

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Resources		
Contact person:	Craig Simpson	Telephone number: 0113 378 5416	
Subject²:	Authority to award contracts to two contractors to support LBS' delivery of glazing works to domestic properties as part of the responsive maintenance and repairs programme.		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Officer Civic Enterprise Leeds noted the contents of the "Glazing Repairs to Domestic and Civic Properties" contract award report and approves the award of contracts to Kevin Kelly Windows Limited and Crucial Engineering Ltd, for a period of two years (between 7th November 2022 and 6th November 2024) with the option to extend for a further 12 months, with an estimated total contract value of £450,000.</p>		
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>This report is on the tender evaluation of bids and seeks authority to award contracts following a procurement exercise in accordance with Contract Procedure Rule 3.1.7 to support Leeds Building Services (LBS) with glazing works to domestic and civic properties, and to ensure prevention of an increase in the backlog in the short to medium term.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

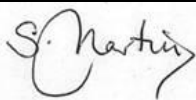
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>LBS has identified a need to maximise their strategy to engage several single trade based contractors to deliver glazing works to domestic and civic properties located within the City of Leeds.</p> <p>The Council's procurement service and PACS commercial team have both been consulted, are all supportive of the proposals contained within this report and are all contributing towards preparation of the tender documents.</p>				
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ol style="list-style-type: none"> 1 The alternative option to approving this contract award, is to abort the procurement activity and rely on LBS' direct workforce for all glazing works in housing and civic properties. This is not recommended as a viable solution as LBS do not currently employ enough glazing operatives directly as part of their workforce and require external provision to support delivering any glazing works. Due to this, there will be a risk of high non-contract spend, and decreased quality and impact on delivery of service provision provided to tenants and customers/employees on behalf of housing and civic clients. 2 Consideration has been given to awarding all work to the lowest priced tender, however having a sole contractor for provision of this work would leave the authority at significant risk of not delivering the repair services should the selected organisation encounter financial instability or capacity issues. Awarding the contract to more than one contractor ensures there are contingency measures in place should we encounter a contractor failure. 				
Affected wards:	City Wide				
Details of consultation undertaken⁴:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">Executive Member</td> </tr> <tr> <td>Ward Councillors</td> </tr> <tr> <td>Chief Digital and Information Officer⁵</td> </tr> <tr> <td>Chief Asset Management and Regeneration Officer⁶</td> </tr> </table>	Executive Member	Ward Councillors	Chief Digital and Information Officer ⁵	Chief Asset Management and Regeneration Officer ⁶
Executive Member					
Ward Councillors					
Chief Digital and Information Officer ⁵					
Chief Asset Management and Regeneration Officer ⁶					

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	Others <ul style="list-style-type: none"> • Head of Leeds Building Services • Senior Financial Manager for Leeds Building Services • Leeds Building Services Key Stakeholders, • Procurement and Commercial Services (inc. Legal), • CEL WAM/WBR 		
Implementation	Officer accountable, and proposed timescales for implementation Thomas Regan Contract Award – October 2022		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ¹⁰ Sarah Martin Chief Officer Civic Enterprise Leeds		
	Signature 	Date 19.10.2022	

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.