

Report of Robert Munden

Report to Chief Officer Property and Contracts

Date: 19th November 2014

Subject: Approval Request to award the contract for the installation of new Fire Doors to 250 leasehold flats across East and North East area of Leeds

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby, Roundhay, Moortown, Killingbeck & Seacroft, Gipton & Harehills, Chapel Allerton, Burmantofts & Richmond Hill, Alwoodley and Temple Newsam		
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? (CR1) This project is not eligible for call in as its under £250k and does not have a significant impact on more than 1 ward – it is a significant operation decision	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number: (CPR2) Tender Evaluation matrix is confidential		

Summary of main issues

1. Leeds City Council and West Yorkshire Fire Service entered into a 5 year Fire Safety Concordat Agreement, which is to ensure that all necessary and essential fire safety measures identified via Fire Risk Assessments are undertaken within suitable timescales. As part of the concordat, a programme to ensure every flat in multi-occupancy buildings has a suitable fire door fitted. It is now intended to replace 250 leaseholder flat doors with new fire doors via a competitive tendering exercise, which will ensure Housing Leeds complies with all relevant and statutory Leaseholder requirements.
2. An exercise has been undertaken by Housing Leeds, in conjunction with the Public Private Partnerships and Procurement Unit (PPPU/PU), to procure a single contractor to undertake the necessary and essential fire safety works.

Recommendations

3. It is recommended that the Chief Officer Property and Contracts approves the award of the contract to Kingfisher UPVC Windows and doors Ltd

1 Purpose of this report

- 1.1 To seek approval to appoint Kingfisher UPVC Windows and Doors Ltd to undertake the proposed replacement of 250 Leaseholder flat doors with Compliant fire doors across east and north east area of Leeds.
- 1.2 This recommendation is a result of the outcome of competitive tender using Construction line.

2 Background information

- 2.1 Housing Leeds has embarked on a programme to deliver all the necessary and essential fire safety works identified within Fire Risk Assessments undertaken to comply with the Concordat Agreement. This includes ensuring every flat door provides the required fire protection to both council residents and leaseholders.
- 2.2 Housing Leeds has identified that 250 leaseholder flats require safety compliant fire doors.
- 2.3 A decision to batch all 250 properties into a single procurement exercise alleviates the option for leaseholders to opt-out of the scheme and arrange to fit their own fire doors. This decision has been based upon ensuring that every fire door meets the required specification, whilst also ensuring the appointed installer has the necessary accreditation to fit the fire doors.
- 2.4 Approval under CPR 3.1.8 to procure the replacement of 250 leaseholder flat doors with new fire doors was obtained via Delegated Decision on 24th July 2014
- 2.5 The pre-tender estimate for the proposed works was £199k. The project has been approved as part of the wider capital programme approved by the LCC Executive Board in February 2014.
- 2.6 As part of the required consultation with leaseholders under Section 20 of the leasehold Act, leaseholders were invited to nominate any potential contractors. Kingfisher UPVC Windows and Doors Ltd were nominated to be included within this procurement exercise via this route.

3 Main issues

- 3.1 The procurement exercise was undertaken through the Constructionline. Initially ten organisations were invited to tender following a request for expressions of interest. During the tender period five of these bidders chose to withdraw from the tender process, resulting in five competitive tenders being received for the contracts.
- 3.2 Tenders were assessed on the competitiveness of the pricing documents submitted. To enable a robust mechanism for evaluation of tenders, the tender was evaluated based upon 100% price

3.3 A Summary of the price submission results are attached in Appendix A Tender Report.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Leaseholder consultation process has been undertaken by Housing Leeds with all Leaseholders receiving the relevant notifications at the appropriate intervals, including cost information. The latest notification period expired on Monday 3rd November. Several comments were received from individual leaseholders during the final notification period and each individual comment received was addressed and a response issued.

4.1.2 Equality and Diversity / Cohesion and Integration

4.1.1 An equality and impact screening report has been completed for this project.

4.1.2 The replacement of the existing doors will achieve the required standard of fire protection, whilst also aiming to meet the lifetime homes standards.

4.2 Council policies and City Priorities

4.2.1 This refurbishment scheme supports a number of the City Priorities, as follows:

- Ensures all properties meet the required fire protection in terms of individual flat doors
- Ensures essential fire safety works identified within the Fire Risk Assessments are undertaken within acceptable timescales
- Ensures Leeds City Council continues to deliver the agreed requirements of the West Yorkshire Fire and Rescue Service Concordat.

4.3 Resources and value for money

4.3.1 Full Scheme Estimate

Included in the DDN for Authority to Procure was a construction estimate of £199k.

The capital programme approved by Leeds CC Executive Board has the following provision

Proposed Capital Scheme	2014/15 £000s	2015/16 £000s
Leaseholder fire doors	199.0	0.0

4.3.1 The final tender price accepted is £174.8k

- 4.3.2 This price is 12.5% below the PTE. The reasons for this are due to the competitive market.
- 4.3.3 Once contract award has taken place the contract will be managed by Robert Munden, Project Manager, Property and Contracts Team, Housing Leeds.

4.4 Legal Implications, Access to Information and Call In

- 4.4.1 The decision on the award of contract is not considered to be a Key Decision, however under CR3 it is an Administrative Decision

4.5 Risk Management

- 4.5.1 If the replacement of existing doors with fire doors doesn't go ahead, then the safety of both council tenants and leaseholders will be compromised in the unfortunate event of a fire.
- 4.5.2 Leeds City Council will not have complied with the required fire safety measures identified within the Fire Risk Assessments.
- 4.5.3 Leeds City Council will not achieve the requirements set-out in the West Yorkshire Fire and Rescue Service Concordat
- 4.5.4 All other contract risks will be reviewed as part of the contract management arrangements and be included within the project Risk Register.

5 Conclusions

- 5.1 A robust procurement exercise has been conducted by Housing Leeds in partnership with PPPU/PU using Constructionline.
- 5.2 Tenders were received from five contractors.

6 Recommendations

- 6.1 It is recommended that the Director of Environment and Housing approves the award of this contract for the replacement of 250 leaseholder flat doors with new fire doors to Kingfisher UPVC Doors and Windows Ltd who submitted the lowest tender.

7 Background documents¹

- 7.1 Appendix A - Tender evaluation results (confidential appendices)

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.