

Approval to Extend Contract DN343017 Public Sector Adaptations – Stair Lifts and Specialist Lifts

Date: 23rd May 2023

Report of: Head of Leeds Building Services

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

- This is to seek the approval of the Chief Officer Civic Enterprise Leeds to extend the current contract DN343017 - Appointment of contractors to undertake Public Sector Adaptations – Stair Lifts and Specialist Lifts for a further 2 x 12 months valued up to £2,100,00.00 in accordance with Contracts Procedure Rules (CPR) 21.2.
- The contract was originally procured and awarded in March 2019 to start 15th July 2019 for a 4 year period with the option to extend 2 x 12 months under the same terms and conditions.
- The proposed contract extension will start on the 15th July 2023 for a period of 24 months (2 x 12 months) concluding on the 14th July 2025.
- Approving this report and contract extension will aid meeting the Best Council Plan in the delivery of Better Live Programme- helping local people with care and support needs to enjoy better lives.

Recommendations

a) The Chief Officer Civic Enterprise Leeds is requested to approve the extension to the current contract DN343017, as allowed under the contract, for an additional 24 months (2 x 12 months) for the period of 15th July 2023 to 14th July 2025 to the following: -

- Stairlifts:
 - Stannah Lift Services Ltd and Thyssenkrupp Access Limited at approximately £700,000 per annum.

- Specialist Lifts

- Terry Group Limited and Wessex Lift Co. Ltd at approximately £350,000 per annum

b) The potential total cost of these proposed extensions covering both contracts is approximately £2,100,000.00

What is this report about?

- 1 This report is to seek to extend the current contract arrangements for 1) Stairlifts & 2) Specialist lift installations to deliver public sector adaptations on behalf of Leeds Building Services (LBS).
- 2 LBS were commissioned by Housing Leeds to deliver both Stairlifts and Specialist lifts installations as part of public sector adaptations programme of works. The work includes Survey, Manufacture, Supply, Installation and recycling programme to enable Lifts to be stored, maintained, reconditioned and re-installed.
- 3 The adaptations team identified that contract has the ability to recycle existing lifts to help deliver efficiencies.
- 4 LBS do not have the specialist knowledge or ability to undertake the full Manufacture, Supply, Installation and recycle elements as required and a contract was put in place for 1) Stairlifts & 2) Specialist lifts.
- 5 A Full OJEU open tender process was undertaken in 2018 with the appointment of the current contractors in March 2019 for a 4 year period with the option to extend for a further 2 x 12 months period.

What impact will this proposal have?

- 6 The continuation of this contract will ensure that LBS can deliver on the need for both Stairlifts and Specialist lifts.
- 7 This will ensure that LBS will meet the demand within the city and reduce the impact on other services.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 8 The proposed contract extension will aid meeting the Best Council Plan in the delivery of Better Lives Programme - helping local people with care and support needs to enjoy better lives with a focus on:
 - Helping People to stay living at home
 - Creating the right housing, care, and support.
- 9 All stakeholders are aware of the critical need to reduce our impact on the planet as per declaration of the Climate Emergency by Leeds City Council, therefore commitment from all suppliers in respect of this will continue to be embedded into the contract extension.

What consultation and engagement has taken place?

Wards affected: All

Have ward members been consulted? Yes No

- 10 Health & Housing Adaptation team along with LBS have been consulted throughout to evaluate the business needs and ensure their requirements are met through this extension.
- 11 Consultation with leaseholders is not required as there are no cost implications.

What are the resource implications?

- 12 An uplift percentage has been agreed in line with the contract terms using the BCIS matrix against the current pricing schedule.
- 13 It is anticipated that this proposed extension will have estimated spend in the region of £2,100,000.00 for a period of 24 months (2 x 12 months).
- 14 The current contract was established through an open OJEU tender procedure. This was undertaken in line with the Council's CPR's and Public Contract Regulations 2015 to ensure fairness, transparency, and achievements of value for money.

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

- 15 If we were not to extend the current contract the provision would still be required, and therefore non-contract spend values would increase.
- 16 Extending the contract will allow the current incumbents to carry on with their current work and allow the Health & Housing Adaptation Team, LBS and Procurement an opportunity to re-evaluate the needs of the business and seek approval to the delivery of a new strategy in the future
- 17 The risk of poor-quality works, has been and will be mitigated by:
- a) Continuing to offer incentive methods as part of the Key Performance Indicator framework
 - b) Robust contract management, supported by implementation of a contract management plan alongside the KPI framework

What are the legal implications?

- 18 There are no specific legal implications arising from this report. All activities relating to the proposed contract have been executed strictly in accordance with the Council's Contract Procedure Rules. Contracts Procedure Rules 21.2 permits contract extensions if: they are put in place before the contract expiry date, the proposed extension is in accordance with the contract terms, and the Authorised Officer has established in writing that the extension will deliver Best Value. These requirements are considered satisfied.
- 19 Extending the contract is a direct consequence of significant operational decision D49798 for the initial contract award taken on 25th June 2019 and should be treated as a significant operational decision, as such is not eligible for call in.
- 20 There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.

Options, timescales and measuring success

What other options were considered?

- 21 The option not to extend was considered but it was felt that the team need more time to re-evaluate the needs of the business and as the contractors are meeting all the requirements of the contract it was best to extend the current contract giving more time for the re-tender as required.
- 22 The Council had previously considered several frameworks however they did not fit the need or allow the authority to widen our network of contractors therefore this contract extension would be an ideal solution.

How will success be measured?

- 23 A Contract management Plan has been in place since the start of the contract and will be used in the proposed extension, ensuring they adhere to the required KPIs.
- 24 LBS regularly meet with the contractors to review their performance as well as deal with any ongoing issues. This will continue throughout this extension.

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

- 25 LBS will be responsible for implementing the extension.
- 26 The implementation of this contract extension is sought so that it can be implemented well before the end of the current contract on 15th July 2023, ensuring provision remains in place through until 14th July 2025.

Appendices

- N/A

Background papers

- [Authority To Award Report](#)