

Report of: Head of Commercial Management, Leeds Building Services

Report to: Director of Resources and Housing

Date: 15th February 2018

Subject: Waiver of CPR 9.2 to formalise current service provision of works for controlled door entry / access systems for Housing Leeds' properties

Are specific electoral wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of ward(s): Citywide		
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 checked="" type="checkbox"/> Yes	<input 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. This waiver report seeks approval to waive CPR 9.2 and formalise the current service provision with Careline Security Ltd t/a Mayfair Security for a period of 6 months with the option to extend for a further 6 months whilst a competitive procurement exercise is undertaken as part of the LBS Procurement Strategy.
2. This is for responsive repairs activity and resulting remedial and associated works in relation to communal and standalone controlled door entry / access systems for Housing Leeds'. This also includes the repairs and maintenance of any intercoms with built in cameras. Such access systems have a critical role in maintaining safe, secure and appropriate access and exit to council domestic properties for their users and residents, both on a day to day basis and in relation to emergencies such as a fire.
3. The estimated annual spend under the new short term contract with Careline Security Ltd t/a Mayfair Security to formalise current provision is £500,000 per annum. As a result, the decision to put this contract in place is a Key Decision and will be subject to call-in.

Recommendations

1. The Director of Resources and Housing is recommended to note the contents of this report and to approve the waiver of Contracts Procedure Rules 9.2 in order to put in place a formal contract that reflects the current service provision with Careline Security Ltd t/a Mayfair Security.
2. The Director of Resources and Housing is recommended to note that the agreement will be for a period of 6 months with the option to extend for another 6 months whilst a competitive procurement exercise is undertaken as part of the wider LBS Procurement Strategy.

1 Purpose of this report

- 1.1 This waiver report seeks approval to waiver CPR 9.2 and formalise the current service provision with Careline Security Ltd t/a Mayfair Security for a period of 6 months with the option to extend for a further 6 months.
- 1.2 This will be to the sum of £500,000 per annum. The agreement will be for a period of 6 months with the option to extend for a further 6 months whilst a competitive procurement exercise is undertaken as part of the LBS Procurement Strategy.

2 Background information

- 2.1 Leeds Building Services, as an Internal Service Provider (ISP) undertake responsibility for delivering this provision in the East and West areas of the city. They have retained the previous existing arrangement of the work being done by Careline Security Ltd t/a Mayfair Security and continue to do so.
- 2.2 For the South area of the city, Mears are currently responsible for this service as part of a wider repairs and maintenance contract and also sub-contract this element of work to Careline Security Ltd t/a Mayfair Security. It has been agreed with Mears and LBS that the element of work for the South area will be varied out of the existing Mears repairs and maintenance contract meaning Leeds Building Services will provide the service citywide.

3 Main issues

- 3.1 Leeds City Council has a duty to maintain the quality and safety of council homes for residents, and as such the council need to be able to promptly repair any controlled door entry / access systems to ensure residents are able to come and go in buildings and prevent access by others.
- 3.2 The contract is for responsive repairs activity and resulting remedial and associated works in relation to communal and standalone controlled door entry / access systems for Housing Leeds' properties. This also includes the repairs and maintenance of any intercoms with built in cameras.
- 3.3 Such access systems have a critical role in maintaining safe, secure and appropriate access and exit to council domestic properties for their users and residents, both on a day to day basis and in relation to emergencies such as a fire. Currently we rely on one contractor for this critical service, but without a formal agreement being in place. Without this service provision the Council would be at significant risk.
- 3.4 Housing Leeds also requires LBS to install a system called Entrotech. The manufactures of the Entrotech system insist that these can only be installed by approved contractors/installers who have undertaken the training. This in turn allows the installers to issue a longer warranty period for the product. Leeds Building Services has a number of electricians who are Entrotech approved, which is why we can deliver these works internally along with sub-contracting out work to Mayfair.

3.5 Recently there has also been some non-contract spend with another sub-contractor, CRS who is used for installation works. This is owing to Mayfair currently being at capacity, however the spend to date from March 2017 is approximately £26k.

3.6 The intention is to waive CPR 9.2 (undertaking a competitive procurement for works over £100k) for 6 months, with a further option to extend for another 6 months. This will enable LBS to then go out to competitive procurement(s) and get new contractors in place as appropriate as part of the wider LBS procurement strategy.

4 Corporate considerations

Consultation and engagement

4.1 Consultation has taken place with SMT, Property & Contracts, Heads of Service at Leeds Building Services, the Projects, Programmes and Procurement Unit (PPPU) and Property & Contracts operational teams.

Equality and diversity/cohesion and integration

4.2 As part of the wider procurement strategy, an assessment of equality diversity cohesion and integration impacts will be undertaken.

Council policies and best council plan

4.3 The service contributes to providing good quality affordable homes, ensuring appropriate controlled entry systems are maintained, this links to the city priority of meeting housing needs and ensuring residents feel safe in their home.

Resources and value for money

4.4 The aim is to improve value for money by getting current external spend on contract. By having a formal contract in place with Careline Security Ltd t/a Mayfair Security, this will result in agreed standards in terms of price and quality as well as ensuring robust contract management arrangements are in place. In addition, it will also provide consistency across the city.

Legal implications, access to information and call-in

4.5 This is a Key Decision which is subject to call-in.

Risk management

4.8 If a waiver for continuing to use Careline Security Ltd t/a Mayfair Security is not approved then there will be ongoing high levels of non-contract spend incurred which may put the Council at risk of challenge from other suppliers.

5 Conclusions

5.1 This waiver report seeks approval to waive CPR 9.2 and formalise the current service provision with Careline Security Ltd t/a Mayfair Security for a period of 6

months with the option to extend for a further 6 months whilst a competitive procurement exercise is undertaken as part of the LBS Procurement Strategy.

6 Recommendations

- 6.1 The Director of Resources and Housing is recommended to note the contents of this report and to approve the waiver of Contracts Procedure Rules 9.2 in order to put in place a formal contract that reflects the current service provision with Careline Security Ltd t/a Mayfair Security.
- 6.2 The Director of Resources and Housing is recommended to note that the agreement will be for a period of 6 months with the option to extend for another 6 months whilst a competitive procurement exercise is undertaken as part of the wider LBS Procurement Strategy.

7 Background documents¹

None

¹ 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.