

**TO: EXECUTIVE MEMBER FOR TRANSFORMATION AND FINANCE
2 DECEMBER 2014**

**BUILDING MAINTENANCE AND REPAIR
Director of Corporate Services**

1 PURPOSE OF DECISION

1.1 To approve the Building Maintenance and Repair Procurement Plan.

2 RECOMMENDATION(S)

2.1 That the Procurement Plan for Building Maintenance and Repair, attached at Annex 1 of this report, is approved.

3 REASONS FOR RECOMMENDATION(S)

3.1 It is a requirement of the Contract Standing orders that the Director and Executive Member approve any Procurement Plan with a value in excess of £400,000. This decision seeks approval for the procurement process.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 The existing contract is with a single supplier and consideration was given to tendering a direct replacement. Consideration was also given to tender a multidisciplinary framework. Both approaches have been discounted after a lengthy consultation process was undertaken.

The proposed action is to divide the contract into four separate areas covering the following:

- Reactive Maintenance
- Fixed Electrical and Emergency Lighting Testing
- PAT Testing
- Fire Alarm Testing.

5 SUPPORTING INFORMATION

5.1 It is expected that the division of the existing contract will provide for an increase in the participation of Small and Medium Enterprises (SMEs) whilst still ensuring value for money.

5.3 The four contracts are anticipated to start in May and June of 2015.

5.4 All appointed contractors will be subject to regular performance monitoring post contract award.

5.5 The value for Reactive Maintenance and Fixed Electrical and Emergency Lighting Testing are above the OJEU threshold so a notice for each will be placed on the Official Journal of the European Union and the South East Business Portal.

Unrestricted

5.6 PAT Testing and Fire Alarm Testing will be advertised on the South East Business Portal only as the value for each is below the OJEU threshold.

5.7 The opportunity to tender for all of the above will be advertised as a two stage restricted process. There will be minimum entry criteria set in the Pre Qualification Questionnaire so that only organisations with appropriate resources and levels of experience are likely to submit a response.

5.8 The anticipated timescales for the Reactive Maintenance contract are:

Procurement Plan approved	2 December 2014
OJEU Notice and South East Business Portal Advert published	December 2014
Issue of PQQ	December 2014
Issue of Invitation to Tender	February 2015
Contract Award by the Executive	April 2015**
Contract start date	16 May 2015

The anticipated timescales for the Fixed Emergency Lighting & Testing contract are:

Procurement Plan approved	2 December 2014
OJEU Notice and South East Business Portal Advert published	December 2014
Issue of PQQ	December 2014
Issue of Invitation to Tender	February 2015
Contract Award by Executive Member	April 2015
Contract start date	1 June 2015

The anticipated timescales for the PAT Testing and Fire Alarm Testing contracts are:

Procurement Plan approved	2 December 2014
South East Business Portal Advert published	December 2014
Issue of PQQ	December 2014
Issue of Invitation to Tender	February 2015
Contract Award by Director	April 2015
Contract start date	1 June 2015

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 Please see comments in the Procurement Plan

Chief Technical Accountant

6.2 Whilst there may be a risk of losing some economies-of-scale by separating the contracts, in this instance the risk is negated by the fact that those contracts being split out (i.e. the Testing services) are all specialist services and as such would have been likely to have been sub-contracted out by the main contractor. As such the Council has the opportunity to dealing directly with these suppliers and saving any "on-costs" that may have been passed on by the main contractor.

Equalities Impact Assessment

6.3 Equality Screening Record attached at Annex 2 of this report.

Strategic Risk Management Issues

6.4 Risk Management issues are set out in Section 7 of Annex 1.

7 CONSULTATION

Principal Groups Consulted

7.1 A workshop was held on the 2 June 2014 involving officers from across the council to discuss the revised contract plans.

The views of prospective tenderers were also sought. This was undertaken by placing a notice on the South East Business Portal asking for interested parties to submit a completed questionnaire to the Procurement Team. The 59 responses received have assisted with the development of Annex 1.

Background Papers

Annex 1 - Procurement Plan (Restricted)

Annex 2 - Equalities Impact Assessment

Contact for further information

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