

Report of: Head of Voids, CPM, Disrepair and Responsive Repairs
Report to: Director of Resources and Housing

Date: 14th June 2018

Subject: Tender evaluation report and proposed award of contract for Pudsey Town Hall Window replacement (manufactured joinery) and associated works

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Pudsey		
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: 10.4 (3) Tender Report (Confidential)		

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 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 did not have the workshop capacity to manufacture and carry out the works to reasonable timescales so the decision was taken to go out to tender.
5. This report deals with the tender evaluation process resulting from the competitive tender process.

Recommendations

That the Head of Voids, CPM, Disrepair and Responsive Repairs approves the award of the contract for Pudsey Town Hall Window replacement (manufactured joinery) and associated works contract to Walter West Builders Ltd for the sum of £145,249.49.

To note that it is anticipated that this contract will be awarded to commence on 9th July 2018 and be completed by 28th September 2018.

Purpose of this report

- 1.1 The purpose of this report is to outline the tendering process and seek approval to the subsequent tender evaluation report to identify the preferred bidder.
- 1.2 To obtain approval from the Director of Resources and Housing to award the contract for this scheme to Walter West Builders Ltd.

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. There has been major issues with the windows now for a number of years, with several costly repairs been carried out. Constant staff issues are raised especially during the winter months
- 2.2 There is in excess of 140 windows to manufacture including complicated radius Bows and bullseye type windows. The scope of works includes 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
- 2.3 LBS were approached to carry out the work in line with CPR 3.1.4 but were unable to do so and turned down the opportunity due to lack of Bench Joiner resources and limited machinery, in addition to other priorities that resources were already committed to and the fact that scaffold hire would be cost prohibitive if programme slippage occurred.
- 2.4 Therefore after LBS declined Constructionline was used to generate a list of six potential tenderers as follows:
 - Aspect Building Solutions Ltd
 - Berman Building Co Ltd
 - JP Developers Limited
 - Neo Property Solutions Limited
 - R N Wooler
 - Walter West Builders Ltd
- 2.5 The tender evaluation criteria was 100% price and the tender return date was 12 noon on 15th May 2018. By the deadline 5 tenders were received. The tendered prices were evaluated by NPS Leeds Quantity Surveyors and their report is attached as confidential appendix.
- 2.6 It is anticipated this contract will commence on 9th July 2018 and be completed by 28th September 2018. A contract management plan (CMP) is being finalised

between Corporate Property Management and NPS Leeds and meetings being held prior to contract award.

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
- 3.4 The scope of works that has been put out to tender includes the following:
 - Replacement of windows on 3 x elevations of the building Robin lane,
 - Manor house (Part) and the staircase elevation between both streets.
 - All windows will be carefully removed in sequence whilst manufacture off site takes place, any other high level works such as gutters and downpipes will be assessed when scaffold is erected.
 - A contingency has been identified within the DCR to allow for any unforeseen works, this will be returned to the parent scheme if not spent.
- 3.5 The project will make a contribution to the vision, ambitions and outcomes set out in the Best Council Plan 2015-20. This scheme will support a number of council objectives and priorities, for example: Spend to save by reducing future maintenance, working with people and engaging with community's by improving council buildings, spending money wisely by open tendering of the works
- 3.6 The contract will have an approved contract management plan that will specify performance levels and the monitoring process to be implemented; bidders have been provided with guidelines, clear targets and performance levels within the tender documentation. These will be managed and monitored over the life of the contract to ensure that the quality of service provided by the Contractor is sufficient in accordance with our performance indicators.
- 3.7 The project delivery and day to day contract management will be led by NPS Leeds who have previously been paid a commission for this contract, Any changes or variations to contract will be agreed first by CPM within Property and contracts
- 3.8 The tender was evaluated on a price only basis. Five verified tenders were received. Neo Property Solutions Limited declined to tender. The tenders were evaluated and the lowest credible tender is recommended for award.
- 3.9 The organisation recommended for contract award is Walter West Builders Ltd for a sum of £145,249.49.

- 3.10 The overall evaluation/due diligence process has not identified any significant risks in terms of awarding the contract to the successful bidder. They have the capacity, resource and experience within this operational field of work deemed necessary to deliver the service requirement. However, the council are to monitor such a tight price carefully to manage any additional charges which should be avoided wherever possible.

4. Corporate Considerations

4.1. Consultation and Engagement

- 4.1.1. PPPU before recent developments and more recently Procurement officers have supported and provided advice throughout the procurement process to the project team.

- 4.1.2. Ward councillors have been notified of the scheme and are supportive.

4.1.3. Equality and Diversity / Cohesion and Integration

- 4.1.4. 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.

4.1.5. Council policies and Best Council Plan

- 4.1.6. 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.

- 4.1.7. 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.
- Resources and value for money

- 4.1.8. This procurement has been undertaken with openness, transparency and fairness throughout. The contract was procured in line with Leeds City Council's Contract Procedure Rules and the Public Contracts Regulations 2015.

4.2. Resources and value for money

- 4.2.1. The project team has consistently had support from the Council's procurement specialists who have advised on following procurement guidelines ensuring each potential bidder was treated equally.

- 4.2.2. The procurement has been carried out in an open and transparent manner as required by the Public Contract Regulations 2015 whilst ensuring competition is sought to identify best value when initially establishing the contract.

- 4.2.3. Due diligence was undertaken on price to ensure that the contract values are realistic and sustainable, and offer value for money to the council.
- 4.2.4. The Council has received competitive tender submissions from contractors on the Constructionline because of the competitive nature of the procurement process.
- 4.2.5. The contract value is £145,249.49.

4.3. Legal Implications, Access to Information and Call In

- 4.3.1. The award decision is to be a SOD based on the proposed contract value.
- 4.3.2. The tenders have been evaluated in accordance with the evaluation criteria set out in the tender documents and therefore, the winning bidder should be appointed. Thus, in making the final decision, the Director of Resources and Housing should be satisfied that this contract represents best value for the Council.

4.4. Risk Management

- 4.4.1. A risk register will be used to mitigate against risks on this project. It will be monitored and managed by the project manager.

5. Conclusions

- 5.1.1. The procurement process undertaken has been in accordance with the Regulations and the Council's Contracts Procedure Rules, with full guidance and support from the Procurement specialists in the Council. A competitive procurement route was established to identify a contract offering the best value for money.
- 5.1.2. This scheme forms part of the Capital Programme 2017-2020.
- 5.1.3. The contract will deliver new windows to a building which is now used as council offices and a base for ward members.

6 Recommendations

- 6.1 That the Head of Voids, CPM, Disrepair and Responsive Repairs approves the award of the contract for delivering replacement works to Pudsey Town Hall Windows to Walter West Builders Ltd in the sum of £145,249.49.
- 6.2 To note that it is anticipated that this contract will be awarded to commence on 9th July 2018 and be completed by 28th September 2018.

7 Background Documents

Appendix 1 – NPS Tender Report (Confidential)