ABSTRACT: This report seeks authority for the procurement of supplies and manufacturing for the refitting of Signal Tower Museum.

1. RECOMMENDATIONS

1.1 It is recommended that the Committee:-

(i) homologates the Director's decision, following discussion with the Convener, to approve the procurement authority to refit the displays in Signal Tower Museum.

2. BACKGROUND

2.1 The first phase of the refitting of Signal Tower Museum, as part of the Year of the Light project to celebrate the 200th anniversary of the construction of the Bell Rock Lighthouse, was completed on 25 January 2011 when the contractor handed over the keys to Neighbourhood Services.

2.2 Delays, mainly due to the winter weather, caused this work to be completed some two months later than the planned schedule.

2.3 In view of the very tight timetable to complete the refitting of the museum displays in order to re-open the Signal Tower by late May, the decision to grant procurement authority for the purchase and installation of the required display cases was taken by the Director, following discussion with the Convener.

2.4 It is now recommended that the Committee homologate this decision which was taken in order to allow the project to progress to completion within the tight timetable.

3. PROCUREMENT AUTHORITY

3.1 Sourcing Strategy

The Director of Neighbourhood Services considers that the provision of Museum Display Cases for Arbroath Signal Tower Museum is an essential element to meet the requirement for redisplay of the museum collection to meet the planned opening date of 27th May 2011. No alternative delivery to procurement of the required supply is appropriate here given the requirement to meet the deadline as stated above.

The following Angus Council policies support and/or are relevant to this procurement:-

Angus Council Procurement Strategy 2007 -2011 as set out in report (Report No 397/07);

There are no known Angus based manufacturers of museum quality display cases which meet the required object conservation and security standards.

Advice has been sought from Angus Council’s Corporate Procurement Manager who indicates that a competitive tender approach to the procurement is the only option available in this case.
No national Procurement Scotland or Scotland Excel contracts currently exist to meet this requirement.

There is no current potential for collaborative procurement of the Council’s requirement at present under the umbrella of the Tayside Procurement Consortium. This is because this is a time limited, project specific procurement of bespoke display cases. It is unlikely that Angus Council will be able to collaborate with the TPC partners for provision of the required supply in the future.

The procurement is not considered to be a “major procurement” in terms of Financial Regulation 16.8.4. Approval of this Report would mean that the contract can be accepted without the need for further approval by the relevant Committee. In accordance with the new arrangements, the contract award will be reported to the Corporate Services Committee for noting only.

3.2 Key Terms Proposed

It is envisaged that the contract for supply will have been awarded on or about 18th February 2011 and will conclude by 29 April 2011.

The value of the supply is estimated at £110,000 based on previous relevant expenditure.

3.3 Procurement Procedure

The contract opportunity has been openly advertised as an open single stage tender on the Public Contracts Scotland Portal in accordance with Council policy and as a means of securing good competition to deliver best value for money.

3.4 Contract Evaluation on Award Basis

Completed tenders returned to the Council shall be evaluated and the contract will be awarded on the basis of the most economically advantageous tender, on a mix of quality and price. The price/quality split applied will 70/30% in accordance with Financial Regulation 16.14.2. The broad evaluation criteria and weightings will be:-

- The Tender price for the supply of the Goods, subject to arithmetic checking and adjustment 70%;
- Aesthetic features 15%;
- Functional Features 15%.

The Corporate Procurement Manager has been consulted on the proposed procurement process and outline requirement and has advised that that this approach is suitable and likely to produce best value for the Council.

3.5 Procurement Risks

A risk assessment has been undertaken for this tender and, other than the normal risks inherent in any contract, no significant risks have been identified.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications for the Council arising from this report. Specific revenue funding (£425,000) for these works, was approved at the Special Budget Setting meeting on 17 February 2010 and the procurement of the display cases can be contained within the allocated funding.

5. HUMAN RIGHTS IMPLICATIONS

5.1 There are no human rights implications specific to this report.

6. EQUALITIES IMPLICATIONS

6.1 The issues contained in this report fall within an approved category that has been confirmed as exempt from an equalities perspective.
7. CONSULTATION

7.1 The Chief Executive, the Head of Law and Administration and the Head of Finance have been consulted in the preparation of this report.

NOTE: The background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) which were relied on to any material extent in preparing this above report are:

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CulturalServices/NS/RA/NKA