

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	26 th September 2013
DIRECTOR	Paul Fleming
TITLE OF REPORT	Request for Approval of Expenditure for the Provision of Workplace Water Tender.
REPORT NUMBER:	CG/13/103

1. PURPOSE OF REPORT

This report advises Committee of the intention to go out to tender for Workplace Water Provision 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 £20,546 per annum on Workplace Water Provision, 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 £82,184.

3. FINANCIAL IMPLICATIONS

The Council spent approximately £20,546 on water in the workplace during the 2012/13 financial year. This expenditure is currently with three different suppliers, so there is an opportunity to reduce this expenditure by means of a joint tendering process with Aberdeenshire Council (due to the increased buying power which joint tendering should entail).

4. OTHER IMPLICATIONS

Aberdeen City Council's total estimated spend on Workplace Water Provision for the four-year period is £82,184 which is below the threshold set under Directive 2004/18/EC (and as referred to in the Public Contracts (Scotland) Regulations 2012) but, combined with the estimated expenditure of Aberdeenshire Council, this threshold would be exceeded – 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 service, quality of water service levels and sustainability.

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

The contract will cover the hire or purchase of free standing bottled water machines, plumbed in water machines and a maintenance and sanitization service for both hired and existing facilities.

6. IMPACT

The implementation of this contract will ensure the Council has a fully compliant contract in place, which provides a one supplier solution, to cover all its workplace water needs, from plumbed in machines to bottled machines, including maintenance and sanitization.

7. BACKGROUND PAPERS

n/a

9. REPORT AUTHOR DETAILS

Tom Johnson
Category Manager, Corporate Governance
tjohnson@aberdeencity.gov.uk
01224 664825