

Delegated Decision Notice (DDN)

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Resources		
Contact person:	Craig Simpson	Telephone number: 0113 3785416	
Subject²:	Tender evaluation report seeking to award the Contract for Installation, Refurbishment and Upgrading of lifts 2023-2024		
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 approved:</p> <p style="margin-left: 40px;">a) The award of a contract to E A Foulds Limited t/a Foulds Lifts in the sum of £2,278,886.80 for a period of 12 months to undertake works associated with the installation, refurbishment & upgrading of lifts to 6 high rise blocks in the city starting on 1st June 2023 and finishing on 30th May 2024 with no option to extend.</p> <p style="margin-left: 40px;">b) Recognise that Appendix 1 – tender Analysis Report should be designated exempt from publication in accordance with information procedure rule 10.4(3).</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>Seeking authority to award a contract to E A Foulds Limited t/a Foulds Lifts to deliver the Installation, refurbishment & upgrading of lifts programme in the Council's high-rise buildings ensuring continuity of service delivery. This proposed contract will be for a 12 month period to cover the financial year</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>2023/24.</p> <p>This report demonstrates the process undertaken and results from a recent procurement exercise utilising the Efficiency North framework - Servicing/Maintenance and/or Installation of Passenger or Goods Lifts - Lot 2 for the replacement, refurbishment or upgrading of lifts.</p> <p>The decision set out in this report is a Significant Operational Decision and is not subject to Call-in and flows from the original Key Decision as referred to in point 2. Except for the Tender Analysis Report (Appendix 1) which is to be kept confidential, there are no other grounds for keeping the contents of this report confidential under the Access to Information Rules.</p> <p>Equality, Diversity, Cohesion and Integration (EDCI) impact assessment has been undertaken for this scheme and included as part of the Authority to Procure report. There are not expected to be any negative impacts in relation to the service provision.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Alternative procurements were considered as part of the Authority to Procure exercise, and the approach applied to use Efficiency North Framework was deemed to be the preferred procurement option.</p>
Affected wards:	Bramley, Armley, Wortley & Chapel Allerton
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>The Executive Member for Environment and Housing and Deputy Executive Member for Environment and Housing have been consulted and are supportive of the approach</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p> <p>The Head of Property Management in Housing Leeds and the Head of Leeds Building Services (LBS) and their representatives have been consulted throughout to determine how requirements will be met and agree</p>

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.

	<p>with the proposed contract award.</p> <p>Consultation and engagement with the Project Team from Housing Leeds Property Management Team, Leeds Building Services (LBS) and the Procurement and Commercial Services Team including Leaseholders Team within Communities, Housing & Environment have taken place when developing the procurement strategy as well as assessing the availability of tendering options and engagement with tenants.</p> <p>Consultation with leaseholders was undertaken prior to the ITT and as part of the tender award process in line with the required legislation. The consultation is not expected to have any impact on the award of the contract and contract start date.</p> <p>Engagement with residents of each block will continue throughout and all residents will be contacted prior to works starting.</p> <p>Procurement and Commercial Services (PACS) legal team have been engaged regarding the suitability of the external framework proposed for use and have confirmed that Efficiency North Servicing/Maintenance and/or Installation of Passenger or Goods Lifts - Lot 2 for the replacement, refurbishment or upgrading of lifts is considered to be an 'approved framework' and therefore this proposal is compliant.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Andy Ball - Mechanical & Electrical Services Manager</p> <p>The contract is anticipated to commence by 1st June 2023 for a period of 12 months with no option to extend</p>
List of Forthcoming Key Decisions⁷	<p>Date Added to List:- 7th July 2022</p> <p>https://democracy.leeds.gov.uk/mglIssueHistoryHome.aspx?IssueId=122924&OptionNum=0&</p>
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p>
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁸	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p>
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

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

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 5 th April 2023	

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.