

Re-roofing Works at Aireborough Leisure Centre, The Green, Guiseley, Leeds, LS20 9BT

Date: 30th May 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) requests authority to procure and award approval for a contract to Aspect Building Services for £432,602.44 following confirmation of funding from the client.
- Phases one and two of the capital investment programme have created a change in leisure centre layout, which consequently caused the need for a roof to be replaced and the structure reinforced. In addition, the roof is aged and was due to be renewed in the next few years; hence, the decision was made to implement the roofing works in phase three alongside the internal works.
- The contract will involve reroofing and cladding of Aireborough Leisure Centre which will cover the area where the internal works will be undertaken as part of the centre improvements.
- The project has been initiated by City Development on behalf of the Active Leeds Service. The external works are being funded via Corporate Property Management (CPM) capital maintenance budget.
- The capital scheme (D56711) is for improvement works across the Council's estate including delivery of the annual maintenance, and backlog maintenance programmes, fire risk/prevention works, and door access system works.

Recommendations

The report requests that the Chief Officer Civic Enterprise Leeds approves:

Authority to procure and contract award to Aspect Building Solutions for £432,602.44 following confirmation of funding from the client.

What is this report about?

- 1 This report seeks the authority to procure and award a short-term contract in line with CPR 3.1.7 for roofing works to be carried out at the Aireborough Leisure Centre.

- 2 City Development have requested LBS to support and manage the procurement and delivery as internal service provider for Leeds City Council. The works are to be completed over the summer. Authority to spend approval for the capital scheme was provided by the Director of Communities, Housing and Environment in August 2023 for the external works under the Corporate Property Management's capital programme. The capital scheme entails the delivery of annual maintenance, and backlog maintenance programmes, fire risk/prevention works, and door access system works.
- 3 It is proposed that the contract will be up to a 2-month period with no option to extend. The contract is anticipated to start on the 22nd of July 2024.
- 4 The tender evaluation methodology was based on the price-only approach. Approval of the evaluation criteria has been sought from the Head of LBS in accordance with Contract Procedure Rule 15.1 and the sub-delegation scheme of the Director of Strategy and Resources.
- 5 Financial checks have been undertaken on the successful contractor incorporating credit checks and information on published accounts at Companies House and no concerns have been identified as regards the contractor's ability to complete the proposed works. The successful contractor will also be required to complete a Risk Assessment Method Statement giving assurance around their health and safety processes prior to contract commencement.

What impact will this proposal have?

- 6 The proposal is part of a capital investment Planned Maintenance Programme to improve the condition of Council assets that provides a leisure centre facility for customers.

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

Health and Wellbeing Inclusive Growth Zero Carbon

- 7 These works will contribute towards the improvement works of a leisure centre within the city, ensuring the roof is safe to cover the areas where internal works will take place supporting the Best Council Plan outcomes for everyone in Leeds 'Enjoy happy, healthy, active lives', and to increase revenue and improve the quality of provision for customers.

These works will contribute towards Zero Carbon as the new roof is a composite panel roof which will ensure energy efficiency as this consists of an insulation core that is located between metal facings. Composite panels minimize heat loss through roofs and walls which will keep Aireborough Leisure Centre warm and reduces the amount of carbon emissions.

What consultation and engagement has taken place?

Wards affected: Guiseley and Rawdon

Have ward members been consulted? Yes No

- 8 Consultation has taken place with the Head of LBS, LBS stakeholders, along with the Procurement & Commercial Services (PACS). All parties are supportive of the proposal. There has also been a public consultation event held at the centre and displays included for a period of 4 weeks.

What are the resource implications?

- 9 Leeds Building Services will carry out this work as part of business as usual so there will be no addition resource requirements. LBS will provide site management supervision of the contractor and QS support for the scheme.

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

10 The following are possible risks that could arise from this contract. However, actions will be taken to mitigate them:

- Contractor insolvency - To mitigate against the risk of contractor solvency, LBS have performed financial checks including credit screening checks.
- Failure to deliver the contract. This will be managed by a contract management plan that will monitor performance and delivery targets.

What are the legal implications?

11 The procurement was carried out in an open and transparent manner in line with the Council's Contract Procedure Rules, ensuring competition was sought to identify best value.

12 Due diligence checks of the preferred contractor have been done to ascertain their financial position prior to contract award. This ensures we will be contracting with a financially sound organisation, limiting the risk of work not being completed.

13 This is a publishable administrative decision and is not eligible for call-in. 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?

14 In discussion with the internal stakeholders, the following procurement options were considered in line with the Contract Procedure Rules: -

a) **Insource all work** – LBS had no internal capacity to perform this work. Therefore, this was not a viable option.

b) **Allocate the work to one of already existing contracts** – There is no contract in place with a supplier that can perform these types of works. Therefore, this was not the recommended option.

c) **Conduct a below threshold open tender exercise (recommended and chosen option)** – This route provided an opportunity to test the market through a competitive exercise managed via YORtender.

How will success be measured?

15 Success will be measured by the completion of the work to specification on time, this will be measured through regular contract management meetings and site visits where the progress of the work will be assessed against the specification and programme.

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

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

Tender Published	8 th December 2023	LBS
Tender Returned	19 th January 2024	LBS
Tender evaluation (inc. governance reporting, and contract award prep)	May 2024	LBS
Contract Award	July 2024	PACS and LBS

Contract Start	22 nd July 2024	LBS
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Appendices

- Appendix 1 (Confidential)

Background papers

[Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk) Authority to Procure/DDN