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| Report To: | Policy and Resources Committee | Date: | 17 August 2010 |
| Report By: | Corporate Director Education and Communities | Report No: | PRC/10/08/AH/AM |
| Contact Officer: | Libraries Manager | Contact No: | 01475 712347 |
| Subject: | Approval to advertise a contract on Procurement Scotland's National Advertising Portal | | |

1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval, as per Standing Order 6.1 of the Council's Standing Orders Relating to Contract, to advertise a contract for the internal design and fit out for the new Kilmacolm Library on the national advertising portal established by the Scottish Procurement Directorates National Centre of Expertise (Procurement Scotland).
- 1.2 There are no companies on the approved lists that could be invited to tender so therefore approval is sought to advertise the contract to the open market to ensure best value is achieved.

2.0 SUMMARY

- 2.1 The new Kilmacolm Library is due to be handed over to Inverclyde Council in October 2010. It will then become the responsibility of the Council to arrange to furnish the library.
- 2.2 The Council wishes to appoint a library design specialist to carry out the internal design of the new library and to provide the required furniture.
- 2.3 There are no companies on the approved lists that could be invited to tender so therefore to hit the target supply base approval is sought to advertise the contract of the national advertising portal.
- 2.4 The cost of this work is estimated to be £100,000.
- 2.5 Procurement Scotland's national advertising portal was launched in October 2008. Inverclyde Council is registered on the national advertising portal.

3.0 RECOMMENDATION

- 3.1 The Committee is recommended to approve the advertising of this contract, as per Standing Order 6.1 of the Council's Standing Orders Relating to Contracts

Albert Henderson
Corporate Director Education and Communities

4.0 BACKGROUND

- 4.1 Located in the centre of the village, the existing Kilmacolm Library is based in a small room on the ground floor of the community centre. This space is completely inadequate for the village's needs. The development of the new KNCCC community centre offers an excellent opportunity to improve library services in the village, which will include around 5000 books, CDs and DVDs, 8 public access PCs, a children's library, relaxed seating area with coffee machine, and space for organised activities for children and a book group. The new library will have full disabled access, adequate and free car parking and accessible public toilet facilities.

The architectural firm appointed by KNCCC – Holmes Partnership – have been working on the building contract since late 2009, with a contract end date of 26 October 2010. The completion date is currently on schedule. At this time, KNCCC will hand over the new library space, which is 134m², and will include:

- entrance area,
- floors with hardwood floor finish
- walls (painted plasterboard),
- ceilings (painted as necessary),
- electric light and power installations
- incoming electric, water, gas main supplies to and including landlord meter points and BT system to a master 'phone point
- under floor heating system with boiler
- WC sanitary ware
- fire and security alarm systems

It will then become the responsibility of the Council to arrange to furnish the library. The Council is responsible for:

- Library furniture, equipment and fittings: to include free-standing shelving units, racking capacity for audio visual materials, DDA compliant reception counter with lockable storage space and loop induction system, computer desks, soft seating, venetian blinds, and children's furniture.
- Specialist light fittings: this is likely to include spotlighting in certain areas of the library.
- Computer cabling: trunking will be installed to accommodate the cabling for power, data and telecom outlets and will offer flexibility around the library space. There will also be floor boxes to feed power to displays or desks which are not against the walls.
- BT telephone system, broadband and Wi-fi: KNCCC, Inverclyde Libraries and Inverclyde Council's IT department have agreed on BT Business Total Broadband Option 3 as the best option to provide the library's telecoms infrastructure, including a wireless network for the use of library patrons.

In addition to the items to be included as part of the tender above, the Council will also be responsible for the stock and IT equipment (PCs, printers, fax facilities, telephones etc) for the library. However these will be sourced separately and not included as part of the library fit-out.

- 4.2 The Council wishes to appoint a library design specialist to carry out the internal design of the new library and to provide the required furniture.
- 4.3 There are companies on the approved lists that could be invited to tender so therefore to hit the target supply base approval is sought to advertise the contract on the national advertising portal.
- 4.4 The national advertising portal "Public Contracts Scotland" launched in August 2008 is a vital ingredient in enabling the Scottish public sector to:
- i) Increase competition and support Best Value
 - ii) Provide valuable free contract information to suppliers
 - iii) Support the public sector to achieve a more transparent tendering process and adhere to EU rules
 - iv) Build stronger communication links with buyers and suppliers
 - v) Stimulate growth in Scotland

5.0 IMPLICATIONS

5.1 Finance:

Financial Implications – One off Costs

| Cost Centre | Budget Heading | Budget Year | Proposed Spend this Report | Virement From | Other Comments |
|-------------|----------------|-------------|----------------------------|---------------|--|
| n/a | n/a | 2010/11 | £100k (est.) | n/a | Capital receipt from sale of existing Community Centre |

Financial Implications – Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | Budget Year | Proposed Spend this Report | Virement From (if Applicable) | Other Comments |
|----------------------------------|----------------|-------------|----------------------------|-------------------------------|--|
| Educational Planning and Culture | Libraries | 2010/11 | £15k pa | To be agreed | These costs will be contained within existing Council budgets. |

5.2 Personnel: None. Current staffing level and opening hours will be maintained.

5.3 Legal: Legal requirements for public contracts will be adhered to.

6.0 CONCLUSIONS

6.1 The approval to advertise this contract on the national advertising portal will enable the council to target the appropriate supply base, ensure a competitive tendering exercise is undertaken and ensure best value is achieved.