

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 th June 2013
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Request for Approval of Expenditure for Destruction of Confidential Waste Tender.
REPORT NUMBER:	CG/13/067

1. PURPOSE OF REPORT

This report advises Committee of the intention to go out to tender for the destruction of confidential waste for a maximum of four years and seeks approval of the estimated expenditure as detailed in this report.

2. RECOMMENDATION(S)

It is recommended that the Committee approves the estimated expenditure of £43,804 per annum on the destruction of confidential waste, in accordance with SO1(3) of the Council's Standing Orders Relating to Contracts and Procurement. For the four-year period this is a total estimated expenditure of £175,216.

3. FINANCIAL IMPLICATIONS

The Council spent approximately £43,804 on destruction of confidential waste during the 2012/13 financial year. This expenditure is currently with three different suppliers, so there is an opportunity to reduce this expenditure with the joint tendering process with Aberdeenshire Council, due to the increased buying power.

4. OTHER IMPLICATIONS

The total combined spend on destruction of confidential waste for the four-year period is £175,216 which is above the threshold set under the Public Contracts Scotland Regulations 2012 – and so tendering will be undertaken in accordance with these regulations, whereby a full EU compliant tender process is required.

There are no EHRIA implications. The delivery of the service will be as it has been previously although the chosen contractor will be tasked with creating efficiencies to enhance service levels whilst reducing costs as part of the contract management process.

5. BACKGROUND/MAIN ISSUES

This tender process will be run by the Central Procurement Unit (CPU) in conjunction with the Facilities Management section. The tender shall be awarded on the most economically advantageous basis, and shall give weighted consideration to price, quality of destruction, security of the data, service levels and sustainability.

A three year contract shall be awarded with the Council having an option to extend for a further year should the performance of the contractor merit such.

The types of media concerned includes: paper; CD/DVD; disks; tapes (audio, video, data). The following types of media would be treated on an ad-hoc basis (this is not an exhaustive list): microfiche; staff ID cards; taxi licence plates.

All tenderers will demonstrate how they evidence secure movement and transport of waste at uplift, during transit and on suppliers' premises as the need dictates.

6. IMPACT

The implementation of this contract will ensure the Council has a fully compliant contract in place which provides a secure method for the destruction of confidential waste. In order to minimise the environmental impact of the waste created by the Council, all material will be destroyed in a suitable way to comply with all relevant and applicable legislation, Code of Practice and recycled in a method to avoid security breach.

7. BACKGROUND PAPERS

n/a

9. REPORT AUTHOR DETAILS

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