

Report to the Chief Officer (Highways and Transportation)

Date: 18 March 2014

Subject: Extension of Contract – Water Features Maintenance

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 This report seeks the Chief Officer's approval to extend the Water Features Maintenance Contract for a period of 12 months, in accordance with Contract Procedure Rule 21.1 and utilising Clause 4 incorporated within the Contract.

Recommendations

- 2 The Chief Officer (Highways and Transportation) is requested to approve the extension of the Water Features Maintenance Contract 2012/13 for a further 12 months in accordance with its terms and conditions

1 Purpose of this report

- 1.1 The purpose of this report is to inform the Chief Officer (Highways and Transportation) of the requirement to extend the Water Features Maintenance Contract and seek an Administrative Decision as defined by the Constitution of the Council to extend the contract to the incumbent provider who has confirmed their agreement to extend.

2 Background information

- 2.1 The Flood Risk Management Team used this contract to carry out a variety of routine, planned and reactive works, on water features within Leeds City Centre. The work comprised routine service visits and planned mechanical and electrical maintenance visits. During the last 12 months a number of the water features have been decommissioned. Only the Globe water feature at The Calls remains active.

- 2.2 The current contract expires on the 16th April 2014 and is extendable for one further year.

3 Main issues

- 3.1 The Water Features Maintenance Contract was awarded to one Contractor in 2012 for an initial period of 12 months with a facility to be able to extend the contract twice, up to a total contract period of 3 years. The contract has already been extended once and this report seeks to extend the contract for a final period of 12 months.
- 3.2 The incumbent contractor has agreed to extend the contract for a further 12 months and has agreed to maintain his rates at their current value.
- 3.3 The total value of orders placed with this Contractor over the preceding 12 months is £3,339 which has ensured the water features are operational where possible and kept safe to the public.
- 3.4 The contract entitles the Contractor to claim a rate rise in line with the Retail Price Index (approximately 3%) and therefore his agreement to hold his rates for a further 12 months is seen as a saving to the Council and is considered best value.
- 3.5 Although there is only one active water feature remaining, it is considered best value and best use of resources to extend this contract. A review on which service area is best placed to maintain this water feature will be undertaken during the next 12 months.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Flood Risk Management Team are satisfied with the service provided by this Contractor.
- 4.1.2 Consultation has taken place with the Finance Team who confirmed that funding is available through the Flood Risk Management budget.
- 4.1.3 The Procurement Team has also looked into the appropriateness or otherwise of the proposed extension and concluded that it is justifiable.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Due consideration to equality has already taken place as part of the Corporate Procurement Process before this contract was originally awarded. It is currently not applicable to carry out an EDCI screening or impact assessment at this time.

4.3 Council policies and City Priorities

- 4.3.1 This contract is utilised as a means of instructing the Contractor to carry out routine and emergency works. Each order will be subject to the necessary approvals in accordance with the Council's rules.

- 4.3.2 The proposed extension to this contract will maintain an efficient method of procuring these works.

4.4 Resources and value for money

- 4.4.1 The proposed extension to this contract will maintain an efficient method of procuring these essential works. The Contractor has already maintained his rates for 24 months; therefore his agreement to waive his entitlement to a RPI price increase is a saving to the Council and represents excellent value for money.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific legal implications arising from this report. All activities relating to the proposed extension have been executed strictly in accordance with the Council's Contract Procedure Rules.

4.6 Risk Management

- 4.6.1 The Contractor has already submitted competitive rates and his decision to waive his entitlement to a price increase in line with Retail Price Index represents a saving to the City Council. A further tender exercise is not expected to bring any further savings and would incur costs associated with a new tender process.

5 Conclusions

- 5.1 The extension of this Contract is an efficient use of Council resources.

6 Recommendations

- 6.1 The Chief Officer (Highways and Transportation) is requested to approve the extension of the contract for the Maintenance of Water Features 2012/13 for a further 12 months in accordance with its terms and conditions.

7 Background documents¹

- 7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.