

**TO: EXECUTIVE MEMBER FOR TRANSFORMATION AND FINANCE
22 JANUARY 2016**

ELECTRICAL INSTALLATIONS AND EMERGENCY LIGHTING

Director of Corporate Services

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval to award a contract for the provision of an Electrical Installations and Emergency Lighting Service to the Council.

2 RECOMMENDATION(S)

- 2.1 That the contract due to commence on 1 April 2016 be awarded to SSE Enterprise Contracting.

3 REASONS FOR RECOMMENDATION(S)

- 3.1 Under the Council's Contract Standing Orders, the value of this contract requires the approval of the Director of Corporate Services.
- 3.2 The Council is obliged under health and safety legislation, its duty to employees and members of the public to have robust processes in place to ensure the safety of electrical installations and electrical lighting systems.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The service detailed in this report was originally included in the contract provided by Graham Facilities Management for provision of reactive maintenance services.

To ensure effective contract management and increase the participation of Small and Medium Enterprises (SMEs), the original contract was divided into the following areas:

- PAT testing
- Electrical installations and emergency lighting
- Fire alarm testing
- Reactive maintenance and repair

This is the third tender exercise to be completed as a result of this strategy, with PAT testing to be tendered in early 2016.

5 SUPPORTING INFORMATION

5.1 Tender Process:

Following the placement of a Contract Notice in the OJEU and an advert in both the South East Business Portal and Contracts Finder on the 20 August 2015, a total of

18 pre-qualification questionnaires were received. After the evaluation process, a shortlist of 7 contractors were invited to tender.

The tenders were opened on 30 November 2015, with 4 of the invited contractors opting to return completed bids.

The evaluation process was finalised on the 7 December 2015. The evaluation team consisted of an officer from Corporate Services Property, supported by an officer from the Corporate Procurement Team. The final result of the evaluation process can be viewed at 5.3 of this document.

5.2 Evaluation Criteria

Quality

The tenders were evaluated on the quality of the service to be provided in terms of service delivery and technical competence. The quality criteria totalled 50% of the score and the following weightings were applied:-

Criteria	Weighting
Mobilisation	5
Technical Ability –Staff	10
Technical Ability – Key CVs	10
Training	10
Service Levels - Call Outs	10
Service Levels – Work Order Process	10
Contract Monitoring	10
Health and Safety – Standards	10
Health and Safety –Risk Assessments	10
Minimising Disruption	10
Added Value	5
Total	100

Cost

The total cost of the service to be provided comprised 50% of the total score. The submitted prices were evaluated by a price comparison spreadsheet supplied by Corporate Procurement.

5.3 Evaluation Result

The final outcome of the price/quality evaluation is set out in the table below:

	Lightside Ltd (Tenderer A)	Millwood Services Ltd (Tenderer B)	SSE Enterprise Contracting (Tenderer C)	Veriserv Ltd (Tenderer D)
Quality Score	93.5	93.5	95.5	94.00
Quality Rank	3	3	1	2
Cost (3 year)	£414,215.38	£351,129.42	£309,565.95	£329,360.27
Cost Rank	4	2	1	3
Total Quality Price Score	74.73	95.21	100.00	93.99
Overall Rank	4	2	1	3

SSE achieved the highest quality score and were also the lowest priced tenderer.

5.4 Time Scales

The following is the timetable for the procurement and implementation of contract:

Issued PQQ	20 August 2015
Received Response from Tenderers	30 November 2015
Tender Evaluation	7 December 2015
Contract Award Approval	22 January 2016
Contract Start Date	1 April 2016

The successful tenderer will require at least one month's mobilisation period. During that time, representatives from the Council and the appointed contractor will meet to agree the transition plan detailed as part of the tender.

7.2 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

7.1 No significant legal issues arise from the matters discussed in this report.

Borough Treasurer

7.2 The contractor's offer of approximately £310k is a good indication of expected spend. This includes an element for schools (£153k) that will be funded from within the schools budget leaving a balance of £157k to be funded from non-schools budget. This is within the current budget provision.

Equalities Impact Assessment

7.3 An Equalities Impact Assessment has previously been completed for this service and can be provided on request.

8 CONSULTATION

Principal Groups Consulted

8.1 The Head of Procurement, Borough Solicitor and the Borough Treasurer were consulted during the course of this procurement.

Background Papers

None

Contact for further information

Tony Chadwick - Head of Construction & Maintenance
01344 355188 Tony.chadwick@bracknell-forest.gov.uk

Frank Wright – Electrical Engineer
01344 355196 Frank.wright@bracknell-forest.gov.uk

Guy Wells, Procurement Officer
01344 352071 Guy.wells@bracknell-forest.gov.uk

9. AUTHORITY TO PROCEED

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**Executive Member for Transformation
and Finance**

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Date

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Director of Corporate Services

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Date