

WIRRAL COUNCIL

COMMUNITY AND CUSTOMER ENGAGEMENT OVERVIEW AND SCRUTINY COMMITTEE

4 JUNE 2007

REPORT OF DIRECTOR OF FINANCE

ACCEPTANCE OF TENDER – ARCHIVE SHELVING

1. EXECUTIVE SUMMARY

- 1.1 This report informs Committee of the acceptance of a tender for the supply and installation of high density static and mobile archive shelving at the Cheshire Lines Building, Birkenhead.

2. BACKGROUND

- 2.1 At its meeting on 2 October 2006 Committee agreed:

Minute 20 - ACCEPTANCE OF TENDER - ARCHIVE SHELVING

Resolved - That this Committee notes that Rackline has been declared 'preferred supplier and installer' of racking for the Corporate Archive Facility under delegated powers, in accordance with paragraph 14.2 of the contract procedure rules, following receipt of competitive tenders at the first stage of a two-stage tender procedure.

- 2.2 It was noted that the object of the two stage tender is to confirm the final contract price after a full review of the specification and quantity of racking required in conjunction with the Records Manager. Every effort should be made to contain the contract sum within the overall tender sum, if possible, or to a maximum of 110% thereof.

3. MATTERS FOR CONSIDERATION

- 3.1 The Executive Board received a detailed scheme and estimate report regarding the Corporate Records Management and Archive Facility at its meeting on 26 April 2007 (Min. 318 refers). It was reported that having undertaken an inventory of space requirement the Records Manager has made an assessment that the Council requirement is for 14,000 linear metres of racking rather than the 10,000 linear metres originally tendered upon. This will ensure adequate accommodation for the current records and archives as held in numerous properties throughout Wirral but also allow for future additions to the archival collection and records management repository.
- 3.2 It was stated that if this additional space is not provided it will not be possible to rationalise space and buildings elsewhere and release them as surplus to requirements. This in turn would lead to the need for additional staffing to manage these remote sites and this would reduce the benefits of a Corporate facility.

4. FINANCIAL AND STAFFING IMPLICATIONS

- 4.1 The stage 2 tender submitted by Rackline Limited and agreed by the Executive Board is in the sum of £239,000.

5. EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The development of a Corporate Archive provides access to public information for all members of the public, including women, ethnic minorities and the elderly. Public access for children and adults with disabilities has been significantly improved as a result of recent building works on the Cheshire Lines building which ensure the layout and facilities comply with the requirements of the Disability Discrimination Act 1995 (DDA).

6. PLANNING IMPLICATIONS

6.1 There are no planning implications as the scheme involves internal works only. Building Regulation approval will, however, be required to ensure compliance with Fire Safety Regulations.

7. COMMUNITY SAFETY IMPLICATIONS

7.1 There are no community safety implications.

8. HUMAN RIGHTS IMPLICATIONS

8.1 There are no specific human rights implications arising directly from this report.

9. LOCAL AGENDA 21 IMPLICATIONS

9.1 There are no Local Agenda 21 Implications

10. ACCESS TO INFORMATION ACT

10.1 One of the main objectives of the proposals is to improve both the accessibility and retrieval of information for the benefit of staff, Government agencies, and the general public of Wirral.

11. LOCAL MEMBER SUPPORT IMPLICATIONS

11.1 The premises are in the Birkenhead & Tranmere ward, but the resource will be for the benefit of Members, staff and all sectors of the community across Wirral.

12. RECOMMENDATION

12.1 That Members note the decision of the Executive Board at its meeting on 26 April 2007 (Min. 318 refers). to accept the tender submitted by Rackline Limited for the supply and installation of racking for the Corporate Archive Facility.

IAN COLEMAN
DIRECTOR OF FINANCE