

To: THE EXECUTIVE
Date: 12 December 2023

**Building Maintenance and Repair Service Contract
Executive Director: Delivery**

1. Purpose of Report

- 1.1. The purpose of this report is to seek approval to commence with the procurement process, to appoint a single organisation to provide 24 hour Building Maintenance and Reactive Repairs Services across the portfolio of buildings in Bracknell.

2. Recommendation(s)

- 2.1. That the Executive approves the Strategic Procurement Plan set out in Appendix A to tender the services for a single organisation to provide 24 hour Building Maintenance and Reactive Repairs Services for the Councils corporate stock and buy back schools.

3. Reasons for Recommendation(s)

3.1. Contract Standing Orders

The value of this agreement will exceed the relevant PCR threshold. The Contract Standing Orders explain that a contract of such value is required to go to a formal tendering process to ensure value for money and compliance with current legislation. This is to ensure a fair and non-discriminatory competitive process, and equal treatment of all potential suppliers and contractors.

- 3.2. It is a requirement of the contract standing orders that the executive approve any strategic procurement plan with a value more than £1m. This decision seeks approval for the procurement process.

4. Alternative Options Considered

- 4.1. Framework options were explored however, none were a suitable match.
- 4.2. Partnerships with neighbouring authorities were considered, however, it was found that the closest authorities had different methods of operation or used DLO's (direct labour organisations) making them unsuitable. An Inter Authority Agreement would also need to be put in place which could take a year to complete.

5. Supporting Information

5.1. Current arrangement

The current contract for Building Maintenance and Reactive Repair Services contract has been in place since 3rd February 2020, which has been successfully carried out.

KPI's have been met, which are set out within the contract and achieved good customer feedback.

The contract was based on a fixed price for the 3 years with an option to extend for a further 2 year from 2023 until 2nd February 2025.

OFFICIAL SENSITIVE (COMMERCIAL)

On the 9th February 2023, the Council granted an extension to the current contractor for 1 further year, which expires on 2nd February 2024, however there is an option to extend for a further year. Based on the current provider KPI's and performance the Council would extend the contact for a further year and therefore the contract would expire on 1 February 2025.

5.2. The Portfolio

The portfolio includes Schools (that purchase a schools Service Level Agreement), Libraries, Youth & Community Centres, Children & Adult Services premises, Housing Properties, and all other buildings owned and managed by Bracknell Forest Council. There are 591 locations throughout Bracknell.

5.3. Timescales

Milestone	Approximate Date
Publish adverts in Contracts Finder and Southeast Business Portal	January 2024
Deadline for returning Selection Questionnaires	Early March 2024
Issue Invitation to Tender to shortlisted suppliers	May 2024
Receive Response from Tenderers	July 2024
Contract Award/Preferred Bidder	Late September 2024
End of standstill period	Early October 2024
Mobilisation Period from	November / December 2024
Contract Start Date	1 st February 2025

The contract will operate for a maximum of 10 years (5+3+2) years. This is initially set for 5 years, depending on KPI performance a further 3+2 years can be awarded after the 5th year.

5.4. Financial Analysis

As set out in the Strategic Procurement Plan.

5.5. Contract Award

The award of contract will be via a report to the Executive Director of Delivery and the Executive Member for Finance and Business Change in Late September 2024.

This will be a Key Decision.

6. Consultation and Other Considerations

Legal Advice

6.1. Shown in Appendix A.

Financial Advice

6.2. Shown in Appendix A

Procurement Advice

6.3. Shown in Appendix A

6.4. Other Consultation Responses

Strategic Procurement Group

7. Equalities

7.1. Equalities Impact Assessment

Attached as Appendix B

7.2. Equalities Monitoring

On-going equalities monitoring will form part of regular contract management.

8. Strategic Risk Management Issues

Issue	Risk	Comment
Capital Cost Risk	Medium	Costs for servicing and repairs are likely to significantly increased during the currency of the contract, these costs have been factored in the overall forecast cost breakdown under item 5.4.1.
Procurement Risk	Low	The contract will be procured through a Contracts Finder and Southeast Business Portal's and one supplier will be appointed through formal process.
Programme Risk	Low	BFC already has an agreement in place with the incumbent provider and this could be extended if there is a delay in procuring a new supplier.

9. Background Papers

Appendix A – Strategic Procurement Plan (confidential)

Appendix B – Initial Equalities Screening Record

Contact for further information

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