

**FORM 1**

**NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER**

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, Cllr Marcus Hart, as Strong Leader, delegate the decision for a contract for the provision of Gas and Mechanical Plant Maintenance, as detailed in the Forward Plan to the Cabinet Member detailed below:

Cllr Nathan Desmond, Cabinet Member for Resources

30.03.16

Dated:

.....  
  
.....

Signed:

Leader of the Council

**FORM 2**

**NOTICE OF DECISION OF CABINET MEMBER**

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to *me / by the Leader* (delete as appropriate), I have made the following decision:

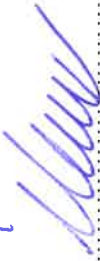
Subject	Decision	Reason for decision	Date for Decision to be taken
Gas and Mechanical Plant Maintenance Contract	The Cabinet Member for Resources is asked to approve the procurement and tender evaluation model and to delegate to the Chief Executive the award of the contract, in line with the approved evaluation model.	To enable the Council to maintain and repair all gas and mechanical plant at Wyre Forest House, Kidderminster Town Hall, Green St Offices/Depot and Bewdley Museum/Guildhall/TIC.	11/4/16

**I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.**

11/04/16

Dated:

Signed: .....



Councillor Nathan Desmond, Cabinet Member for Resources

## WYRE FOREST DISTRICT COUNCIL

### CABINET MEMBER APPROVAL

#### **Contract for the provision of Gas and Mechanical Plant Maintenance**

#### **1. PURPOSE OF REPORT**

To seek cabinet approval for the tender evaluation model proposed for the procurement of gas and mechanical plant maintenance, as per Paragraph 10 of the Contract Procedure Rules.

#### **2. RECOMMENDATION**

The Cabinet Member for Resources is asked to approve the procurement and tender evaluation model contained in paragraph 3.1 of this report and to delegate to the Chief Executive the award of the contract, in line with the approved evaluation model.

#### **3. BACKGROUND**

The Council's existing gas and mechanical plant maintenance contract covering Wyre Forest House, Kidderminster Town Hall, Green Street offices/depot and Bewdley Museum/Guildhall/TIC expires on the 31 May 2016; with the existing maintenance contract for the building management system, ground source heat pumps and secondary gas heating system at Wyre Forest House expiring 31 July 2016.

It is proposed to bring all gas and mechanical plant maintenance, including the building management system, ground source heat pumps and secondary gas heating system at Wyre Forest House under one Corporate contract for a period of 3 years with an option to extend for a further 2 years.

#### **3.1 Evaluation Criteria**

It is proposed that the Tender be evaluated on a Price and Quality basis, 50% Price / 50% Quality.

The quality elements of the Tender will be evaluated in accordance with the criteria below.

1)	Example of service sheets & how these are provided to the client	20
2)	Example Risk Assessment & Method Statements	20
3)	Explanation of emergency out of hours call out procedure and timescales	20
4)	Provide timescale for provision of quotations for additional works that might be required from time to time.	10
5)	Please provide a list of names of the engineers, along with their qualifications and registered professional bodies, e.g. GAS SAFE registered, who would be involved in this contract and be required to attend sites.	20
6)	As evidence of your experience in undertaking similar work	10

	for other bodies, please give details of at least three (3) <b>similar</b> contracts (other than for Wyre Forest District Council) that you currently hold or have undertaken, together with an indication of the value of the contract, particularly for local authorities, during the last three years. We may contact the names listed therefore could you please include current email addresses	
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The following matrix illustrates how responses to the evaluation criteria will be assessed. The scores for each question will be used to calculate a percentage weighting based on the weightings attributed to each question in the qualitative assessment.

<b>Performance</b>	<b>Judgement</b>	<b>Score</b>
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very good	8
Above expectations	Good	7
Slightly exceeds expectations	Fair	6
Meets expectations	Average	5
Satisfactory but below expectations	Below average	4
Below expectations	Poor	3
Well below expectations	Weak	2
Almost unacceptable	Very Weak	1
Unacceptable		0

#### 4. **FINANCIAL IMPLICATIONS**

For each site included in the proposed contract (Wyre Forest House, Kidderminster Town Hall, Green Street and Bewdley Museum/Guildhall/TIC) there is sufficient revenue budget available to meet the service requirements under existing arrangements.

#### 5. **LEGAL AND POLICY IMPLICATIONS**

The Contract Procure Rules require approval of the Portfolio Cabinet member for the approval for the procurement of the contract and the evaluation criteria where the value of the contract is over £50,000.

The successful contractor will be required to enter into a formal contract prepared by the Solicitor of the Council.

#### 6. **CONCLUSION**

Authorisation is required to approve the procurement and tender evaluation model contained in paragraph 3.1 of this report to award the contract.

The successful tender appointment will enable the Council to maintain and repair all gas and mechanical plant at the above named sites.

## **7. RISK MANAGEMENT**

An evaluation panel will be formed to evaluate the tenders. Officers will work closely with the appointed contractor to ensure that the contract is delivered in line with the specification included within the ITT (Invitation to Tender).

Over the next twelve months proposals are to be developed to look at different heating arrangements at Green Street, Bewdley Museum and Kidderminster Town Hall. The tender specification will, therefore, ensure potential contractors are aware that flexibility will be required, particularly throughout the three year initial contract period.

## **8. EQUALITY IMPACT NEEDS ASSESSMENT**

The report relates solely to the procurement of gas and mechanical plant maintenance, the fundamental EU principles of no discrimination and transparency apply to all the procurement exercise, there is no requirement for an Equality Impact Needs Assessment.

## **9. CONSULTEES**

Chief Executive  
Director of Community Well-being and Environment  
Head of Transformation and Communications  
Finance Manager  
Contracts Solicitor  
Procurement Officer  
Operational Services Manager, Green Street  
Community Development Manager/Kidderminster Town Hall Manager  
Bewdley Museum Manager