

Planned Maintenance programme Tender Acceptance report – Adel Primary School – Kitchen Ventilation Replacement Works

Date: 05/07/2022

Report of: Senior Project Officer

Report to: Chief Officer, Resources & Strategy

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### **Brief summary**

The purpose of the report is to seek approval to accept a tender in respect of Kitchen Ventilation Replacement Works at Adel Primary School which is a scheme delivered as part of the Planned Maintenance Programme across maintained, Foundation (Trust) schools and children's centres on school sites to address the highest priority condition works in six areas: (1) Fire Safety, (2) Mechanical services; (3) Roofing works; (4) External Wall, Windows and Door Replacement, (5) Kitchen Ventilation and (6) Electrical.

### **Recommendations**

The Chief Officer, Resources & Strategy is requested to accept the tender supplied by Leeds Building Services (LBS) in the sum of £117,925.33.49 to carry Kitchen Ventilation Replacement Works at Adel Primary School.

### **What is this report about?**

- 1 The Planned Maintenance Programme addresses the essential condition works in schools which have been delivered each year since 2011/12. The rationale for addressing these priorities is to maintain safe, warm, watertight learning environments, and to address the most common causes of unplanned school closure and loss of teaching time, which generally fall into the six categories noted above.

### **What impact will this proposal have?**

- 1 The works will be carried out during the 2022 school summer holiday period, due to the extent of the works required and the length of tender process. It may also be necessary to either commence large projects in advance of the summer holiday period, or for completion to take place after the holidays – where this is the case, schools will be fully consulted and plans put in place to ensure that the contractor’s set-up is suitable for an operational school environment.

### How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing                       Inclusive Growth                       Zero Carbon

- 2 Contractors are encouraged to recycle all redundant materials and construction waste that are removed from site wherever possible.
- 3 Where the Internal Service Provider is unable to resource the works, consideration is given to the contractor’s locality during the selection process, in order to reduce the impact due to excessive travel distances.
- 4 Officers within the Assets and Access Team continue to consult with the Sustainable Energy Unit to maximise, wherever possible, the opportunities for incorporating carbon reduction technologies within all projects.
- 5 The works supports the Council’s Health and Wellbeing plan as they contribute towards creating good quality, safe, warm and watertight learning environments for the children of Leeds. This supports the Best Council Plan outcomes for everyone in Leeds to ‘Do well at all levels of learning and have the skills they need for life’; ‘Be safe and feel safe’ and ‘Enjoy happy, healthy, active lives’

### What consultation and engagement has taken place?

Wards affected: Adel & Wharfedale		
Have ward members been consulted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

- 6 Works identified across four of the six elements of work will not require planning approval, however some of the External Wall, Window and Door Replacement and Kitchen Ventilation Works may require planning approval with the appropriate statutory consultation. Early dialogue with Planning Officers will take place to ensure that sufficient time is allowed to submit a planning application in advance of works commencing on site.
- 7 There will be no impact on the community requiring engagement or consultation, however under circumstances whereby work is required to be undertaken outside of normal working hours in order to maintain programme, for example where there has been a period of inclement weather which has caused delay to completion and requires additional weekend working to pull back the programme we will then ensure that local residents are informed.
- 8 Once approval is given, Ward Members will be informed of the schools in the respective wards where works will be commissioned, and the proposed programme carried out.

### What are the resource implications?

- 9 The overall construction design and costs were the subject of a report which was approved by the Director of Children and Families on 16th May 2022. This approval was for a package of

works to address priority 1 building condition issues across a number of schools, of which Adel Primary School is one and will be fully funded by the Local authority.

- 10 A price only tender exercise was undertaken using a list of contractors from the government database Construction line.
- 11 The tenders were evaluated on a 100% price basis and they have been checked and prices validated by The Council's procurement team along with the Council's design consultant partner NPS Leeds Ltd who have confirmed that the tender submitted by Leeds Building Services (LBS) in the sum of £117,925.33 represents value for money. The Work will be carried out by Leeds Building Services (LBS) in accordance with (CPR) Contract Procedure Rules.
- 12 The tenderer with the lowest price was given the highest score available for price and the others were given a reduced score based on calculating the percentage difference between their price and the lowest price and then deducting this percentage from the maximum score.
- 13 NPS have confirmed in their Tender Evaluation report that the tender submitted is arithmetically correct and that the costs are in line with the pre-tender estimate. This report seeks approval to award works to the above-mentioned contractor for the provision of Kitchen Ventilation Replacement Works at Adel Primary School.

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

- 14 Operational risk will be addressed by effective use of CDM Regulations, close supervision of contractors on site and continual liaison with schools identified in the main programmes.
- 15 Particular concerns with regard to asbestos will be identified by undertaking appropriate surveys prior to work commencing. Removal of asbestos will be undertaken, as required, out of school hours with suitably qualified specialists being appointed to carry out works, and to undertake testing to current legislative standards with full notification to the Health and Safety Executive.
- 16 These procedures will ensure the highest possible standards and control measures in relation to Health & Safety relating to all occupants and contractors at each school site.
- 17 A programme level risk log has been maintained throughout the project and escalation is via the Programme Manager. A programme Dashboard Report will be submitted to the Programme Risk and Control Group on a monthly basis between June and September to ensure that progress, risks and issues are monitored outside of the project team.

#### **What are the legal implications?**

- 18 Appendix 1 of this report has been marked as confidential under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council.
- 19 This is a Significant Operational Decision and is not subject to Call In.

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

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

- 20 These works are essential in order to maintain safe, warm, watertight learning environments for the children of Leeds, and to address the most common causes of unplanned school closure and loss of teaching time.
- 21 There are no other reasonable or viable routes or options necessary for consideration at this time.

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

- 22 Success will be measured through the targeted handover date being achieved and that the school opens on the scheduled date for the new term in September 2022.

### **What is the timetable and who will be responsible for implementation?**

- 23 The decision is required at the earliest convenience to ensure the scheme can be awarded for works to start in the school summer holidays.
- 24 It is proposed that the works will commence on 26th July 2022, with completion by 02nd September 2022.

### **Appendices**

- Appendix 1 – NPS Tender Report – Rev A (CONFIDENTIAL under Access to Information Procedure Rule number: 10.4 (3))
- EDCI

### **Background papers**

- None