

# Authority to procure a contractor for the provision of servicing and responsive repair of TV Aerials to the Council's Housing stock

Date: 28<sup>th</sup> April 2022

Report of: Head of Leeds Building Services

Report to: Chief Officer Civic Enterprise Leeds

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?

### Including how it contributes to the city's and council's ambitions

- This report seeks authority to procure a contractor to carry out servicing and responsive repairs of TV Aerials citywide to the Council's Housing stock.
- This service will contribute to the council's ambition of health and wellbeing by ensuring that residents have access to working TV Aerials that are safe to be used by residents.
- Social Value Portal will be engaged throughout this procurement to assist with achieving various social value outcomes.

## Recommendations

The Chief Officer of Civic Enterprise Leeds is recommended to:

- a) Approve, in line with Contract Procedure Rules (CPR) 3.1.7, a competitive procurement strategy to procure a single contractor through a restricted procurement process for the service and responsive repair of TV Aerials to the Council's Housing stock in the South and East of the City. This procurement will establish a contract for 4 years with the option to extend for a further 12 months with an estimated value of £50,000 per annum.

### Why is the proposal being put forward?

- 1 The purpose of this report is to gain approval for the procurement of a contractor to provide service and responsive repairs to TV Aerials to Leeds City Council properties in the South and East of the City.
- 2 The requirement is for a contractor to repair TV aerials at domestic properties on a responsive basis. This includes a variety of housing properties including low to high rise blocks.
- 3 The previous provision for this work was carried out for Leeds City Council via a wider Responsive Repairs and Voids (RRV) Contract carried out by Mears. However as part of Leeds Building Services taking on these works in the South of Leeds and Mears carrying out RRV in the West of Leeds the TV Aerials repairs provision for the East and South of Leeds is now to be carried out by Leeds Building Services.

### What impact will this proposal have?

**Wards affected:**

Have ward members been consulted?

Yes

No

### What consultation and engagement has taken place?

- 4 Procurement have consulted with Housing Leeds and Service members to ensure the requirements will be met throughout this procurement. LBS have checked across their service to ensure that all requirements are considered regarding the provision of a TV Aerials service and responsive repairs. LBS and client have also been consulted to ensure their needs are covered in the specification and requirements.
- 5 No consultations with leaseholders are required as there are no cost implications to leaseholders.
- 6 Consultation with residents if required as part of the works will be taken prior to servicing or any repair to TV Aerials.

### What are the resource implications?

- 7 LBS anticipate with historical data the requirement for the for the servicing and responsive repair of TV Aerials will be £50,000 per annum. The contract is proposed to be for a period of 4 years with the option to extend for a further 12 months. The approximate value over the 4 years will be £200,000.

### What are the legal implications?

- 8 The procurement for TV Aerials servicing and responsive repair will be undertaken in line with the Public Contract Regulations 2015 (Regulations) to ensure fairness, transparency, and the achievement of value for money.
- 9 This is a Significant Operational Decision and as such is not eligible for call in. There are no grounds for keeping the contents of this report confidential under access to information rules.

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

- 10 Risks of a procurement challenge are present in any procurement that is undertaken. However, provided the procurement is carried out in full compliance with the Regulations the risk of any procurement challenge is low.
- 11 There is a risk that too few tenders are received for the opportunity. To mitigate this risk an expression of interest to engage the market has been undertaken. This has resulted in 4 contractors responding that they would take part in this tender. This engagement will be followed up during all aspects of the tender stage to ensure that contractors are engaged throughout the process and we obtain bids from all four contractors.

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

Inclusive Growth       Health and Wellbeing       Climate Emergency

- 12 The Social Value Portal will be engaged throughout this procurement to assist with achieving various social value outcomes which will support inclusive growth.
- 13 The proposed procurement process and resulting contract will support health and wellbeing by providing the responsive repairs to TV Aerials required allowing residents to safely and securely enjoy TV in their homes.
- 14 The procurement process and resulting contract will support the Climate Emergency Pillar through climate and sustainability actions that will be used as part of the contract management plan to reduce the impact of this contract on the environment.

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

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

- 15 Several framework agreements were explored to see if these could support the procurement. However, no frameworks agreements were available to deliver the requirements for these works.
- 16 An open tender through the YORtender procurement system was considered, however after an EOI was carried out and only 4 contractors responded it was decided that a restricted tender with those four contractors through YORtender was the best option.
- 17 The decision to use a price only method rather than quality/price split has been taken with the value of the contract being quite low and the standard of works required being guaranteed by the four experienced contractors taken from the Government supported Constructionline contractor list.

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

- 18 Success will be measured with regular meetings between the contract manager and contractor to ensure that delivery of the responsive works takes place in an agreed timeframe and KPI's will be put in place to ensure the satisfaction of tenants.

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

- 19 Anticipated Tender Release May 2022
- 20 Tender closing June 2022
- 21 Evaluation Price Only June 2022
- 22 Contract Award July 2022
- 23 Contract Start August 2022

## **Appendices**

24 N/A

## **Background papers**

25 N/A