

Report of: Planned & Service projects Manager – Corporate Property Management

Report to: Director of Resources & Housing

Date: 15/03/2018

Subject: Report to seek approval to secure a supplier under CPR 3 .1.8 to deliver replacement works to Pudsey Town Hall windows.

Are specific electoral wards affected? If relevant, name(s) of ward(s): Pudsey	<input type="checkbox"/> Yes
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes
Is the decision eligible for call-In?	<input type="checkbox"/> Yes
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. Pudsey town hall was the former seat of government of Pudsey Borough Council prior to local government reorganisation, the building is not listed but is situated in a conservation area. The building is now used as council offices and a base for ward members.
2. The Windows have now deteriorated to such a level that replacement is the only option.
3. The Building is to be retained as part of Leeds City Councils corporate stock
4. Due to the type of Window there is a minimal lead in time of 8 weeks to manufacture the materials required, Leeds Building Services do not have the workshop capacity to manufacture and carry out the works to reasonable timescales.

Recommendations

1. The Director of Resources & Housing is requested to approve this request in accordance with CPR 3.1.8, to secure a supplier to manufacture and install new windows at Pudsey Town Hall. The estimated cost of replacing 3 out of 4 elevations in £245,000.00
2. The 4th Elevation cannot be completed at this stage due to complicated road closure issues which are ongoing. It is recommended that this elevation is not progressed at this stage

3. Approve the proposed procurement route, to identify suitable approved providers from Construction line (Government approved list managed by Capita) to invite tenders and ultimately to be appointed as main contractor to carry out the works.

1 Purpose of this report

- 1.1 This report sets out the reasons for recommending that the Chief Officer Of Property & Contracts is requested to approve this request in accordance with CPR 3.1.8 to allow this replacement of windows to Pudsey Town hall to go out to formal tender.

2 Background information

- 2.1 The Window replacement has been required for a number of years but has never progressed due to considerations been made regarding the buildings future.
- 2.2 There has been major issues with the windows now for a number of years, with several costly repairs been carried out.
- 2.3 Constant staff issues are raised especially during the winter months
- 2.4 LBS only have one Bench Joiner and limited machinery, should they carry out this work (Refused initially) other contracts would be put back, the scaffold hire would be cost prohibitive if programme slippage occurred.
- 2.5 There is in excess of 140 windows to manufacture including complicated radius Bows and bullseye type windows.
- 2.6 The scope of works shall include the replacement of windows manufactured from Accoya species of timber to give longer lasting durability, replacement of cast iron downpipes, minor external and internal stone repairs and minor roof repairs. The building whilst not listed sits within a conservation area

3 Main issues

- 3.1 In both 2012 and 2014 there were previous attempts procure services to replace the windows at Pudsey Town Hall on both these occasions LBS declined the work.
- 3.2 Asset management have confirmed this building is not been considered for disposal and discussions have taken place between CPM and the Executive manager within asset management City Development.
- 3.3 Pudsey Town hall is a key building within Pudsey Town centre and has historical links to the former Borough and surrounding areas

4 Procurement options

- 4.1 ***Do nothing*** – This option was discounted as there would be no procurement activity and therefore no contractor to deliver the programme.
- 4.2 **Internal Service Provider (ISP)** – The internal service provider has been consulted with as required in accordance with Contract Procedure Rule 3.1.4 with regards to the scope of works. They have declined the opportunity to take on the work due to the specialist nature of the requirements and volume of work. There are no other appropriate internal providers or exclusive suppliers which could be utilised.

- 4.3 **Procure LCC framework** – This route would provide an opportunity to test the market through a competitive exercise. A bespoke specification, pricing documents, robust shortlisting and evaluation process to determine a value for money solution can be developed. This would include initially advertising to the open market via Yortender and carry out a Pre-Qualification Questionnaire (PQQ) process with bidders being evaluated through a price / quality evaluation methodology. The downside to this approach is the small number of framework contractor, the expertise and capacity of these contractors and the issues arising from works currently been undertaken.
- 4.4 **External Frameworks** – Frameworks have been considered, though it is felt given the value of the work and the specialist nature this work would be better suited to a medium sized enterprise with manufacturing capacity, this would better suit Leeds City Council and gain maximum value for money.
- 4.5 **Constructionline (Recommended)** – following an EOI exercise five main contractors have expressed an interest in tendering for these works, and will be approached to submit tenders in line with programme dates

5 Corporate considerations

5.1 Consultation and engagement

- 5.1.1 The Planned & service projects Manager (CPM) has engaged with the Manager in Executive Manager (City Development) has confirmed that there are no plans to sell or dispose of this asset.
- 5.1.2 Advice has been sought from PPPU Procurement Representatives with regards to the procurement process.
- 5.1.3 Head of Responsive Repairs, Voids & CPM has been asked to review the report and asked to support the recommendations set out in this report.
- 5.1.4 The proposal is subject to planning approval and a current application is been considered.

5.2 Equality and diversity / cohesion and integration

- 5.2.1 There is no impact on quality, diversity, cohesion and integration issues arising from the recommendations set out in this report. These recommendations are external construction works and have no impact on equality diversity cohesion or integration.

5.3 Council policies and best council plan

- 5.3.1 Delivering this arrangement contributes to the Council values of spending money wisely, as costs for delivering the provision are in line with the market value. It is paramount that procurement within Leeds City Council is undertaken with a view to ensure openness, transparency and fairness procured in line with LCC rules.
- 5.3.2 This contract will contribute to the delivery of the following Councils' policies and Priorities:

Working with communities;
Safer and Stronger Communities;
Best city for communities; and
Spending money wisely – through competitive tendering.

5.4 Resources and value for money

- 5.4.1 Approving this recommendation will allow the tender to be published on Constructionline and the work progressed. Construction line offers more value for money and more control of the works due to less likelihood of subcontracting.

5.5 Legal Implications, access to information and call in

- 5.5.1 As the value of this recommendation is over £100,000 it is a significant operational decision and is therefore not subject to call in. This report does not contain any exempt or confidential information under the Access to Information Rules.
- 5.5.2 There is no overriding legal obstacle in accordance with CPR 3.8.1, the above comments should be considered in making the final decision the Chief Officer of Property & Contracts should be satisfied that the course of action chosen represents Best Value for the Council.

5.6 Risk management

- 5.6.1 If the request in accordance with CPR '3.1.8 is not approved the works would not be carried out promptly
- 5.6.2 The key risks associated with this request are:
- 5.6.3 If not approved the windows will deteriorate further and be subject to ongoing costly repairs and increased revenue spending Conclusions
- 5.6.4 In approving this request in accordance with CPR's the required repairs can be undertaken to return the building's exterior to a reasonable state of repair.
- 5.6.5 All works and procedures shall be subject to full risk assessments and method statements, all work shall be carried out in accordance with current codes of practice.

6 Conclusions

- 6.1 The procurement route requested in this report would provide the best cost effective solution on behalf of Leeds City Council.

7 Recommendations

- 7.2 The Director of Resources & Housing is requested to approve this request in accordance with CPR 3.1.8, to secure a supplier to manufacture and install new windows at Pudsey Town Hall. The estimated cost of replacing 3 out of 4 elevations in £245,000.00.

7.3 The 4th Elevation cannot be completed at this stage due to complicated road closure issues which are ongoing. It is recommended that this elevation is not progressed at this stage.

7.4 Approve the proposed procurement route, to identify suitable approved providers from Construction line (Government approved list managed by Capita) to invite tenders and ultimately to be appointed as main contractor to carry out the works.

8 Background documents¹

8.1 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.