

## Planned Maintenance Programme Tender Acceptance Report –Yeadon Westfield Infants School

Date: 31<sup>st</sup> May 2023

Report of: Project Manager

Report to: Assets and Access Lead, Children and Families

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 Roofing Works at Yeadon Westfield Infants School which is scheme delivered as part of the Planned Maintenance Programme across Maintained, Foundation (Trust) schools and children's centres on school sites to address essential condition works in seven areas: (1) Fire Safety, (2) Mechanical services; (3) Roofing Works; (4) External Wall, Windows and Door Replacement, (5) Kitchen Ventilation, (6) Modular and (7) Combined

### Recommendations

- a) The Asset and Access Lead is requested to accept the tender supplied by Leeds Building Services (LBS) in the sum of £86,701.31 to carry out Roofing Works at Yeadon Westfield Infants School.

### What is this report about?

- 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 seven areas as mentioned above.
- This report is seeking to award a contract for Roofing Works at Yeadon Westfield Infants School for the sum of £86,701.31.

### What impact will this proposal have?

- 1 The proposal contributes to the Best City Ambition in ensuring children in all areas of the city have the best start in life and enjoy a healthy, happy and friendly childhood.

- 2 A good quality school place also contributes towards the delivery of targets within the Children and Young People's Plan such as the obsession to improve achievement, attainment, and attendance at school.
- 3 The recommendations contained in this report do not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared capturing the scheme (attached as part of the background papers) and the outcome of the screening is that an independent impact assessment is not required for the proposal set out in this report.
- 4 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 ensure that local residents are informed.

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

☒ Health and Wellbeing

☒ Inclusive Growth

☒ Zero Carbon

- 5 The request for approval to accept this tender supports being able to provide good quality places will contribute towards the achievement of the Child Friendly City aim of "improving educational attainment and closing achievement gaps for children and young people vulnerable to poor learning outcomes. By helping young people prepare for adulthood through education, this in turn provides underlying support to the aim of helping everyone benefit from the economy and achieve their potential.
- 6 The works supports the Council's Health and Wellbeing plan by ensuring children have a safe and watertight learning environment
- 7 Contractors are encouraged to recycle all redundant materials and construction waste that are removed from site wherever possible.
- 8 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.
- 9 Officers within the Assets and Access Team continue to consult with the Sustainable Energy Team to maximise, wherever possible, the opportunities for incorporating carbon reduction technologies within these projects.

### **What consultation and engagement has taken place?**

Wards affected: Guiseley and Rawdon

Have ward members been consulted? ☐ Yes

☒ No

- 10 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.

- 11 The majority of the works will be internal to the school buildings and require no planning approval.

### **What are the resource implications?**

- 12 The Overall authority to spend was approved by the Director of Children and Families on 30<sup>th</sup> March 2023, and which approved a total programme cost of £4,500,000, including construction and fees. This approval was for a package of works to address priority 1 building condition issues for a number of schools, of which Yeadon Westfield Infants School is one and will be fully funded by the Local Authority.
- 13 A price only tender exercise was undertaken using a list of contractors from the government database Construction line.
- 14 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 in the sum of £86,701.31 represents value for money. The Work will be carried out by Leeds Building Services in accordance with (CPR) Contract Procedure Rules.
- 15 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 Roofing Works at Yeadon Westfield Infants School.

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

- 16 Risk will be managed through application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' risk methodology. Project management resource from City Development is tasked with ensuring the project remains within the predetermined risk tolerances. A programme Dashboard Report will be submitted to the Programme Risk and Control Group on a monthly basis to ensure that progress, risks and issues are monitored outside of the project team.
- 17 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.
- 18 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.

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

- 19 This is a Significant Operational Decision and is not subject to Call In.
- 20 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.

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

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

- 21 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.
- 22 There are no other reasonable or viable routes or options necessary for consideration at this time.

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

- 23 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 2023.

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

- 24 The decision is required at the earliest convenience to ensure the scheme can be awarded for works to commence in the school summer holidays.
- 25 It is proposed that the works will commence on 24<sup>th</sup> July 2023, with completion by 1<sup>st</sup> September 2023.

### **Appendices**

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

### **Background papers**

- None.