

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 1st 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, I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Contract for Measured Term General Building Maintenance	To agree the framework for evaluating tenders submitted; and to authorise the Corporate Director: EP&P is award the contract to the successful bidder.	To enable the contract to be awarded upon completion of the tendering process.	11/05/2021

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

Dated: 11th May 2021



Signed:

Councillor:
Leader

WYRE FOREST DISTRICT COUNCIL
STRONG LEADER CABINET REPORT

10 May 2021

Contract for the provision of Measured Term General Building Maintenance

Exempt/Open	
CABINET MEMBER:	Councillor Helen Dyke, Cabinet Member for Economic Regeneration, Planning and Localism
RESPONSIBLE OFFICER:	Mike Parker, Corporate Director: Economic Prosperity and Place
CONTACT OFFICERS:	Elaine Brookes – Ext. 2797, Facilities & Asset Manager Elaine.brookes@wyreforestdc.gov.uk James Leach – Ext. 2717, Asset Maintenance & Compliance Officer James.leach@wyreforestdc.gov.uk

1. PURPOSE OF REPORT

To seek approval for the tender evaluation model proposed for the procurement of Measured Term General Building Maintenance contract.

2. RECOMMENDATION

The Leader is asked to DECIDE to: approve the procurement and tender evaluation model contained in 4. of this report and to delegate to the Corporate Director: Economic Prosperity & Place in consultation with the Solicitor to the Council the award of the contract, in line with the approved evaluation model.

3. BACKGROUND

The Council's existing Building Maintenance Contract for planned and reactive maintenance of the Council's property portfolio expires on the 31 August 2021.

To ensure that the Council's property assets continue to be maintained it is essential that new repairs and maintenance contract is entered into. The scope of the contract will cover planned and reactive maintenance.

Planned maintenance will take place over the length of the contract according to stock condition schedules.

Gas plant and mechanical maintenance, including the maintenance of the ground source heat pumps at Wyre Forest House was tendered as a separate contract. This contract is currently with Lord Combustion Limited.

As the contract value is over £180,000, the procurement is being carried out in accordance with the Public Contracts Regulations 2015, which is subject to a strict procurement timetable. The Tender will be advertised on the Government Find a Tender Service (FTS) and the open tender route will be taken.

4. **KEY ISSUES**

The new measured term general building maintenance contract will be for a period of 2 years with the option to extend for another 2 years plus the option to extend for a further 1 year (5 year maximum contract).

Evaluation Criteria

It is proposed that the Tender be evaluated on a 'Price' and 'Quality' basis – 40% Price and 60% Quality.

The quality elements of the Tender in each Lot will be evaluated in accordance with the criteria below –

Question Title	Percentage Weighting
1) Works Order Processing	15
2) Quality Control & Standards	20
3) Response Times & Out of Hours Service	20
4) CDM 2015 Compliance	10
5) Extra-Schedule Works	20
6) Added Value Proposals	15

Questions

1) Works Order Processing

Explain your works processing system from receiving a works order from a customer through to completion detailing how the flow of information is communicated.

Please show how the Council can track work requests issued through your system.

Please state whether the Council's works requisition form is compatible with your system and clarify whether any amendment would be required, providing a sample of your works request form if necessary.

2) Quality Control & Standards

Please provide details of measures taken to ensure that the quality of works meets the required standards and how standards are monitored and maintained including performance indicators.

Please provide details of any training or supervision policies in place.

Please provide details of management systems in place for the management of subcontractors.

Please provide details of any proposals you have for recruiting employees/apprentices within the Wyre Forest area.

3) Response times and Out of Hours Service

Please provide examples of your current priority coding and response times. (The Council's current immediate call out time is 2 hours; emergency call out time 24 hours; urgent 7 days; routine call 21 days; and planned maintenance within 56 days).

Please explain your out of hours emergency call out procedure.

Please provide any evidence that you have the ability to meet the responses set out above.

4) CDM 2015 Compliance

Please provide a sample Method statement and Risk Assessment for replacing a second-floor external window in a two story listed building which verges on a public footpath.

Please provide details of your proposals for submission/agreement of method statements and risk assessments prior to commencement of the work.

5) Extra Schedule Works

The successful contractor shall be required to provide quotations for nonstandard works (items not included in the Schedule of Rates), please explain your processes and timescales for returning completed quotations. (The minimum requirement of the Council is that quotes under £1,000 are returned within a week and those over £1,000 to be returned within 2 weeks).

6) Added Value Proposals

Please provide any further information which has not specifically been requested but is relevant to how you would perform the services to the standards required.

Please provide details of any further benefits you would provide or improvements you would make to the delivery of the contract objectives.

Assessment Matrix

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.

Performance	Judgment	Score
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

5. **FINANCIAL IMPLICATIONS**

Revenue budgets area available for each of the Council's property assets to meet the service requirements included in the scope of this tender.

6. **LEGAL AND POLICY IMPLICATIONS**

As stated in the Council's Contracts Procedure Rules Cabinet Approval is sought for procurements where the value of the purchase is estimated to be in excess of £180,000.

The successful Tenderer will be required to enter into a formal contract prepared by the Council's Contract Solicitor.

7. **RISK MANAGEMENT**

Failure to implement a new Measured Term General Building Maintenance Contract to undertake the required and necessary maintenance of the Council's property portfolio will jeopardise the health, safety and welfare of Council's employee's, their visitors and general public who enter Council owned land and buildings. It will also impact on the condition of the Council's property assets and the resources required to enter contractual arrangements for each item of maintenance required, and on the Council's ability to have urgent work completed.

The contractor will be required to provide an out of hour's service for urgent, unforeseen work, which could be essential to the Council's business continuity.

8. **EQUALITY IMPACT NEEDS ASSESSMENT (EIA)**

8.1 This is a financial report and there is no requirement to consider an Equality Impact Assessment.

9. **CONCLUSION**

It is essential a new contract needs to be in place to commence on 1st September 2021 to enable continuity of provision of a repairs and maintenance service to the Council's property portfolio.

Building maintenance budgets are in place and are monitored by the Officers in Charge of the Council's property with support from the Facilities & Asset Manager and Asset Maintenance & Compliance Officer.

11. **CONSULTEES**

Cabinet Member for Planning & Economic Regeneration
Corporate Leadership Team
Director of Economic Prosperity and Place

Contracts Solicitor
Procurement Officer
Finance Officer
Facilities & Asset Manager
Asset Maintenance & Compliance Officer