

Electrical Domestic Periodic Testing – Contract Award

Date: 14th November 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 report requests the award of a new contract for the provision of electrical domestic periodic testing from the 20th November 2023 for a period of 6 months following a tender on the YORtender portal.

The award of this contract will provide Leeds Building Services (LBS) with contractor resources to meet the demands of the cyclical contract with for Housing Leeds for the provision of electric domestic periodic testing to housing properties across the City.

Recommendations

- a) The Chief Officer Civic Enterprise Leeds is recommended to agree to the appointment of Your Property Services (Leeds Ltd) and ICD Energy Metering Ltd for electrical domestic periodic testing starting 20th November 2023 for an initial period of 6 months until 19th May 2024 with no option to extend with estimated expenditure of £180,000.

What is this report about?

- 1 This report provides details of the tender evaluation process undertaken and seeks approval from the Chief Officer Civic Enterprise Leeds to award the short term electrical domestic periodic testing contract for LBS.
- 2 A significant operational decision was taken by the Chief Officer Civic Enterprise Leeds on the 27th September 2023 providing authority to procure.
- 3 The tender was published via YORtender with 3 weeks deadline and final tender return date of 17th October 2023.
- 4 Twenty suppliers expressed an initial interest in the scheme with 6 of these responding with a submission by the deadline. The procurement asked the contractors to price against the relevant rates within the National Housing Federations schedule of rates.
- 5 The estimated value of the tender was based on data regarding the current spend so far this year and the last financial year on electrical periodic domestic testing.
- 6 Tenders were evaluated based on price only criteria by an LBS Quantity Surveyor with the lowest price ranked the highest with 100% score as shown in the confidential Appendix 1. The table below outlines the results of the tender evaluation scores.

Tenderer	Overall rank	Price Score
YOUR Property Services (LEEDS) Ltd	1	100%
ICD Energy Metering Services	2	81.7%
Contractor 3	3	75.2%
Contractor 4	4	74.1%
Contractor 5	5	60.8%
Contractor 6	6	39.4%

- 7 Therefore, the proposal is to appoint two following contractors - YOUR Property Services (LEEDS) Ltd and ICD Energy Metering Services. Both contractors are on Construction line with YOUR Property Services (LEEDS) Ltd having Gold status, SSIP and CHAS accreditation, the service has obtained professional qualifications for their operatives and copies of the relevant insurance policies. ICD Energy Metering Services have Constructionline Silver Status SSIP accreditation and the service has also obtained professional qualifications for operatives and copies of the relevant insurance policies. Work will be allocated to the first ranked contractor until they are at capacity before allocating work to the second ranked contractor.

What impact will this proposal have?

- 8 This proposal will ensure compliance with the electrical periodic testing regulations.
- 9 An equality, diversity, cohesion, and integration screening has been undertaken which has indicated that there are no negative impacts arising from undertaking this procurement exercise.
- 10 This contract will support LBS with their responsibility of delivering statutory periodic electrical testing to domestic properties on behalf of Housing Leeds within the City.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 11 This proposal will help with the health and wellbeing of residents in Leeds by mitigating, managing, and eliminating risks associated with electrical hazards and ensure that homes are maintained to the highest standard.
- 12 The specification for the contract expressly states the use of materials where required which offer optimum energy efficiency which will seek to reduce the carbon footprint of the property. The works planning of the contract will be organised in such way to mitigate travel between properties to ensure that each contractor has given a focused area of work.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 13 Consultation has taken place with the Civic Enterprise Leeds Senior Management Team, Head of LBS, LBS stakeholders along with the Procurement & Commercial Services (PACS). All parties are supportive of the proposal.
- 14 Consultation in terms of contract requirements, delivery and contract management was undertaken with LBS senior mechanical and electrical team(M&E) and was decided that M&E team will manage the contract and its delivery with assistance of commercial team when needed.

What are the resource implications?

- 15 There will be no additional resource implications to LBS as works fall on the remit of existing electrical testing cyclical contract, which has been allocated technical and business support. The funding from this scheme comes from Housing Leeds.

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

- 16 The following are possible risks that could arise from this contract. However, actions will be taken to mitigate them:
- Compliance to regulations - The risks of not having the contract may lead to non-compliance with the current Wiring Regulations (BS 7671).
 - Over budget - The risk of the project exceeding the allocated budget will be managed by contract manager to ensure adequate control of orders and invoices.
 - Failure to deliver the contract - This will be managed by a contract management plan that will monitor performance and delivery targets.
- 17 A risk register for the contract is in place and will continue to be managed to monitor, mitigate, and identify any new risks as they arise.

What are the legal implications?

- 18 The decision set out in this report is a significant operational decision which is not subject to call-in. There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
- 19 The tender submissions have been evaluated in accordance with the evaluation criteria as set out in the tender documents.

20 The Procurement has been undertaken in line with the Council's Contract Procedure Rules

Options, timescales and measuring success

What other options were considered?

21 Other procurement options were outlined and considered as part of the Authority to Procure report, and this was deemed to be the best approach which was approved as the procurement strategy.

How will success be measured?

22 A contract management plan and the contract management module on Yortender will be used throughout the duration of the contract agreement to measure the success.

23 Contract manager will monitor the performance of the scheme and ensure that service is being delivered in line with the Council's expectations.

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

24 The timetable proposed for the delivery of this programme is as follows: -

Contract Award	November 2023
Mobilisation period	13.11.2023- 18.11.2023
Contract commence	20.11.2023
Contract completion	19.05.2024

Appendices

- Appendix 1 – Confidential Evaluation Matrix

Background papers

- N/A