

Report of Head of Facilities

Report to Julie Meakin, Chief Officer Civic Enterprise Leeds

Date: 16th February 2017

Subject: Authority to procure a contract for the supply and maintenance of Firefighting Equipment and evacuation chairs for Leeds City Council to commence 1st January 2018.

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

Leeds City Council currently has three separate contracts in place, two for the supply and maintenance of firefighting equipment and the third for evacuation chairs which are all due to expire at the same time.

The two supply and maintenance contracts sit with CEL and Housing Leeds and are presently serviced by the same contractor. It has been decided to carry out a joint procurement exercise for one single contract to cover all fire – fighting appliance and evacuation requirements.

The present contracts expire at the end of December 2017 and it is proposed to put in place a five year contract with break-clauses and have one provider to service the whole contract.

The all-inclusive value of the present contract is approximately £155k and it is expected with the opening of Merion House and the rationalisation of other LCC building this value will reduce over time.

1. Purpose of this report

To seek approval of the Chief Officer Civic Enterprise Leeds for the authority to procure a new contract to replace the exist arrangements. The contract will be for a five year period to start on the 1st January 2018 and the annual cost will be approximately £155k per year.

2.0 Background

- 2.1 Facilities Management awarded a contract on 1st January 2014 for the supply and maintenance of firefighting equipment to Churches Fire Security Ltd through a framework contract set up through Yorkshire Purchasing Organisation.
- 1.2 The existing contract has proved to be working well, efficiently, fully compliant and is due to expire on 31st December 2017.
- 1.3 PPPU officers will work with the officers from CEL and Housing Leeds to assess the procurement options once confirmation of the specification and the product list had been established and agreed.
- 1.4 PPPU identified that a suitable framework doesn't exist which suites the needs and requirements of this contract.
- 1.5 It has now been decided that a full procurement exercise needs to be undertaken.

3 Main issues

- 3.1 Due to the value of the new contract it will be procured using the OJEU open route testing the suppliers thoroughly and ensuring compliance in all areas stated within the tender documentation.
- 3.2 It is intended that the tender evaluation will be conducted on a basis of 70% price and 30% quality.
- 3.3 After a full procurement exercise a contract for the supply and maintenance of firefighting equipment within LCC buildings will commence on 1st January 2018.
- 3.4 The contract has the potential to deliver projected savings with economy of scale due to the merging of the three contracts and the longer contract duration.
- 3.3 The contract will be advertised on YORtender, Contracts Finder and also OJEU 3.4

4.0 Corporate consideration

4.1 Consultation and Engagement

4.1.1 Consultation has taken place with Corporate Fire & Safety Manager (Central health & Safety) Corporate Governance, Head of Facilities and Civic Buildings Manager, Mechanical and Electrical Service Manager and Housing Leeds Officers.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The supply and maintenance of firefighting equipment and evacuation chairs is an essential service used to ensure the safe egress of people from council buildings including those who require assistance. The renewal of this contract ensures that firefighting equipment is regularly maintained & serviced and is fit for purpose in the event of an emergency to ensure the safe egress of LCC buildings.

4.3 Council Policies and City Priorities

4.3.1 The contract specifically delivers the Council's priorities on valuing colleagues and putting customers first by creating and maintaining a fire safe environment for staff and members of the public.

4.4 Resources and value for money

4.4.1 The present contract has been shown to deliver efficiency saving to the council and it will be expected that any new contract will continue to create efficiencies through close contract management and efficiency of scale due to the merger of the contracts.

4.4.2 It is expected that further savings may be realised through any further reductions in equipment due to anticipated building closures brought about by Changes to the Workplace.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal or access to information implications. Call in does not apply as this is a Significant Operational Decision due to its annual value of £155k..

4.6 Risk management

4.6.1 The contract will be procured in line with LCC's Contract Procedure Rules and EU Regulations and colleagues from PPPU Commercial Team will be involved in the development of the contract.

4.6.2 Officers from CEL and Housing Leeds will assume responsibility to manage the contract on behalf of all services

5.0 Recommendation

It is recommended that the Chief Officer Civic Enterprise Leeds provides the authority to procure a new contract to replace the exist arrangements. The contract

will be for a five year period to start on the 1st January 2018 and the spend will be approximately £155k per year.

6.0 Background Papers

6.1 None