

Authority to Procure, Establish a Dynamic Suspended Ceilings & Demountable Partitioning Walls Contractor List

Date: 23/01/2024

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

Leeds Building Services (LBS) are seeking approval to undertake activity to implement a dynamic approved list for suspended ceilings and partitioning walls contractors, to enable emergency works associated with maintaining domestic and commercial properties in line with Contracts Procedure Rule (CPR) 25.1. This is to ensure compliance with statutory regulations and the Health and Safety at Work Act.

The suspended ceilings trade will initially be trialled for the creation of an approved list, with expression of interest activity being an ongoing process, and the approved lists being established and used in an ongoing manner. The estimated annual spend through the approved list for suspended ceilings is expected to be approximately £65,000 per annum with the list being established for a one-year period with the option of extending for a further one year.

Recommendations

- a. The Chief Officer of Civic Enterprise Leeds is requested to approve the use of CPR25 to enable Leeds Building Services to establish and maintain an approved list for the suspended ceilings trade commencing April 2024 for a one-year period with a one year extension option annual estimated spend of £65K per annum and total estimated spend of £130k.

What is this report about?

- 1 LBS have a need to undertake reactive works on behalf of LCC departments, whilst most works are issued utilising direct labour or via existing contract arrangements, there are occasions where existing contractors are unable to commit to deliver the works within the required timescales.

- 2 Establishing if and where required an approved lists will support LBS in managing capacity across direct labour and existing contractors together with ensuring value for money is achieved for emergency works that need to be undertaken from the approved list.
- 3 LBS does not have the internal resource to facilitate the supply and installation of Suspended Ceilings and demountable Partition Walls

What impact will this proposal have?

- 4 Reduced off and non-contract spend is anticipated owing to the use of CPR25 for emergency / urgent works, where direct labour or existing contract base is unable to undertake the work.
- 5 Improved relationships within the wider local supply chain are anticipated, ensuring the process is streamlined to enable the local SME market to work with LCC/LBS.
- 6 Establishing an approved list will support in ensuring better response times for emergency / high priority work and ensuring value for money by direct delivery by local SME rather than work being subcontracted with associated overheads by larger companies.

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

Health and Wellbeing Inclusive Growth Zero Carbon

- 7 Inclusive Growth – ‘Supporting growth and investment’ and ‘Supporting businesses and residents to improve skills, helping people into work and into better jobs’.
- 8 Safe, Strong Communities – ‘Keeping people safe from harm, protecting the most vulnerable’ and ‘Being responsive to local needs, building thriving, resilient communities.’
- 9 Housing – ‘Housing of the right quality, type, tenure and affordability in the right places’ and ‘Improving energy performance in homes, reducing fuel poverty’.

What consultation and engagement has taken place?

| |
|---|
| Wards affected: Have ward members been consulted? <input type="checkbox"/> Yes <input type="checkbox"/> No |
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- 10 Procurement and Commercial Services are engaged throughout, to ensure compliance with the Contracts Procedure Rules in relation to the delivery of Emergency works.
- 11 Wide and ongoing consultation within the market will be undertaken, ensuring fair access to application for the approved list, at any time in its life.

What are the resource implications?

- 12 Resources from Construction & Housing Procurement team will be required and are available to work with the construction sector to target, implement and monitor suitability of contractors appointed to the approved lists.
- 13 Reduced resources will be required from the LBS tender hub, as there will be a reduced need to undertake wider competition for works unable to be delivered by direct labour or contract arrangements.

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

The main key risk is the delayed delivery of emergency and priority work works related to ceilings and work to refurbishment /fit out works which could give rise to claims, by creating a dynamic approved list which companies can join at any time during its one-year lifespan.

What are the legal implications?

14 This approach is compliant with CPR25.

15 This decision is considered to be a significant operational decision. The spend is not guaranteed, and any spend will be authorised through the LBS internal control system.

Options, timescales and measuring success

What other options were considered?

16 Procurement activity has been attempted for these trades in previous years and has been abandoned owing to the lack of interest in the market.

How will success be measured?

17 Success of the approved list will be identified through the number of SMEs joining the approved list an improvement in response times to emergency work and improved value for money for this type of work.

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

18 It is anticipated that subject to market interest, the Suspended ceilings and demountable partition walls approved list will go live commencing in April 2024.

Appendices

- None

Background papers

- None