

## Approval to award the Fire Doors Contract

Date: 9<sup>th</sup> 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

This report outlines the tender evaluation of the Fire Door tender submissions and seeks to gain approval to award the Fire Doors contract to Neo Property Solutions Ltd and Adaston Ltd in the Lots outlined below:

Lot 1 – Fire doors east Leeds housing and non-housing and non-housing west.

Lot 2 – Fire doors south Leeds housing and non-housing.

### Recommendations

- a) The Chief Officer, Civic Enterprise Leeds is recommended to note this report and approve the award of the following contracts:
  - Lot 1 Fire Doors East Leeds, housing and non-housing and West Leeds non-housing to Neo Property Solutions Ltd ('Neo') for an estimated value per annum of £110,000
  - Lot 2 South Leeds housing and non-housing to Adaston Ltd for an estimated value per annum of £110,000.
  - The contract will be for a period of 3 years with the option to extend for a further 2 x 12 months with a total estimated value of £1,100,000 over 5 years. The contracts will start on the 1<sup>st</sup> September 2024 and end 31<sup>st</sup> August 2027.
- b) Recognises that Appendix 1 should be designated exempt from publications in accordance with Access to Information Procedure Rule 10.4(3).

## What is this report about?

- 1 This report provides details of the tender evaluation process and seeks approval from the Chief Officer, Civic Enterprise Leeds to award a contract for Lot 1 Fire Doors East, housing and non-housing and West Leeds non-housing and Lot 2 South Leeds housing and non-housing.
- 2 This report is a subsequent decision from a Key Decision on the 4<sup>th</sup> January 2024 that approved the procurement strategy to procure a contractor via an open tender process. The Authority to Procure report was published on the 19<sup>th</sup> December 2023 and referred to a budget of £220,000 per annum.
- 3 A tender opportunity was published on the 1<sup>st</sup> February 2024 to the YORtender portal as an open tender. The submission date was the 22<sup>nd</sup> March 2024. Interested organisations were required to complete and submit a PAS91 to demonstrate their past experience, along with their tender submission for the 2 work areas. The PAS91 contained requirements for interested parties to demonstrate that they had the necessary experience (in the context of historical technical experience) of undertaking similar works as to those we required.
- 4 As per the tender documents all organisations that achieved the PAS91 requirements then had their tender submission evaluated. This was undertaken on the basis of a price, quality separated approach whereby all contractors that scored the minimum quality threshold of 60% on their quality submission were then evaluated on price only.
- 5 Seven organisations submitted the required documentation by the due deadline of 22<sup>nd</sup> March 2024. All these had their PAS91 assessed by officers from Leeds Building Services (LBS) as the service area. The tender instructions outlined the intention to shortlist 5 organisations from the PAS91, however on this occasion due to 2 organisations achieving the same score it was proposed to shortlist the 6 on this occasion, consequently all the shortlisted organisations had been advised of this circumstance and reason for this, which was received with no objection.
- 6 The tenders received from the 6 organisations were evaluated by the evaluation panel made up of three officers from within LBS.
- 7 The pricing element of the bids required some clarifications to ensure that their pricing was complete and a compliant tender submission. This element of the submission was evaluated by the Commercial Team Quantity Surveyor in Housing Leeds.
- 8 The six submissions were scored in line with the tender evaluation criteria as contained in the tender documents. All tenderers were required to score a minimum quality threshold of 600 points to ensure they could deliver the level of service required.
- 9 The table below outlines the results of the tender evaluation scores.

Bidder	Quality Score	Price Score	Rank
Neo Property Services	Pass	1000	1 <sup>st</sup>
Adaston Ltd	Pass	759.20	2 <sup>nd</sup>
Bidder A	Pass	699.78	3 <sup>rd</sup>
Bidder B	Pass	694.50	4 <sup>th</sup>
Bidder C	Pass	673.84	5 <sup>th</sup>
Bidder D	Pass	651.33	6 <sup>th</sup>

- 10 Subsequently, in line with the tender instructions 7.7 treatment of lots regarding the awarding of the Lots, the 1<sup>st</sup> placed bidder will be awarded Lot 1 Fire Doors East housing and non-housing and non-housing West and the 2<sup>nd</sup> place bidder will be awarded Lot 2 Fire Doors South housing and non-housing.
- 11 The price was based on the schedule of rates so although there is a price variance between the two top scoring bids, the Council are seeking to award to two contractors for increased confidence, comfort, and capacity over the full contracted areas.

### **What impact will this proposal have?**

- 12 The proposed award of contracts will provide a specific contractor to carry out the repair, supply and fitting of fire doors in housing and non-housing Council properties. It will support the fire safety requirements of Council housing for tenants and ensure fire safety compliance is met in both housing and non-housing properties. This award will provide contractors who can deliver the standards required for fitting fire doors and ensure that any repairs are in line with fire safety requirements.

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

Health and Wellbeing       Inclusive Growth       Zero Carbon

- 13 The proposed award of contracts will support Health and Wellbeing by providing fire doors to ensure the safety of residents and ensuring they are living in fire safe properties.
- 14 The contract will deliver social value benefits under themes, measures and outcomes (TOMS) as submitted by the contractor as part of their tender to support inclusive growth in the Leeds city region with supporting local Leeds business and suppliers.

### **What consultation and engagement has taken place?**

Wards affected: n/a

Have ward members been consulted?       Yes       No

- 15 Consultation has taken place with Procurement and Commercial Services (PACS) Legal Team and the Construction and Housing Procurement Team to ensure the procurement and subsequent contract is compliant with the Council's Contracts Procedure Rules (CPRs). The Fire Safety Team from Housing Leeds have also been involved in the evaluation process to ensure that all suppliers cover the fire safety requirements and accreditation required.

### **What are the resource implications?**

- 16 LBS estimate the contract agreement value per annum to be £220,000 per annum of works. This will be split via the Lots as outlined below. Lot 1 for Fire Doors East housing and non-housing and non-housing west will be an estimated £110,000 and Lot 2 Fire Doors South housing and non-housing will be an estimated £110,000. The contract agreement is proposed to be for a period of 3 years with the option to extend up to a further 2 x 12 months, so £1,100,000 in total over 5 years.

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

- 17 Risks of procurement challenges will be present in any procurement that is undertaken. To manage this, a fully compliant and transparent tender process has been carried out in line with the CPRs.

18 Due diligence has been completed in regard to the proposed contractors for award of contracts with relevant vetting carried out to obtain technical references from previous works of a similar nature of works, financial checks and due diligence on Health & Safety and safeguarding. Records are stored on file for audit purposes. Further vetting has been carried out to ensure that contractors had the relevant fire safety accreditation for fitting, repairing fire doors and carrying any fire stopping works required around the fire doors.

### **What are the legal implications?**

19 This is a publishable administrative decision and is not eligible for call in. Other than Appendix 1 – Tender Analysis Report, there are no grounds for keeping the contents of this report confidential under the Access to Information Rules.

20 This procurement has been undertaken in compliance with the Council's CPRs. The tender has been evaluated in accordance with the evaluation criteria set out in the tender documents. Following the tender evaluation, the successful contractors have been identified as Lot 1 Fire Doors East housing and non-housing and West non-housing: Neo. Lot 2 Fire doors south housing and non-housing: Adaston Ltd. This is a published administrative decision on the back of the key decision that was approved in January 2024, that is referred to in the background papers below.

21 The information in Appendix 1 of this report has been identified as exempt/confidential under the Access to Information Rules 10.4 (3). The public interest in maintaining the exemption in relation to the confidential appendices outweighs the public interest in disclosing the information and financial details which, if disclosed would adversely affect the business of the Council and the business affairs of a number of individual companies.

### **Options, timescales and measuring success**

#### **What other options were considered?**

22 Several frameworks were explored to see if these could support the procurement of the Fire Doors, specific details of these and the conclusions were included in the authority to procure report at Paragraphs 29 – 32 that is part of the appendix.

#### **How will success be measured?**

23 KPIs as contained in the tender will be managed and monitored and will contribute to measuring the success of the contract.

24 The contract will be delivered and supported with a robust contract management in place, that will be the responsibility of the contract manager in LBS.

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

25 Contract Award July 2024.

26 Contract Mobilisation August 2024.

27 Contract Start September 2024

28 Implementation will be carried out by the Head of Leeds Building Services and Team Managers in the Planned Works Team.

### **Appendices**

- Appendix 1 – Tender Analysis Report (confidential)

## Background papers

- Authority to Procure Report: [Council and democracy \(leeds.gov.uk\)](https://www.leeds.gov.uk/council-and-democracy)