

Wards Affected: None
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## CABINET PROCUREMENT COMMITTEE

4 DECEMBER 2012

**AWARD OF CONTRACT - FULL ENHANCEMENT OF THE TWO EXISTING PASSENGER LIFTS AT SAXON COURT**

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**Executive Summary:**

The purpose of this report is to seek approval to award the contract for the enhancement of the two existing passenger lifts in Saxon Court in accordance with the Council's Contract Procedure Rules and Financial Regulations.

**1 Recommendation(s)**

1.1 That the contract for the full enhancement of the north and south lifts in Saxon Court be awarded to the bidder who has scored the highest in accordance with the Most Economically Advantageous Tender (MEAT) evaluation (Annexed).

**2 Issues**

2.1 No report was submitted to Cabinet Procurement Committee to seek approval to tender this work as at the time the value of the one lift requiring work was significantly underneath the £100,000 threshold.

2.2 A quotation exercise was undertaken via the Council's E-Tendering portal, which identified the potential for achieving best value for money by enhancing both lifts together as one project. The total value of the works includes the lowest contractor tender price plus a professional fee of 11% to manage the contract. The resultant contract value amounts to approx £103,700 and therefore exceeds the £100,000 threshold.

2.3 The additional capital funds were agreed by the Capital Programme Review Panel in September 2012.

2.4 The Council's Constitution requires all contract awards in excess of £100,000 to be approved by Cabinet Procurement Committee. This includes both the decision to formally award contracts and the decision to authorise officers to commence tender processes.

2.5 This report requests approval to award the contract for the enhancement of two lifts as they are both not DDA compliant and have passed their economic life expectancy by 15 years.

2.6 Failure is becoming increasingly common and replacement parts have to be made on demand as they are no longer available.

2.7 There is a member of staff who is a wheelchair user working in the building and officers receive visitors that require this facility.

## 2.8 Consultation and Policy.

2.8.1 The procurement seeks to progress the efficient use of the Office Accommodation supporting the Councils Property Strategy

## 2.9 Specification

2.9.1 The specification includes the enhancement of the north and south Saxon lifts within the existing lift shafts. The enhanced lifts will have an auto dialler to benefit users in the event of a breakdown. The buttons on the lift will be user friendly with braille facility and will have a voice activator. The lift will be DDA compliant and will improve the wheel chair access by making the door wider.

### 2.9.2 Evaluation Criteria & Panel

Tenders submitted have been evaluated by a panel comprising of:

Deputy Facilities Manager

Design and Building Services - Senior Mechanical & Electrical Maintenance Engineer

Client Officer for Facilities Management

### 2.9.3 Contract Terms and Conditions

Tenders have been submitted through MKC In-Tend system.

The tender specification allows for both lifts to be included in this project. The anticipated programme of works is 28 weeks for each lift. This covers the design, lead in, manufacturing, installation and commissioning time. The lift works will be carried out consecutively in the programme. It is anticipated that the manufacturing process can be done concurrently which may allow for the programme to be reduced.

The most economic advantageous tender has been used to award this contract.

The Council's Senior Client Officer for the procurement is Peter Smettem and for the management of the contract is Building and Design Services – David Fearn.

## 3 **Alternative Options**

3.1.1 The Council's CPR's provide that Best Value be obtained and procurement should consider the following alternatives / choices:

3.1.2 Do nothing – Enhance the south Saxon lift and continue to reactively maintain the north Saxon lift with an increasing pressure on the revenue budget due to the fact that no spare parts exist and have to be specially manufactured when failure occurs. There is also a time element due to the lack of spare parts. There will come a point when no further maintenance will be possible or experience a critical failure.

3.1.3 The service cannot be managed internally as there is no internal infrastructure to carry out repairs/enhancement effectively

3.1.4 Preferred Option

Complete enhancement of both the north and south lift to make them DDA compliant using the same contractor to allow consistency in any repair and maintenance works as well as value for money on carrying out the lift works within one project. The enhanced lifts will have a warranty of one year. Ad-hoc repair works on the revenue budget have amounted to approximately £16k between March 2010 to date. Carrying out these works will prevent further spends on the revenue budget for repair works. The maintenance costs for the lifts are managed separately though the Mechanical and Engineering Contract which is carried out through the planned preventative maintenance programme.

3.1.5 To enhance both lifts within one project. The age and condition of the lifts and the lack of readily available service parts means that complete failure could happen at anytime. The project would deliver safe guaranteed reliable lifts. The lifts will be DDA compliant. The life of the lifts will be extended by 15-20 years.

## 4 Implications

### 4.1 Policy

This project supports the Property Strategy in respect of efficient accommodation use.

### 4.2 Resources and Risk

4.2.1 The project supports the delivery of all Council services by having Administrative Buildings fit for purpose.

4.2.2 If the works are not carried out it will have an increasing adverse effect and detrimental impact on older people and people with disabilities leading to bad publicity and reputational harm to the Council.

4.2.3 Spend approval was received in September 2012 to spend capital funds of approx £103 700.

4.2.4 There will be no additional expenditure on the revenue budget should these works be carried out.

This proposal will assist the efficient use of the office accommodation by ensuring that MKC have reliable lifts that are DDA compliant.

Y	Capital	Y	Revenue	Y	Accommodation
N	IT	N	Medium Term Plan	Y	Asset Management

#### 4.3 Carbon and Energy Management

The enhanced lifts are anticipated to have a minor reduction in electrical consumption due to the modern technology (relative to the original). Monitoring via the carbon team will occur to confirm.

#### 4.4 Legal

This contract support's the council's statutory requirements keeping the building fit for purpose and DDA compliant.

The procurement of this contract will comply with Contract Procedure Rules, Financial Regulations and applicable European Procurement Regulations.

#### 4.5 Other Implications

Y	Equalities/Diversity	Y	Sustainability	Y	Human Rights
N	E-Government	N	Stakeholders	N	Crime and Disorder
Y	Carbon and Energy Policy				

Background Paper: None