

Authority to procure report for the purchase of tools for Leeds Building Services

Date: 05/04/2022

Report of: Chief Officer Civic Enterprise Leeds

Report to: Director of Resources

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

- The purchase of tools is essential to support the works being carried out across Leeds by Leeds Building Services (LBS) across both civic and domestic properties.
- There is a requirement for the purchase of tools and a need to have a contract in place to support Leeds Building Services provision to provide works across Leeds.
- This contributes to the Council's ambition of improving housing standards for residents by providing the equipment to support improvement works on housing stock. This report seeks approval to the agreement of the proposed procurement strategy laid out below. needed to be in place to secure the purchase of these items and ensure the pricing and standards of the goods provided.

Recommendations

- The Director of Resource is recommended, in line with Contract Procedure rule 3.1.7 to approve a competitive procurement strategy to procure a contract through restricted procurement process for the purchase of tools for Leeds Building Services, for a period of 4 years with an option to extend annually for up to 4 years with an estimated value of £120,000 per annum. If all annual extension options are taken, the total estimated value of the contract is £960,000.

Why is the proposal being put forward?

- 1 The purpose of this report is to gain approval in line with CPR 3.1.7 for the procurement of suppliers to deliver the requirements of the Purchase of Tools for Leeds City Council.
- 2 The contract to purchase tools will provide the support needed for operatives to carry out the works in domestic properties and civic buildings helping to improve Council properties across Leeds. The contract will also secure a dedicated supplier(s) with agreed costs and level of goods expected from the supplier that is currently not in place at the moment.
- 3 A compliant contract for the purchase of tools is essential in order for LBS operatives to be supported in completing work which will contribute towards an annual estimated turnover of £70 million.

What impact will this proposal have?

Wards affected:

Have ward members been consulted? Yes No

What consultation and engagement has taken place?

- 4 Leeds Building Services have been consulted throughout to determine the requirements that will be met through this procurement and subsequent contract.
- 5 PACS and colleagues attending both the weekly WAM and WBR meetings have also been consulted.
- 6 No consultation with residents is due to the nature of the service requirements.
- 7 No consultation with leaseholders is required as there are no cost implications to leaseholders.

What are the resource implications?

- 8 Leeds Building Services estimate expenditure on the purchase of tools will be £120,000 per annum. The contract is proposed to be for a period of 4 years with the option to extend for 4 years. The approximate value for the initial 4 years will be £480,000, this will increase to £960,000 if all the annual extension options are taken. The proposed contract will be for 1 supplier to supply tool purchases to Leeds Building Services for the duration of the contract.
- 9 It is proposed that a Find a Tender threshold restricted competitive procurement will be undertaken with all interested suppliers invited to carry out a PAS91. The PAS91 will be a pre-qualification stage that will allow suppliers to submit their finances, insurances, polices and experience in delivery a contract of this type, with references that will allow service members in LBS to shortlist the suppliers that are to be invited to the tender stage. The procurement process will be undertaken in line with the Council's CPR's and Public Contract Regulations 2015 to ensure fairness, transparency, and the achievement of value for money.

What are the legal implications?

- 10 The procurement for Purchase of Tools will be undertaken in line with Council Contract Procedure Rules and Public Contract Regulations 2015.
- 11 This is a Key Decision and as such is 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?

12 Risks of procurement challenges will be present in any procurement that is undertaken. To mitigate this, a fully compliant and transparent threshold restricted tender process, carried out in line with the Contract Procedure Rules and Public Contract Regulations 2015 to minimise the risk if a procurement challenge.

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

Inclusive Growth

Health and Wellbeing

Climate Emergency

13 The Social Value Portal will be engaged throughout this procurement to assist with achieving various social value outcomes which will support inclusive growth.

14 The proposed procurement process and resulting contract will support health and wellbeing by providing the equipment needed to ensure house improvement works can be carried out safely and to requirements.

15 The procurement process and contract will support the Climate Emergency Pillar through a number of quality questions required to be answered by bidders focussing on sustainability and the environment to ensure that the successful bidder will help to tackle and reduce their impact on the environment.

Options, timescales and measuring success

What other options were considered?

16 Several frameworks were explored to see if these could support the procurement of the purchase of tools. However, no framework available delivered the requirements needed for the service.

17 There is no internal provision available to provide tools.

How will success be measured?

18 Through the ongoing successful supply of tools.

19 The contract will be delivered under the framework of a robust contract management plan.

What is the timetable for implementation?

20 Anticipated Tender release May 2022

21 Tender closing June 2022

22 Evaluation July 2022

23 Contract Award August 2022

Appendices

24 N/A

Background papers

25 N/A