

Authority to Procure Remodelling and Façade Improvement Works at Halton Library

Date: 27th June 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 undertake a procurement exercise with an estimated spend of £430,000.00 and a period of up to 20 weeks for contract completion. The proposed strategy is to appoint one external contractor to remodel the interior space throughout the Halton Library to accommodate community hub facilities. Works will involve enlarging existing window openings and performing external timber cladding for façade improvement.
- The project was initiated by City Development's Community Hubs Project Team and is now transferred to Leeds Building Services (LBS) to initiate and manage the procurement exercise.
- The purpose of this exercise is to compliantly source a contractor to perform remodelling and Façade Improvement Works at Halton Library, Halton, Leeds, LS15 7JR.

Recommendations

In accordance with the Council's Contracts Procedure Rule 3.1.7, this report requests the Chief Officer Civic Enterprise Leeds to approve a procurement strategy based on an estimated 20-week contract with an estimated spend of £430,000.00 to appoint one contractor to remodel the interior space throughout the Halton Library to create community hub facilities. Works will involve enlarging existing window openings and performing external timber cladding for façade improvement along with mechanical and electrical installations.

What is this report about?

1. This report seeks the authority to procure a short-term contract in line with CPR 3.1.7 to ensure the completion of the improvement works at the Halton Library, Halton, Leeds, LS15 7JR.
2. City Development requested LBS to support and manage the procurement exercise. The tender is anticipated to be published via the YORtender portal in August 2024 with a tender return date of late August/early September.
3. The project consists of remodelling of the interior space, enlarging the existing window openings, supply and fitting of two new window openings, enlarging the main entrance with double sliding doors and external timber cladding. LBS will be completing the mechanical and electrical installation works.
4. It is proposed that the contract will be up to a 20-week period with no option to extend. The contract is anticipated to start in October/November 2024.
5. It is proposed that the tender evaluation methodology will be based on the price-only approach. A contract will be awarded to one contractor that submitted the lowest price. Approval of the evaluation criteria will be 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.
6. Once tenders have been received and evaluated we will seek confirmation from the client of budget provision prior to contact award.

What impact will this proposal have?

7. This proposal is a long-term capital investment to improve the interior space within the Halton Library and create more space for the Community Hub facilities.

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

Health and Wellbeing Inclusive Growth Zero Carbon

8. This proposal will help with the health and wellbeing of residents in Leeds by enabling better facilities and creating a community space within the library. Community Hubs are located across the city which enables residents to find free, confidential and tailored support and information.

What consultation and engagement has taken place?

Wards affected: Temple Newsam

Have ward members been consulted? Yes No

9. 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.

What are the resource implications?

10. There will be no additional resource implications to LBS as works falls under City Development, which has allocated funding and technical and business support.

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

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

- Over budget – This is possible, but low risk at this stage. This project cost is estimated to be £430,000.00, however the exact figure and budget implications will be known after tenderers return their price.
- Contractor insolvency - To ensure the contractor solvency, LBS will perform the credit screening checks and PAS91 will be required to be completed If winning supplier is not on Constructionline.
- Failure to deliver the contract. This will be managed by a contract management plan that will monitor performance and delivery targets.

12. 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?

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

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

15. Given the projected costs related to this contract, 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?

16. In discussion with the internal stakeholders, the following procurement options have been considered in line with the Contract Procedure Rules: -

- a) **Insource all work** – LBS has no internal capacity and expertise to perform remodelling works. Therefore, this is not a viable option.
- b) **Allocate the work to one of already existing contracts** – There is no contract in place with the supplier that can perform these types of works. Therefore, this is not the recommended option.
- c) **Conduct a below threshold open tender exercise (recommended option)** – This route would provide an opportunity to test the market through a competitive exercise managed via YORtender. Each contractor that submits their bid will be vetted based on their financials, insurance, staff qualifications, health and safety certificates, and references, and only those that have satisfied the Council's vetting requirements will be considered subject to the tender evaluation process as part of any award of contract.

How will success be measured?

17. Success will be measured through regular contract management meetings and site visits, where the progress of works against the programme will be assessed.

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

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

Tender Published	August 2024
Tender Returned	August/September 2024
Tender evaluation (inc. governance reporting, and contract award prep)	August/September 2024
Contract Award	September/October 2024
Contract Start	October/November 2024

Appendices

- None

Background papers

- None