

Contract Award Report - Automatic Doors, Barriers and Gates (Civic & Commercial Properties) Maintenance, Repairs and New Installations.

Date: 19th November 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 covers the tender evaluation process for Leeds City Council ("The Council") to award contracts to two contractors to deliver Automatic Doors, Barriers and Gates (Civic & Commercial Properties) maintenance, repairs and new installation for a period of 2 years starting 2 January 2025 to 1 January 2027 with the option to extend for a further 2 x 12 months. The estimated value of the contract including extension is £480,000 or £120,000 per annum.

Recommendations

The Chief Officer Civic Enterprise Leeds is requested to approve the award of contracts following a Quality / Price separated tender for Automatic Doors, Barriers, and Gates (Civic & Commercial Properties) -maintenance, repairs and new installation to the following two contractors: -

- Industrial Door Solutions Ltd
- Security Surveillance Systems Ltd T/A SS Group

The contract will run from 2 January 2025 to 1 January 2027 with the option to extend for a further 2 x 12 months and will have an estimated expenditure of £120,000 per annum (£480,000 including extensions).

What is this report about?

- 1 This report outlines the tender evaluation process and results of a recent tender exercise to and seeks approval to award contracts to undertake maintenance, repairs and new installations of Automatic Doors, Barriers, and Gates to both civic and commercial properties within the Leeds City Council estate following the conclusion of a Quality / Price separated tender evaluation.
- 2 A Significant Operational Decision was published on the 13 October 2023 to approve the procurement strategy to undertake a competitive tendering exercise on a Quality / Price separated basis. Quality assessments were undertaken first, bidders who met the minimum score threshold then had their pricing assessed.
- 3 This approach was taken to ensure best value for money as contracts would be awarded to tenderers meeting the minimum quality thresholds and submitting the lowest prices.
- 4 The evaluation panel for the quality assessment consisted of representatives from Leeds Building Services, and the pricing assessment was undertaken by a Quantity Surveyor from Housing Leeds. Organisations had to meet a minimum quality threshold hold of 600 points (60%) to go forward to the pricing element of the tender process.
- 5 A total of eight bids were received by the tender return date and were evaluated on their quality responses. Two organisations did not meet the minimum threshold of 60% (600 points) and were therefore not considered further.
- 6 All compliant tenders who passed the quality element were then evaluated on 100% on price with the 2 lowest priced compliant tenders proposed for award of contracts. Details are shown in the table below

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| Bidder | Quality | Price | Rank |
|--|---------|---------------|------|
| Industrial Door Solutions Ltd | Pass | 1000 | 1 |
| Security Surveillance Systems Ltd T/A SS Group | Pass | 945.15 | 2 |
| Bidder 3 | Pass | 775.13 | 3 |
| Bidder 4 | Pass | 631.86 | 4 |
| Bidder 5 | Pass | 495.88 | 5 |
| Bidder 6 | Pass | 0.00 | 6 |
| Bidder 7 | Fail | Not Evaluated | N/A |
| Bidder 8 | Fail | Not Evaluated | N/A |

- 8 As per the tender documents the first ranked contractor will have first refusal on any work allocated. If the first ranked contractor is unable to undertake the work, this will then be offered to the second ranked contractor. In addition quotes will be requested from both contractors for any repair works with a value exceeding £2,000.
- 9 The Council will enter a JCT Measured Term contract with each of the successful contractors.

What impact will this proposal have?

- 10 As part of the tender evaluation, the due diligence process on technical and financial issues has not identified any significant risks in terms of awarding contracts to the successful contractors. Each contractor has confirmed that they have the capacity, resources and experience within this area of work considered necessary to deliver the service required.
- 11 A contract management plan will be developed by LBS colleagues ready for implementation upon contract commencement.

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

- Health and Wellbeing Inclusive Growth Zero Carbon

12 The procurement and resulting works will contribute to the Councils Best City Ambition including:

- a) **Health & Wellbeing** - Investment in these works and the resulting activity contributes to Health, safety and Wellbeing by ensuring that the health and safety of staff and visitors is maintained across the estate.
- b) **Growing the economy** - creating jobs, improving skills and promoting a vibrant City. Contractors will be required to demonstrate their commitment to LCC TOMs associated with employment & Skills as part of their Social Value offer.
- c) **Zero Carbon** - Reducing emissions, tackling fuel poverty, delivering efficient and secure energy. - Maintaining and improving assets is key in ensuring properties are efficient. Contractors will be required to demonstrate their commitment to LCC TOMS associated with carbon efficiency as part of their Social Value offer

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

13 Colleagues from LBS, Procurement & Commercial Services (PACS) and PACS legal have been consulted in the development of this report.

What are the resource implications?

- 14 There are no direct resource implications for LBS as these will be undertaken by the appointed contractors in order to support LBS in delivery.
- 15 This contract will be managed by LBS who will develop and implement a Contract management Plan related to delivery, supervision, management, and performance against the KPI agreed.
- 16 It is estimated that expenditure for the delivery of these works, will be £120,000 per annum (totalling £480,000 including extensions).
- 17 The competitive tender exercise has been carried out in an open and transparent manner in line with the Councils CPRs and the competition ensured that the Council has obtained best value.

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

- 18 Resourcing – one contractor may be unable to undertake work due to insufficient resources such as the contractor not being able to undertake the works This has been mitigated by appointing two contractors.
- 19 Financial Challenge – Due to the challenges brought by the current financial climate, there is a higher-than-normal risk of contractors being unable to fulfil their contracts due to financial difficulties. To mitigate potential financial challenges the successful contractors have gone through a financial vetting process to ensure they have the required financial standings.
- 20 A contract management plan will be put in place for each contractor. This will provide clear roles, responsibilities and regular review points during the life of the contract.

What are the legal implications?

- 21 This procurement exercise was carried as a below threshold open procedure procurement in line with CPRs.
- 22 The recommendation is a Publishable Administrative decision as a consequence of previous Significant Operation decision ref D56837 dated 13 October 2023.
- 23 In making the final decision, the Chief Officer Civic Enterprise Leeds should note the above comments and be satisfied that the course of action chosen represents the best value.

Options, timescales and measuring success.

What other options were considered?

- 24 Alternative options were considered in the original in the Authority to Procure report. It was decided to do a below threshold open tender procedure to allow LBS to get best value for the service.
- 25 As the procurement exercise has garnered strong competition and resulted in two compliant cost-effective submissions, no other options were considered at this stage.

How will success be measured?

- 26 The programme directly contributes to the achievement of a number of KPIs which the council will use to measure success as outlined in the tender documents.
- 27 The successful contractors will be held to their social values commitment throughout the life of the contract.

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

- 28 LBS will be responsible for the implementation of this contract.
- 29 The timetable for implementation is as follows:

| Task/Milestone | Date |
|--|-------------------|
| Contract Awarded | End November 2024 |
| Mobilisation period to contract start date | December 2024 |
| Contract Start | 2 January 2025 |
| Contract end date | 1 January 2027 |

Appendices

- Appendix 1 – (Confidential)

Background papers

- [Authority to Procure](#)