form

Date of Document	28/01/19
Originator	Gary Fenwick
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Document Title	Proposed Single Point of Contact at John Muir House, Haddington

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Additional information:

Authorised By	Tom Reid
Designation	Head of Infrastructure
Date	31/01/19

For Office Use Only:	
Library Reference	10/19
Date Received	01/02/19
Bulletin	Feb19

REPORT TO: Members' Library Service

MEETING DATE:

BY: Depute Chief Executive (Partnerships and Community Services)

SUBJECT: Proposed Single Point of Contact at John Muir House Haddington

1 PURPOSE

- 1.1 To note the decision to award the contract for the proposed Single Point of Contact at John Muir House Haddington to Messrs Gordon Guthrie Contracts Ltd, Edinburgh.

2 RECOMMENDATIONS

- 2.1 Members are asked to note the decision of the Head of Infrastructure in consultation with the Head of Council Resources to accept Messrs Gordon Guthrie Contracts Ltd's tender amounting to £180,818.73 after checking, and noting that it is open for consideration until 7th March 2019, for the proposed Single Point of Contact project at John Muir House Haddington.

3 BACKGROUND

- 3.1 The new Single Point of Contact (SPOC) will consolidate Customer Services staff currently based in John Muir House at the Court Street entrance reception with the services and facilities currently provided at the John Muir House main reception. This allows customers to access all Council services in one location. These services include: Benefits; Community Housing; Council Tax; Scottish Welfare Fund (administered by the Council on behalf of the Department of Work & Pensions); Payments; Education; Licensing; Planning; Environment and Building Control. The SPOC will also form a single point of access for business and professional visitors and for colleagues attending meetings and conferences.
- 3.2 The SPOC will enable improved services in line with the Council Plan. In particular the project will support: Growing our Communities (increased accessibility for all and reduced social exclusion); Growing our People (our

ability to deliver services for vulnerable and older people locally) and Growing our capacity (through the increased effectiveness and efficiency of our buildings and staff).

3.3 Tender Documents were issued to the 4Nr participating Contractors on Lot 2 of the Council's General Works Framework of Contractors, and the following offers were duly received. Note: This Framework Lot originally comprised of 6Nr Contractors, however only 4Nr are active. Since the framework was established 2Nr of the framework Contractors have ceased trading. From the 4Nr contractors approached, 3Nr failed to return a tender. One tender was received, and following the Council's Quantity Surveyor's value for money review, the Council's Procurement Team Manager has confirmed that the tender can be recommended for acceptance.

Ref	Contractor	Tender Amount Before Checking	Tender Amount After Checking	Lowest Checked Tender Amount
1	Gordon Guthrie Contracts Ltd Edinburgh	£165,635.89	£185,512.33	<u>£185,512.33</u>
2	Bell Group UK Ltd, Livingston	No return		
3	H&J Martin Ltd, Livingston	No return		
4	7&7 Construction Ltd, Wallyford	No return		

3.4 As indicated at 3.3 above, Messrs Gordon Guthrie Contracts Ltd's tender amounting to £185,512.33 after detailed checking and correction is the only offer submitted and has been competitively priced throughout.

3.5 It will be noted that the tender sum after correction is higher than as submitted. This is due to the Contractor including a provisional sum in his original tender for Electrical works having been unable to secure a compliant quotation from his sub-contractors by the date of tender return. When this element of the tender was detailed and confirmed during the tender checking process, the tender increased by the margin indicated above.

3.6 The tender submitted was in excess of the available Council budget for these works, and therefore a savings exercise was carried out in order to reduce the tender to a more acceptable level. The final tender, incorporating agreed savings is **£180,818.73**. Further savings were not possible without compromising the functional elements of the client brief.

3.7 Messrs Gordon Guthrie Contracts Ltd have indicated that they propose to use the following Sub-Contractors:

Electrical	-	Cablecom, Edinburgh
Mechanical	-	Livingston Mechanical, Livingston
Flooring	-	R&K Flooring, Loanhead
Painterwork	-	E&P Decorators, Edinburgh

The Contract is prepared on a firm price basis in terms of the JCT Minor Works Building Contract for Use in Scotland (2011 Edition) incorporating Amendment 1 issued March 2015, issued by the Scottish Building Contract Committee, and the Contractor has undertaken to complete the works within 11 weeks from the date of commencement.

4 COMMUNITY BENEFITS IN PROCUREMENT (CBIP)

- 4.1 Gordon Guthrie Ltd has undertaken to comply with the contract requirements governing the Contractors Community Benefits responsibility, and will work with East Lothian Council and relevant stakeholders to maximise outcomes achievable through the investment of this project.

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 POLICY IMPLICATIONS

- 6.1 None.

7 RESOURCE IMPLICATIONS

- 7.1 Financial – The total expenditure on the project will not exceed £266,618.73 as set out below, and has been approved by the Head of Council Resources.

Category	Estimated Costs (£)
Gordon Guthrie Ltd tender	£180,818.73
Removal Costs	£4,000.00
Furniture and Fittings	£61,000.00

IT Equipment	£6,800.00
External Consultant Fees & Statutory Fees	£5,000.00
Plasma Screens	£9,000.00
TOTAL	£ 266,618.73

The expenditure for this project is part of the the budget allocated for the Former Haddington Courts (including the Single Point of Contact and the Collaborative Hub) project of £1,822,200.00, in the Council's Capital Investment Plans for 2018/2019, 2019/2020, 2020/2021. This total budget is broken down between the phased works as follows:-

Phase 1 - The Single Point of Contact (this project) - £230,000.00

Phase 2 - The Former Haddington Courts - £1,356,200.00

Phase 3 - The Collaborative Hub - £191,000.00

Finance Furniture – £45,000.00

Total - £1,822,200.00

It should be noted that the total anticipated expenditure of £266,618.73 for this Single Point of Contact phase exceeds the allocated budget for this part of the project by £36,618.73. As progress is made through the development of the overall programme of work, the design brief will be monitored with the aim of maintaining costs within the total project budget. Members should note this risk with the understanding that Officers will prepare the relevant reports to seek approval for any budget revision should it be required.

The anticipated spend profile for these Single Point of Contact works is:-

2018/2019 - £65,099.00

2019/2020 - £197,000.00

2020/2021 - £4,520.00

7.2 Personnel – None.

Other – None.

8 BACKGROUND PAPERS

None

AUTHOR'S NAME	Tom Reid
DESIGNATION	Head of Infrastructure
CONTACT INFO	Gary Fenwick – Ext 7860 GF – 28th January 2019