

APPENDIX III

EAST AYRSHIRE COUNCIL

**CONTRACTING SUB-COMMITTEE OF THE POLICY AND RESOURCES
COMMITTEE (BUILDING MAINTENANCE)**

**MINUTES OF MEETING HELD ON FRIDAY 14 MARCH 1997 AT 1615 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors David Sneller, Douglas Reid, David Macrae and James Kelly.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; John Hillis, Director of Housing; Barbara Haughan, Director of Support Services; Charles McIvor, Head of CCT Preparation Unit; Tom Wilkie, Head of Contracting and Technical Services; Kate McVey, Head of Legal Services; Julie Armstrong, Senior Administrative Officer; and Jennifer Morrison, Administrative Officer.

APOLOGY: Councillor Drew McIntyre.

CHAIR: Councillor David Sneller, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 9 of Schedule 7A of the Act.

**BLUE COLLAR CCT - BUILDING MAINTENANCE - TENDER EVALUATION
STRATEGY**

2. There was submitted a report dated 14 March 1997 (circulated) by the Director of Support Services providing the Sub-Committee with the details of the criteria and processes to be used in the evaluation of tenders received for the Building Maintenance Measured Term Contract, which required to be subject to competitive tendering in accordance with CCT legislation.

Following a presentation given by Charles McIvor, Head of CCT Preparation Unit, it was agreed:-

- (i) to approve the tender evaluation criteria and its proposed application; and
- (ii) that a further report would be submitted to the Sub-Committee detailing the results of the tender evaluation process, using the agreed tender evaluation criteria, and making recommendations on the contract award for the Building Maintenance Measured Term Contract.

**BLUE COLLAR CCT - BUILDING MAINTENANCE - KEY CONTRACTORS
OBLIGATIONS**

3. There was submitted a report dated 14 March 1997 (circulated) by the Director of Support Services on the key conditions of Contract and Principles of the service specification for the Building Maintenance Contract which required to be subjected to the competitive tendering process, in accordance with CCT legislation.

Following a presentation given by Charles McIvor, Head of CCT Preparation Unit, it was agreed to approve the Contract Documentation and its proposed application, subject to (a) tenderers being required to examine a pre-determined sample of property types; (b) Paragraph 8.17 of the report being altered to reflect that the contractor would require to submit a monthly report on Management Information regarding Performance, Customer Satisfaction, and the maintenance of Statutory Indicators; and (c) Paragraph 8.29 of the report being altered to reflect that the contractor would require to be BS 7750 or ISO 14,000 Series certificated, or equivalent, within three years.

**BLUE COLLAR CCT - BUILDING MAINTENANCE - SELECT LIST OF
TENDERERS**

4. There was submitted a report by the Director of Support Services (circulated) providing the Sub-Committee with the date for Invitation to Tender, and seeking approval to invite the Select List of Tenderers for the Building Maintenance Contract to comply with the legislation for Blue Collar CCT.

It was agreed:-

- (i) to approve the Select List of Tenderers, as detailed in Section 5.1 of the report; and
- (ii) that 1 April 1997 be the date for Invitation to Tender, with a tender return date of 27 May 1997.

The meeting terminated at 1715 hours.