

**Report to: Chief Officer (Highways and Transportation)**

**Date: 29 March 2016**

**Subject: Extension of Contract – West Yorkshire Fencing Maintenance Contract**

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. The West Yorkshire Fencing Maintenance Contract is used by the Highway Maintenance Section to maintain the highway fencing to a safe condition.
2. This report seeks the Chief Officer's approval to extend the West Yorkshire Highway Fencing Maintenance Contract for a period of 12 months, in accordance with Contract Procedure Rule 21.1 and utilising Clause Z17 incorporated within the Contract.

### Recommendations

3. The Chief Officer (Highways and Transportation) is requested to approve the extension of the West Yorkshire Highway Fencing Maintenance Contract for a further 12 months to 19 May 2017 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 West Yorkshire Highway Fencing Maintenance Contract and seek an Administrative Decision as defined by the Constitution of the Council to extend the contract to two incumbent providers who have confirmed their agreement to extend.

#### 2 Background information

- 2.1 The Highway Maintenance Section use this contract to undertake highway fencing maintenance works within Leeds. Orders placed range from a few hundred to a few thousand pounds.

2.2 This contract is for the provision of fencing from Contractors with National Highway Sector Scheme 2A, 2B and 5B accreditation.

2.3 The fencing budget for the year 2016/17 is £70,000.

### **3 Main issues**

3.1 The West Yorkshire Highway Fencing Maintenance Contract was awarded to four contractors in May 2013 for an initial period of 12 months with a facility to be able to extend the contract three times up to a total contract period of 4 years with Contractors able to submit revised rates annually.

3.2 The current contract expires on the 19 May 2016 and can be extended once more up to 19 May 2017.

3.3 The two remaining incumbent contractors have agreed to extend the contract. One Contractor has agreed to hold his rates for the next 12 months and the other Contractor has submitted revised rates. The majority of orders over the last 12 months have been placed with the Contractor who has agreed to maintain its rates for the next 12 months.

### **4 Corporate Considerations**

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

4.1.1 The Highway Maintenance Team is satisfied with the performance of both companies and is agreeable to the contract being extended.

4.1.2 Consultation has taken place with the Finance Team who confirmed that funding is available through the Highway Maintenance budget.

4.1.3 The Procurement Team have 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 a contractor to carry out safety fencing repair and maintenance works as and when required. 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 this essential service.

4.3.3 This is a West Yorkshire Collaborative Contract and is available to all districts to use.

#### **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 services and offers very good value for money with the existing contractor offering to retain the same rates as last year.

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

4.4.1 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.

#### **4.5 Risk Management**

4.5.1 The incumbent contractors have already submitted competitive rates and a new 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 and offers best value for money whilst ensuring the maintenance of Highway fencing can continue to be delivered.

### **6 Recommendations**

6.1 The Chief Officer (Highways and Transportation) is requested to approve the extension of the contract for West Yorkshire Highway Fencing Maintenance for a further 12 months to 19 May 2017 in accordance with its terms and conditions.

### **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.