

**Report of the Principal Development Officer**

**Report to the Built Environment Programme Manager**

**Date: 10 July 2015**

**Subject: Tender Acceptance Report : Wetherby St James CE Primary and Whitkirk Primary School**

**Capital Scheme Number: 16470 KIT WHI, 16470 KIT WST**



Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Wetherby and Temple Newsam	<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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Summary of main issues**

1. On the 7<sup>th</sup> March 2014 the Director of Children's Services approved a report bringing forward proposals to continue Planned Maintenance across maintained, Foundation (Trust) schools and children's centres on school sites to address the highest priority condition works in five areas: mechanical services; roofing works; external wall; windows and door replacement; Electrical services; and compliance in respect of kitchen ventilation.
2. This report detailed proposals to spend £5,100,000 of the 2013/14 total Capital Maintenance grant allocation of £7,813,471, plus £53,200 unallocated funding from the 2012/13 capital maintenance grant on these priority works for delivery in 2014 and to contribute the remainder of the allocation to the significant challenge to provide sufficient school places through Basic Need.
3. This report seeks approval to accept a tender in respect of Kitchen Ventilation works at Wetherby St James and Whitkirk Primary Schools as part of the above agreed programme.

## **Recommendation**

- 4 The Built Environment Programme Manager is requested to accept the tender supplied by CHC Group Limited in the sum of £143,109.00 to carry out Kitchen Ventilation works at Wetherby St James and Whitkirk Primary Schools.

### **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 CHC Group Limited in the sum of £143,109.00 in respect of Kitchen Ventilation works at Wetherby St James and Whitkirk Primary Schools.

### **2.0 Background**

- 2.1 The overall construction design and costs were the subject of a report which was approved by the Director of Children's Services on 7<sup>th</sup> March 2014 and which approved a total scheme cost of £5,153,000 including construction and fees. This approval was for a package of works to address priority 1 building condition issues for a number of schools, which includes Wetherby St James and Whitkirk Primary Schools and will be fully funded by the local authority.

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

- 3.1 The Kitchen Ventilation works were designed by NPS and competitively tendered through the PPPU Procurement Unit, and the lowest priced acceptable tender was submitted by CHC Group Limited in the sum of £143,109.00. Appendix 1 (confidential) details the tender evaluation. This report seeks approval to award works to the above mentioned contractor for the provision of Kitchen Ventilation works at Wetherby St James and Whitkirk Primary Schools.
- 3.2 It is proposed that the works will commence on 22<sup>nd</sup> July 2015 with completion by 2<sup>nd</sup> September 2015.

### **4.0 Corporate Considerations**

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

- 4.1.1 The works require no planning approval.

4.1.2 There will be no impact on the community requiring engagement or consultation. Once approval is given Ward Members will be informed of the schools in the respective wards where works will be commissioned and the proposed programme carried out.

## **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 modernisation of the school estate within the city, providing a safe, warm and watertight learning environment which contributes to the achievement of targets within Children and Young People's Plan such as our obsession to 'improve behaviour, attendance and achievement' whilst also helping with future staff retention.

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 Director of Children's Services on 7<sup>th</sup> March 2014. This approval was for a package of works to address priority 1 building condition issues across a number of schools, of which includes Wetherby St James and Whitkirk Primary Schools 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 CHC Group Limited in the sum of £143,109.00. 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.

## **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 schools identified in the maintenance programme.

- 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 programme level risk log has been maintained throughout the project and escalation is via the Programme Manager. A programme wide Checkpoint Report will be submitted to the Programme Risk and Control Group on a monthly basis between June and September to ensure that progress, risks and issues are monitored outside of the project team.

## **5.0 Conclusions**

- 5.1 The tender value is within the budget provision of the Design and Cost Report 2013-2014 Planned Maintenance Programme for Delivery In 2014 which was approved by the Director of Children's Services on 7<sup>th</sup> March 2014.
- 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 CHC Group Limited to undertake the Kitchen Ventilation works at

## **6.0 Recommendation**

- 6.1 The Built Environment Programme Manager is requested to accept the tender supplied by CHC Group Limited in the sum of £143,109.00 to carry out Kitchen Ventilation works at Wetherby St James and Whitkirk Primary Schools.

## **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.