

DELEGATED POWERS REPORT NO.**1640****SUBJECT:** Friern Barnet School – Quotation Acceptance for Rewiring Works (Phase 1)**Control sheet**

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to Democratic Service for publishing

All reports		
1. Governance Service receive draft report	Name of GSO Date	Chidilim Agada 16/04/2012
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Chidilim Agada 17/04/2012
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Kerry-Anne Smith 23/04/2012
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Lesley Meeks 18/04/2012
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Martyn Carter 20/04/2012
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Steven Strange 23/04/2012
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 19/04/2012
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 19/04/2012
9. The above process has been checked and verified by Director, Head of Service or Deputy (<i>report author to complete</i>)	Name Date	Colin Bradley 18/04/2012
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Chidilim Agada 30/04/2012
11. Report published by Governance Service to website	Name of GSO Date	Chidilim Agada 30/04/2012
12. Head of Service informed report is published	Name of GSO Date	Chidilim Agada 30/04/2012
13. Expiry of call-in period	Date	Not applicable
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	Not applicable
	Date	

**ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER
(EXECUTIVE FUNCTION)**

Subject	Friern Barnet School – Quotation Acceptance for Rewiring Works (Phase 1)
Officer taking decision	Director of Children's Services Director of Commercial Services

Date of decision	26 April 2012
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Summary	This report seeks approval to accept the lowest tender from Lovelock & Taylour Limited for the 1 st phase of the rewiring works at Friern Barnet School.
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Officer Contributors	Bruno de Souza, Building Compliance Surveyor (Electrical)
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Status (public or exempt)	Public (with separate exempt report)
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Wards affected	Coppetts
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Enclosures	None
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Reason for exemption from call-in (if appropriate)	Not Applicable
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Contact for further information:	Bruno de Souza, 020 8359 4569
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Serial No. 1640

1. RELEVANT PREVIOUS DECISIONS

- 1.1 Cabinet Resources Committee, 21 April 2011, as part of the Monitoring Report 2010/11, the Children's Service Capital Programme 2011/12 identified the need to undertake capital maintenance works at Friern Barnet School.
- 1.2 Cabinet 20 February 2012, (Decision Item 6) - resolved to recommend to Council the approval of the Business Planning proposals for the period 2012/13 – 2014/15. The Children's Service Capital Programme 2012/13 identified the need to undertake capital maintenance works at Friern Barnet School.
- 1.3 Council 6 March 2012, (Decision Item 9) – resolved that the report and recommendations of the Cabinet dated 20 February 2012 be approved.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 The Corporate Plan 2012/13 has the corporate priority 'Sharing opportunities, sharing responsibilities' as underpinned by the initiative 'ensuring every school is a good school for every child and targeting support at young people at risk of not fulfilling their potential'.
- 2.2 The proposed works will also enhance Barnet's reputation as a good place to live and work.

3. RISK MANAGEMENT ISSUES

- 3.1 A risk assessment has been carried out and the main issues have been summarised in the following table:

Risk	Early Warning Mechanism's / Hazards	Residual Risk		Consequences / Mitigating Actions
		Likelihood	Impact	
Disruption of power supplies in some teaching areas during works	Test & Inspection Report	Medium	Medium / High	Loss of power to some teaching areas / Contractor to check existing circuit arrangements & provide temporary supplies as necessary
Insufficient funding to address unforeseen works	Experience based on carrying out similar projects	Medium	Medium / High	Delay and additional cost/set aside reserve contingency
Discovery of asbestos in concealed areas	Refer to Asbestos Survey Report. Regular site inspections	Low	Medium	Delay and additional cost of removal if found / Asbestos survey report included in Design Stage Health & Safety Plan.
Contractor liquidation/ insolvency	Monitoring of progress & performance	Low	High	Delay and additional costs/ Contract retention and financial check prior to Contract
Health & Safety – working in a	Regular site inspection/	Low	Medium / High	Injury / Experienced Contractor,

school that is in operation	children and construction sites			CDM regulations & Health & Safety Plan agreed with Head Teacher. The works are to be commenced during the holiday period.
Inaccurate base data/information provided	Designer to check sizes & room functions	Low	Medium	Designer to clarify as part of design process

- 3.2 We consider the issues involved are unlikely to raise significant levels of public concern or give rise to policy considerations.
- 3.3 The Building Services Team list of priorities identified a number of electrical systems in schools which are at the end of their useful life. Any problems with the existing installation will severely disrupt delivery of the curriculum to the school.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1 Pursuant to the Equality Act 2010, the council and all other organisations exercising public functions on its behalf must have due regard to the need to: eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advance equality of opportunity between those with a protected characteristic and those without; promote good relations between those with a protected characteristic and those without. The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination.
- 4.2 Friern Barnet School provides a service to a diverse community covering a wide range of backgrounds and abilities. The proposed works will assist in delivering a first class education to all pupils, having due regard to the council's public duty, set out in paragraph 4.1 above, in so far as relevant to a secondary community school.
- 4.3 The successful tenderers have equal opportunities policies in place which meet the Council's equalities standards. The contractor is registered with Construction Line (an approved registered body and used by all London Boroughs) and it is a pre-requisite for registration that contractors have such policies. The Council only selects contractors from registered bodies.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 5.1 It is proposed to implement the first phase of the rewiring works at Friern Barnet School and total budget provision of £620,000 has been made for this in the Capital Modernisation allocation.
- 5.1.1 The funding for this scheme will be provided by the Children's Service Capital Programme which has been approved by Cabinet Resources Committee. The budget provision has been allocated as set out below:-

Project	2011/12	2013/14
Friern Barnet School Rewire (Phase 1)	£320,000	£300,000

Funding of £320k was agreed for 2011/12. Approximately £15k has been used and £305k has been slipped to 2012/13, this will be confirmed at outturn in June 2012. The £300k agreed for 2013/14 has not changed.

A separate bid will be made for funding for future phases of the project.

5.2 The returned tender values and overall cost of the works is as follows:

5.2.1 **Friern Barnet School Rewire – Phase 1**

Following consultation with the School, it was proposed to rewire Block C and upgrade the electricity supply to the school as part of the first phase of planned works during the school summer holiday period 2012/13. Tenders have been sought accordingly and Contractors were willing to proceed on this basis.

Tenders were received from the following Electrical Contractors, selected from Constructionline and analysed by Troup Bywaters & Anders who were the consultants for the project. Tender results were as follows:-

<u>Contractor</u>	<u>Sum</u>
1. Lovelock & Taylour Ltd.	£331,751.77
2. Contractor B	£359,817.05
3. Contractor C	£365,642.00
4. Contractor D	£427,996.87
5. Contractor E	£488,522.13

All tenders include a 10% contingency.

The lowest quotation of £331,751.77 was received from Lovelock & Taylour Limited. It has been checked and found to be arithmetically correct, competitively priced without any qualifications and been recommended for acceptance. It offers the Council good value for money.

Rewiring Costs	£331,751.77
Additional project cost including supply upgrade and fees	<u>£105,930.40</u>
Total project cost	£437,682.17

Any savings made will be returned to be used in the Children's Service Capital Programme.

5.3 The identity of the tenderers referred to in the above paragraph is detailed in the accompanying exempt report.

5.4 The proposed works involve the installation of modern high frequency lighting fittings which run at a much higher efficiency than those they are replacing and thus reducing carbon dioxide (CO₂) and nitrous oxides (NOX) emissions. This supports the Council's environmental policy with regard to the efficient use of resources, CO₂ emission reduction targets and also supports National Emission Reduction Targets. The impact of using higher efficiency lighting will result in a 25% reduction in installed load.

6. LEGAL ISSUES

- 6.1 The contract is not subject to the EU procurement regulations that require Europe wide advertising as the value of the works are below the threshold set out by the EU Regulations. At this level of spend, it is allowable to invite competitive quotes from selected companies.
- 6.2 On the basis of the information contained in the report the relevant provisions of the Council's Contract Procedure Rules have been met.
- 6.3 In accordance with the Council's Contract Procedure Rules there will be a need to enter into contract with the successful tenderer.

7. CONSTITUTIONAL POWERS

- 7.1 The Council's constitution in Part 3, Responsibility for Functions, paragraph 6.1 states that Chief Officers can take decisions to discharge functions allocated to them or dealt with by them or their staff in all matters where they have managerial or professional authority. Chief Officers can authorise and accept quotations for contracts to the limits placed on them by the Contact Procedure Rules for approved schemes with sufficient estimate provision.
- 7.2 Council Constitution, Contract Procedure Rules, Paragraph 5.5 (Table 5-1) sets out authorisation and acceptance thresholds for works, supplies and services. Directors/Heads of Service are authorised to accept lowest tenders below £500,000 where the tender is the lowest price.

8. BACKGROUND INFORMATION

- 8.1 The condition of the wiring at Friern Barnet School was found to be at the end of its useful life and consequently it has been prioritised in accordance with the Council's Children's Service requirements and verified by the Building Services Team engineers. A scheme has been designed to bring the electrical installation to current standards.
- 8.2 This report details the tender acceptance for the rewiring project at Friern Barnet School. The project has been reported to the Cabinet Resources Committee as part of the Children's Service Planned Maintenance Programme and has been tendered in accordance with the Council's Contract Procedure Rules.
- 8.3 The work includes upgrading of the incoming supply, renewal of the electrical installation comprising the lighting, power, main switchboard, fire alarm system and lightning protection system.
- 8.4 The design was undertaken by a firm of Consulting Engineers, Troup Bywaters & Anders., in accordance with the latest DfE standards.
- 8.5 The works are scheduled to take place between July and September 2012 during the summer holiday period and, where necessary, the balance will be implemented during the Autumn half term. A Pre-Construction Information for CDM Regulations and Designers Risk Assessment has been produced in consultation with the headteacher and Children's Service to optimise health and safety and minimise disruption to the operation of the school. The F10 form will be submitted by the CDM Co-ordinator before commencement of works.
- 8.6 The prospective contractor has successfully undertaken a number of similar schemes for the Council. They have proved to be competent in their approach to working in

liaison with schools.

9. LIST OF BACKGROUND PAPERS

9.1 None.

10. OFFICERS' DECISION

We authorise the following action

10.1 That the Council enters into a contract with Lovelock & Taylour Limited for the first phase of Friern Barnet School Rewire in the sum of £331,751.77.

Signed ***Robert McCulloch-Graham***
Director of Children's Services

Date **26/04/2012**

Signed ***Craig Cooper***
Director of Commercial Services

Date **26/04/2012**