

**Report of the Asset Management Planning Manager**

**Report to the Built Environment Programme Manager**

**Date: 8 July 2015**

**Subject: Tender Acceptance Report : Scholes Elmet Primary School  
Capital Scheme Number: 32014/EXP/SCH**



Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Harewood	<input checked="" type="checkbox"/> Yes	<input 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: RULE NO 10.4 (3) Appendix number: 1 : Tender Report	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. On the 23<sup>rd</sup> April 2015 the Built Environment Programme Manager of Children's Services approved a report bringing forward a proposal to carry out essential kitchen improvement works to address significant Health & Safety concerns to Scholes Elmet Primary School.
2. The report detailed a proposal to spend £224,587.00 from capital scheme number 32014/EXP/SCH
3. This report seeks approval to accept a tender in respect of Kitchen extension and refurbishment works at Scholes Elmet Primary School as part of the agreed programme.

## **Recommendation:**

The Built Environment Programme Manager is requested to accept the tender supplied by Aspect Building Solutions in the sum of £164,483.61 to carry out Kitchen extension and refurbishment works at Scholes Elmet Primary School.

### **1.0 Purpose of the Report**

1.1 The purpose of this report is to request that the Built Environment Programme Manager approve the acceptance of a tender supplied by Aspect Building Solutions in the sum of £164,483.61 in respect of Kitchen extension and refurbishment works at Scholes Elmet Primary School.

### **2.0 Background**

2.1 The overall construction design and costs were the subject of a report which was approved by the Built Environment Programme Manager on 23<sup>rd</sup> April 2015 and which approved a total scheme cost of £224,587.00 including construction and fees. This approval is part of the phase two implementation of the Universal Infant School Meals Strategy, of which Scholes Elmet Primary School is one and will be fully funded by the local authority.

### **3.0 Main Issues (Proposal)**

3.1 The kitchen extension and refurbishment works were designed by NPS and competitively tendered through the PPPU Procurement Unit, and the lowest priced acceptable tender was submitted by Aspect Building Solutions in the sum of £164,483.61. Appendix 1 (confidential) details the tender evaluation. This report seeks approval to award works to the above mentioned contractor for the provision of the kitchen extension and refurbishment works at Scholes Elmet Primary School.

3.2 It is proposed that the works will commence on 21<sup>st</sup> July 2015 with completion by 14<sup>th</sup> September 2015.

### **4.0 Corporate Considerations**

#### **4.1 Consultation and Engagement**

4.1.1 The majority of the works will be internal to the school building with a small extension adjacent the hall and therefore requires no planning approval.

4.1.2 There will be no impact on the community requiring engagement or consultation.

#### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 A screening document has been prepared and an independent impact assessment is not required for the approvals requested.

### **4.3 Council policies and Best Council Plan**

- 4.3.1 These works will contribute towards The Children and Families Bill 2014 which Requires a commitment for all primary schools to offer a hot free school meal to all children in reception, year one and year two from 1 September 2014.
- 4.3.2 An objective of the Best Council Plan 2013-2017 is to become an efficient and enterprising council by improving how we're organised and making best use of our assets. As part of this scheme, the council are ensuring value for money is achieved and costs are minimised through the effective procurement and delivery of projects.

### **4.4 Resources and value for money**

- 4.4.1 The overall construction design and costs were the subject of a report which was approved by the Built Environment Programme Manager of Children's Services on 23<sup>rd</sup> April 2015. This approval was to carry out essential kitchen improvement works to address significant Health & Safety concerns to Scholes Elmet Primary School and will be fully funded by the local authority.
- 4.4.2 Through a competitive tender exercise, the lowest priced acceptable tender was submitted by Aspect Building Solutions in the sum of £164,483.61. The tender has been checked and validated by the Council's design consultant partner, NPS Leeds Ltd, who have confirmed that the tender represents value for money. The Design Cost Report indicated a Net Construction estimate of £196,431.00

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 Appendix 1 of this report has been marked as confidential under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council.

### **4.6 Risk Management**

- 4.6.1 Operational risk will be addressed by effective use of CDM Regulations, close supervision of contractors on site and continual liaison with our consultant and school.
- 4.6.2 Particular concerns with regard to asbestos will be identified by undertaking appropriate surveys prior to work commencing. Removal of asbestos will be undertaken, as required, out of school hours with suitably qualified specialists being appointed to carry out works, and to undertake testing to current legislative standards with full notification to the Health and Safety Executive.
- 4.6.3 These procedures will ensure the highest possible standards and control measures in relation to Health & Safety relating to all occupants and contractors at each school site.
- 4.6.4 A project level risk log has been maintained throughout the project and escalation is via the Programme Manager.

## **5.0 Conclusions**

- 5.1 The tender value is within the budget provision of the Universal Infant Free School Meals Grant 2014/15 Design and Cost Report which was approved by the Built Environment Programme Manager of Children's Services on 23<sup>rd</sup> April 2015.
- 5.2 The tender evaluation has been carried out by the Council's design consultant partner, NPS Leeds Ltd, who have confirmed that the tender represents value for money and recommended that LCC accepts the tender of Aspect Building Solutions to undertake the kitchen extension and refurbishment works at Scholes Elmet Primary School

## **6.0 Recommendation**

- 6.1 The Built Environment Programme Manager is requested to accept the tender supplied by Aspect Building Solutions in the sum of £ 164,483.61 to carry out the kitchen extension and refurbishment works at Scholes Elmet Primary School.

## **7 Background documents<sup>1</sup>**

- 7.1 None

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<sup>1</sup> 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.