

Refurbishment & External Works at Temple Newsam Golf Club

Date: 8th July 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 authority to award a contract to Arcus FM Limited for £278,939.46 to perform refurbishments and external works at Temple Newsam Golf Club, LS15 0LN.
- The project was initiated by Leeds City Councils Communities, Housing and Environment department as a planned scheme to undertake site improvement works at the Temple Newsam Golf Club. This was transferred to Leeds Building Services (LBS) to initiate and manage the procurement exercise.
- Local Members requested for this scheme to progress quickly, and the first phase of the works (external works) must be completed so the rest of the scheme can be delivered which has led to the urgent need to go out to market. This report is to ensure the necessary governance approvals, which is retrospective for the authority to procure.

Recommendations

This report requests the Chief Officer Civic Enterprise Leeds to:

- Authority to procure and contract award to Arcus FM Limited for £278,939.46 for the refurbishment and external works at Temple Newsam Golf Club.

What is this report about?

1. This report seeks the authority to procure and contract award a short-term contract in line with CPR 3.1.7 to ensure the completion of refurbishment works at Temple Newsam Golf Club.
2. Communities, Housing and Environments requested LBS to support and manage the procurement exercise with urgency. The tender was published via the YORtender portal on 27th March 2024 with a tender return date of Friday 19th April.
3. This requirement is phase one of the Learn to Ride and Playground Area scheme requested by Communities, Housing and Environments. Project phase one (which LBS are undertaking as part of this tender exercise) requires internal renovation works to the Temple Newsam golf club

and external works to form a terrace. Phase two (which are not being undertaken by LBS) incorporates landscaping works at the Temple Newsam Park site during 2024/5, part of which 'The children's play area' will abut the new Temple Newsam golf club terrace once completed.

4. It is proposed that the contract will be up to a 6-month period with no option to extend. The contract is anticipated to start in September 2024.
5. 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.
6. Financial checks have been undertaken on the successful contractor incorporating credit checks and information on published accounts on Companies House and no concerns have been identified as regards to the contractor's ability to complete the proposed works. The successful contractor is required to complete a Risk Assessment Method Statement giving assurance around their health and safety processes prior to contact commencement.

What impact will this proposal have?

7. This proposal is a long-term capital investment to increase the generated income of the Temple Newsam estate.

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 wellbeing of residents in Leeds by refurbishment of existing green space and improvement works to the golf club which will encourage more active living.

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 fall under Communities, Housing and Environment, 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 – The client has confirmed funding for the contract.
 - Contractor insolvency - To ensure the contractor solvency, LBS have performed credit screening checks.
 - 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 was 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 successful contractor have been done to ascertain their financial position prior to contract award. This ensures we are contracting with a financially sound organisation, limiting the risk of work not being completed.
15. This is an 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 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 option)** – This route provided an opportunity to test the market through a competitive exercise managed via YORtender.

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	March 2024
Tender Returned	April 2024
Tender evaluation (inc. governance reporting, and contract award prep)	July 2024
Contract Award	July/August 2024
Contract Start	September 2024

Appendices

- Tender analysis - Refurbishment & External works at Temple Newsam Golf Club, Temple Newsam Rd, Leeds, LS15 0LN (confidential)

Background papers

- None