

**Wards Affected:**

Stantonbury

**ITEM 9****CABINET PROCUREMENT COMMITTEE****2 APRIL 2013****INVITATION TO TENDER - STANTONBURY CAMPUS FIRE ALARM AND EMERGENCY LIGHTING UPGRADE**

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**Executive Summary**

This report is seeking approval to commence the tender process to upgrade the fire alarm and emergency lighting at Stantonbury Campus in accordance with the Council's Contract Procedure Rules and Financial Regulations.

Tenders will be invited using the Council's E-Tendering system for the upgrade of the fire alarm and emergency lighting in the remaining blocks at Stantonbury Campus. The scheme is identified within the 2012-13 Children and Families Capital Maintenance Programme. The project will be procured as a traditional contract through Lot 3 of the Milton Keynes Council Construction Framework.

**1 Recommendation**

- 1.1 That the commencement of tender processes to continue the upgrade of the fire alarm and emergency lighting at Stantonbury Campus be approved.

**2 Issues**

- 2.1 The Council's Constitution requires all procurement 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.
- 2.2 This report requests approval to obtain tenders for the upgrade of the fire alarm and emergency lighting at Stantonbury Campus as outlined in paragraph 1.1. The funding required will be met by the project budget which was approved within the Council's Capital Maintenance programme by Cabinet on 26 October 2010 and formal spend approval was agreed on the same date.
- 2.3 Consultation and Policy
- 2.3.1 The procurement seeks to ensure the campus buildings meet the current regulations and satisfies the requirements of the Fire Authority. This will implement the Council's statutory duty in ensuring that school buildings are fully compliant with current regulations.
- 2.3.2 The scheme will be procured through Lot 3 of the Milton Keynes Council Construction Framework. The Project Leader (Capital) will work with school staff and Governing Body to ensure the works are fully compliant meet current standards and school operational requirements.

2.3.3 Stantonbury Campus was advised by the Fire Authority in 2010 that their existing fire alarm and emergency lighting system no longer complied with current regulations and required upgrading. The School and Local Authority have been given until summer 2013 to resolve the issue or there is the risk of an enforcement notice being issued which could result in school closure. To date the fire alarm and emergency lighting system in six out of eighteen buildings at the campus have been completed.

2.3.4 Due to funding constraints and the size of the school and leisure centre, the campus buildings have been divided into zones and prioritised according to level and type of usage. This project will upgrade the fire alarm and emergency lighting in the remaining blocks on the Campus site.

## 2.4 Specification

2.4.1 The specification and design will be developed to meet the current regulations. The specification will also be compliant with all relevant Building Regulations and construction standards.

2.4.2 The procurement seeks to deliver a good quality solution that is fully compliant with the current regulations to the remaining blocks on the Stantonbury Campus site.

## 2.5 Evaluation Criteria & Panel

2.5.1 The Most Economically Advantageous Tender (MEAT) evaluation of tenders will be as follows:

- (a) Price will be 70% of the evaluation
- (b) Quality will be 30% of the evaluation

2.5.2 The quality evaluation criteria will also have appropriate sub criteria that reflect the relative importance of issues such as programme/delivery and methodology.

2.5.3 Tenders submitted will be evaluated by a panel comprising of the appointed Project Manager and Electrical Engineer and the Project Leader (Capital). Colleagues within Finance and Legal and Corporate Procurement will also be engaged to support the tender process.

## 2.6 Contract Terms and Conditions

2.6.1 Tenders will be sought for a proposed contract period commencing in July 2013 to September 2013 excluding the defects liability period.

2.6.2 The Terms and Conditions as agreed under the Milton Keynes Council Construction Framework will be used for this contract.

2.6.3 The Council's Project Leader (Capital) is the lead for the procurement of this project and the management of the contract will be overseen by a

Project Management partner from the Council's Framework for Professional Services.

### 3 Alternative Options

3.1 The following options appraisal has been conducted:

3.1.1 Do nothing. Leaving the existing fire alarm system in the remaining buildings will mean that they are non compliant with current regulations and will not meet the fire officers requirements of a fully complaint campus. This could lead to an enforcement notice being served which will result in a school closure.

### 4 Implications

4.1 Policy

4.1.1 None.

4.2 Resources and Risk

4.2.1 There is currently £163,000 of Capital Funding available in the 2012-13 Children and Families Capital Programme for this project. This budget includes all fees, surveys and works. The funding is Government 'Capital Maintenance Grant'

4.2.2 Any underspend at the end of the project will be returned to the Children and Families Capital Maintenance Programme budget.

4.2.3 A detailed project Risk Register is compiled at the outset of a project and maintained throughout the lifecycle of the scheme, from pre-start through to post-completion. All stakeholders contribute to this register to ensure that it is comprehensive (End User, Project Lead, Project Manager, and Constructor) The Risk Register contains all risk and mitigating actions/strategies. It is formally reviewed and updated by a Project or Programme Board on a monthly basis.

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

4.3 Carbon and Energy Management

4.3.1 The capital project will be delivered in line with the Council's Carbon and Energy Management Policy, using sustainable sources/methods where possible. It will support the principles of maximising energy efficiency and carbon reducing buildings, equipment and vehicles and the use of sustainable or renewable energy sources. The appointed contractor will be required to be compliant with the relevant environmental legislation.

#### 4.4 Legal

4.4.1 The Council has a legal obligation to provide compliant buildings which meet current regulations and health and safety standards.

4.4.2 This recommendation complies with Milton Keynes Council Contract Procedure Rules, United Kingdom and European legislation.

#### 4.5 Other Implications

4.5.1 There are no other implications

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

Background Papers: None