

## Authority to procure signage installation services

Date: 15 October 2021

Report of: Assistant Head of Business Support Centre

Report to: Director of Resources, Neil Evans

Will the decision be open for call in?

☐ Yes ☒ No

Does the report contain confidential or exempt information?

☐ Yes ☒ No

### What is this report about?

- The purpose of this report is to seek approval from the Director of Resources to carry out a procurement exercise to establish a contractor to undertake signage installation across the city. The procurement will be carried out in an open and transparent manner in line with Contract Procedure Rules by ensuring competition is sought to identify best value.
- As part of our Leeds Best Council Ambition to be an efficient, enterprising, and healthy organisation we are committed to spending money wisely. We seek to achieve efficiencies and establish new ways of working through successful delivery of a signage installation contract. Developing a strong working relationship with the contractor to ensure reactive requests are fulfilled in a timely and professional manner that reflects the nature and perception of the Council.
- A range of activities are undertaken in order to maintain, update and provide new signage across the Council's assets and estate. To make sure we are proactively looking for new ways to improve we recognise the procurement of this contract will provide capacity and support to this dedicated area through the installation of external and internal signage.

### Recommendations

- a) It is recommended that the Director of Resources approves entry into a competitive and comparative tender process to procure signage installation services with an external provider through YORtender.
- b) The contract will be for a period of 2 years with the option to extend for a further 12-month period.

### Why is the proposal being put forward?

- 1 The print and signs hub is the Council's internal service provider for the manufacture and repair of a range of street and commercial signage. A supplier is required to install the signs once manufactured.
- 2 The current provision is off-contract and is reliant on an existing working relationship with a contractor who has demonstrated best value in the marketplace. The contract seeks to add flexibility and recognise cost savings whilst rationalising current approach.

### What impact will this proposal have?

#### Wards affected:

Have ward members been consulted?

☐ Yes

☒ No

- 3 Key outcome will be a sustainable model of delivery and a legacy of good practice. Making better use of resources, capacity, and timeframes for installation.
- 4 Additional capacity provided by a contractor will allow the print and signage hub to grow its client base and increase revenue to support external and internal requests and contracts.
- 5 There are no issues relevant to Equality and Diversity/Cohesion and Integration with this decision. Council requirements in relation to equality and diversity will be included within the tender documentation.

### What consultation and engagement has taken place?

- 6 The requirements have been accounted for in the tender documentation as part of best practice approach.
- 7 The Council's Procurement and Commercial Service has fully participated in this procurement exercise, providing guidance and support.

### What are the resource implications?

- 8 The proposal will offer an opportunity to work with a variety of experts in signage installation to make sure new ways of working are more effectively and efficiently explored.
- 9 The tender will be evaluated on a quality-price ratio basis. The contract will be awarded to the contractor who meets the minimum quality threshold and submits the lowest price.
- 10 To make sure the Council is getting the best value, quality, and services from contractors.
- 11 The estimated contract spend will be £50,000 per annum – a potential total spending of £150,000 over the life of the contract. This is based on a contract period of 24 months plus an optional 12 months extension. These costs have already been budgeted for as it is existing spend.

### What are the legal implications?

- 12 This is a Significant Operational Decision and is not eligible for call-in as the value of the contract is below £500k.
- 13 In line with the Council's constitution the Director of Resources is authorised to make the decision to procure this contract.

### **What are the key risks and how are they being managed?**

- 14 The procurement process and risk will be managed in consultation with Procurement and Commercial Services
- 15 The current contractor may choose not be part of the tender process – however they may offer the most competitive price and service. This could result in the cost of work increasing.
- 16 The risks are relatively low as all contractors will have the same opportunity to submit a tender.
- 17 The provision of an initial contract period of 24 months will enable the Council to assess the value in undertaking an effective open tender exercise in the event that circumstances change, the number of requests increases and the opportunity to achieve greater value for money presents itself.

### **Does this proposal support the council's three Key Pillars?**

☐ Inclusive Growth      ☐ Health and Wellbeing      ☒ Climate Emergency

- 18 The appointment of a contractor is unlikely to have a negative or positive impact on the reduction of carbon emissions. However, the contractor will be asked to provide plans on how they intend to reduce carbon emissions from carrying out this contract.

### **Options, timescales and measuring success**

#### **What other options were considered?**

- 19 As the current provision is off-contract, recommendations were sought from Procurement and Commercial Services on best practice approach.

#### **How will success be measured?**

- 20 The cost implication to the service and the Council will be reduced whilst retaining the professional and responsive installation services.
- 21 Costs and timescales for installation will be monitored and evaluated against current provision.
- 22 Areas for time and labour savings will be identified and implemented by the contractor. Expectations around contract spend will be clearly outlined with the contractor to ensure best value.
- 23 The contractor will provide evaluation and performance reporting to the service.

#### **What is the timetable for implementation?**

- 24 The tender is expected to be published on YORtender following approval of this report. The tender process including evaluation, site visits and contract award is expected to take approximately two months. The contract is expected to be awarded to the preferred contractor in January 2022.

### **Appendices**

- 25 None.

### **Background papers**

- 26 None.

