

**Report of: Chief Officer – Property & Contracts**

**Report to: Director of Environment & Housing**

**Date: 06/06/2016**

**Subject: Award of Automatic Sprinkler Systems to Domestic Properties, Sheltered Housing, Multi Storey Blocks**

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of ward(s): Armley, Kirkstall, Little London, Pudsey, Swarcliffe.		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input 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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number: Appendix number:		

### Summary of main issues

1. A key decision was made by the Director of Environment and Housing in October 2015 to procure this provision as an openly advertised LCC tendering opportunity.
2. The procurement has been undertaken in line with Contracts Procedure Rules, as per the recommendations of the original key decision report which obtained approval to procure and authority to spend.
3. The evaluation process has now been concluded and a single organisation has been identified as successful to deliver the design, installation and commissioning of automatic sprinkler system to five Sheltered Housing multi storey blocks namely; Rycroft Green, Burnsall Court, Carlton Croft, Sherburn Court and Queenswood Court over a period of 30 months starting in August 2016.
4. This specialise contractor will support the principle contractor Leeds Building Services.

### Recommendations

1. It is recommended that the Director of Environment & Housing approves the award of this contract to Armstrong Priestley Ltd for the total sum of £374,000.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to document in detail the procurement process undertaken to identify the preferred provider to deliver the design, installation and commissioning of automatic sprinkler systems to five Sheltered Housing multi storey blocks.
- 1.2 To obtain approval to award contracts to the preferred providers without delay to ensure that works can commence in August 2016.

## **2 Background information**

- 2.1 In 2013 fire risk assessments were carried out in multi-storey blocks, sheltered housing complexes and low rise accommodation throughout LCC housing stock. As a result the Housing Leeds Fire Safety Strategy has focused on the 8 sheltered housing multi-storey blocks.
- 2.2 These works will be delivered with Leeds Building Services as the main contractor, and the preferred provider following this procurement will act as a sub-contractor.
- 2.3 Work has been completed on 3 proposed Sheltered Housing multi storey blocks (Marsden Court, Queensview and Crescent Grange) following submission of waiver reports to Director of Environment & Housing.
- 2.3 The remaining 5 blocks Rycroft Green, Burnsall Court, Carlton Croft, Sherburn Court and Queenswood Court have been offered to the market and advertised as open procedure procurement.
- 2.4 It should be noted that 2 of these blocks do fall under PFI areas; however the responsibility for these works lies with Leeds City Council.

## **3 Main issues**

- 3.1 Following a site visit to 2 of the proposed multi storey blocks in December it was identified there were 5 organisations interested in tendering for the opportunity.
- 3.2 The deadline for PQQ and Tender submissions was 12 noon Wednesday 13<sup>th</sup> January 2016. Two 'on time' submissions were received. PQQ evaluation was carried out soon after submission.
- 3.3 Of the five organisations that attended the site visit, two went on to submit a bid. Those that withdrew were approached to establish the reasons why. These included the level of detail they were being asked to supply; lack of required registrations and certifications; and high volumes of work.
- 3.4 The scope and nature of the works sets out a requirement for specialist contractors to be members of BAFSA (British Automatic Fire Sprinkler Association). Taking this into consideration a qualifying criterion was outlined within the PQQ to ensure that shortlisted contractors were compliant with the requirement. This criterion excluded 1 organisation from the tender evaluation process.

3.5 The single tenderer considered at the tender evaluation stage has passed all associated minimum score thresholds following the tender evaluation and the process should therefore continue to award.

3.6 Prior to award each of the preferred organisations will be assessed to ensure adequate policies are in place to support the delivery of this provision, including Insurance, Health & Safety & Safeguarding. A financial check will also be carried out to ensure they are not a risk to the authority. Results of this process will be kept on file. Should any issues be identified that would restrict the team from awarding this contract. The opportunity would be retendered at this stage.

## **4 Corporate considerations**

### **4.1 Consultation and engagement**

4.1.1 Officers within PPPU have been involved throughout the procurement process.

4.1.2 All local ward members have been notified of the upcoming work to blocks in their relevant ward areas.

4.1.3 Residents' consultation meetings will be planned for each block. A Frequently Asked Questions Sheet is proposed to be provided to all residents prior to the meetings to support in addressing any queries or concerns they may have.

4.1.4 The West Yorkshire Fire and Rescue Service have been consulted and are supportive of the scheme proposals.

### **4.2 Equality and diversity / cohesion and integration**

4.2.1 The Equality, Diversity, Cohesion and Integration Screening document has been considered and completed. The following findings have been considered. The contract will require the contractor to maintain access to properties for residents and to put in place arrangements for any disabled tenants.

4.2.2 A customer profile assessment will be undertaken prior to the contract commencing to establish if there are any special requirements for access arrangements. These will be provided to the main contractor prior to commencement of works on site and procedures shall be put in place so as not to disadvantage any residents.

### **4.3 Council policies and best council plan**

4.3.1 The works undertaken by the contract will support the following key City priorities by providing a safer environment in which to live

- Improving Housing Conditions
- Improve the quality of life for our residents

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

4.4.1 The total value of this subcontractor provision was estimated to be £450,000. The bid received was for £374,000.

4.4.2 The estimated cost was based on works already completed on a single Sheltered Housing multi storey block. The significant tender savings have come from grouping all five Sheltered Housing multi storey blocks into one contract.

4.4.3 The project will be contract managed by the Capital Planned Works team within the Property and Contracts Division of Housing Leeds. A Contract Management Plan is under development for these works as is required by CPR 3.1.16.

#### **4.5 Legal Implications, access to information and call In**

4.5.1 The Chief Officer for Property and Contracts, Head of Housing Contracts and PPPU's officers have been consulted during the procurement process.

4.5.2 This decision is a subsequent decision of a previous key decision and therefore a Significant Operational Decision and not subject to call-in.

#### **4.6 Risk management**

4.6.1 A risk register has been developed and will be maintained throughout the project delivery.

4.6.2 This contract will enable Leeds City Council to meet its obligations under the Fire Safety Concordat agreed with West Yorkshire Fire and Rescue Service and reduce the risk of fire harm to resident and damage to LCC assets.

### **5 Conclusions**

5.1 The procurement process undertaken has been in accordance with Contracts Procedure Rules and the procurement route approval sought in October 2015. As well as with full guidance

### **6 Recommendations**

7 It is recommended that the Director of Environment & Housing approves the award of this contract to Armstrong Priestley Ltd for the total sum of £374,000.

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

8.1 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.