

**Report of the Principal Development Officer**

**Report to the Head of Learning Systems, Children and Families**

**Date: 16<sup>th</sup> June 2017**

**Subject: Tender Acceptance Report: Millfield Primary School  
Capital Scheme Number: 32654 MEC 000**



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

**Summary of main issues**

1. On the 27<sup>th</sup> March 2017, the Director of Children and Families 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 seven areas: mechanical services; roofing works; external wall, windows and door replacement; Electrical services; Fire Safety; demolition/removal of life expired buildings and compliance in respect of kitchen ventilation.
2. The report proposed to spend £8,225,000 of the available Schools Condition Allocation grant and £3,181,455 of previous year's School Condition Allocation, with pre-existing authority to spend, on continuing with the programme of planned maintenance works in 2017/18 on these priority works for delivery in 2017.
3. This report seeks approval to accept a tender in respect of Mechanical Infrastructure works at Millfield Primary School as part of the above agreed programme

## **Recommendation**

- 4** The Head of Learning Systems is requested to accept the tender supplied by Sayes and Co Ltd in the sum of £118,317.00 to carry out Mechanical Infrastructure works at Millfield Primary School.

## **1.0 Purpose of the Report**

- 1.1 The purpose of this report is to request that the Head of Learning Systems approve the acceptance of a tender supplied by Sayes and Co Ltd in the sum of £118,317.00 in respect of Mechanical Infrastructure works at Millfield Primary School.

## **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 and Families on 27<sup>th</sup> March 2017, and which approved a total programme cost of £11,406,455, including construction and fees. This approval was for a package of works to address priority 1 building condition issues for a number of schools, of which Millfield Primary School is one and will be fully funded by the local authority.

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

- 3.1 The scheme was designed by our Joint Venture Partner, NPS Leeds Ltd, and the tender documentation for the Mechanical Infrastructure works was issued (in accordance with Contract Procedure Rules, (specifically 3.1.7) and a tender was submitted by Sayes and Co Ltd in the sum of £118,317.00. Appendix 1 (confidential) details the tender evaluation.
- 3.2 NPS have confirmed in their Tender Evaluation report that the tender submitted is arithmetically correct and that the costs are in line with the pre-tender estimate. This report seeks approval to award works to the above mentioned contractor for the provision of Mechanical Infrastructure works at Millfield Primary School.
- 3.3 It is proposed that the works will commence on 24<sup>th</sup> July 2017, with completion by 1<sup>st</sup> September 2017

## **4. Corporate Considerations**

### **4.1 Consultation and Engagement**

The works require no planning approval.

- 4.1.1 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. The screening document has been sent to the Equality Team to be approved and published

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

4.3.1 This scheme contributes to the 2016/17 Best Council Plan outcomes for everyone in Leeds to 'Do well at all levels of learning and have the skills they need for life'; 'Be safe and feel safe' and 'Enjoy happy, healthy, active lives'. It also supports the vision in the supporting Children and Young People's Plan 2015-19 to build a child-friendly city with a focus on ensuring all children and young people are safe from harm; do well at all levels of learning and have the skills for life; enjoy healthy lifestyles; have fun growing up; are active citizens who feel they have a voice and influence. The programme seeks to maintain good quality accessible local school accommodation which can contribute to these outcomes. The works will also ensure that the Council is complying with its legal responsibilities with regards to health & safety legislation and maintaining occupant safety.

### **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 and Families on 27<sup>th</sup> March 2017. This approval was for a package of works to address priority 1 building condition issues across a number of schools, of which Millfield Primary School is one and will be fully funded by the local authority.

4.4.2 The tender has been checked and validated by the Council's design consultant partner, NPS Leeds Ltd, who have confirmed that the tender submitted by Sayes and Co Ltd in the sum of £118,317.00 represents value for money. The Work will be carried out by Sayes and Co Ltd in accordance with (CPR) Contract Procedure Rules, specifically 3.1.7.

### **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.

4.5.2 This is a Significant Operational Decision and is not subject to Call In.

### **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 main programmes.

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. Conclusions**

- 5.1 The proposed Mechanical Infrastructure works will address the priority 1 building condition issues identified at Millfield Primary School.
- 5.2 The scheme has been tendered in line with Contract Procedure Rule 3.1.4 and the tender value is within the budget provision of the Planned Maintenance Programme 2017/18 Design and Cost Report which was approved by the Director of Children and Families on 27<sup>th</sup> March 2017.
- 5.3 The tender evaluation has been carried out by the Council's design consultant partner, NPS Leeds Ltd, who have recommended that LCC accepts the tender of Sayes and Co Ltd to undertake the Mechanical Infrastructure works at Millfield Primary School.

## **6. Recommendation**

- 6.1 The Head of Learning Systems is requested to accept the tender supplied by Sayes and Co Ltd in the sum of £118,317.00 to carry out Mechanical Infrastructure works at Millfield Primary School.

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

- 7.1 None

---

<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.