

	<p align="center">ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER</p> <p align="center">In consultation with the Chairman of Children, Education, Libraries & Safeguarding Committee 23 July 2015</p>
<p align="center">Title</p>	<p align="center">Rewiring Works at Holly Park School – Acceptance of Tender</p>
<p align="center">Report of</p>	<p>Head of Estates Management</p>
<p align="center">Wards</p>	<p>Coppetts Ward</p>
<p align="center">Status</p>	<p>Public (with separate exempt report)</p>
<p align="center">Enclosures</p>	<p>Appendix A – List of successful contractor and scoring assessment</p>
<p align="center">Officer Contact Details</p>	<p>Bruno De Souza, Building & Compliance Surveyor (Electrical) bruno.desouza@barnet.gov.uk Tel: 020 8359 4569</p>

Summary

The existing electrical installation at Holly Park School has reached the end of its serviceable life and consequently it has been prioritised in accordance with the Council's Children's Service programme and verified by the Building Services Team.

The designs were undertaken in accordance with the latest DfE standards.

The work includes renewal of the electrical installation comprising the lighting, power, mains distribution and lightning protection system.

The works are scheduled to take place on site between July 2015 and September 2016.

Five contractors were invited to tender and all but one responded accordingly. They were scored and assessed based on two main criteria: price 60% and quality 40%. All details are set out in Appendix A.

Decisions

- 1. That the Officer approves the award of rewiring works contract at Holly Park School to the supplier listed in Appendix A.**
- 2. That Legal issue a letter of intent to W G Wigginton Limited in order to commence works on the 24th July 2015.**
- 3. That subject to the completion of legal and all other documentation, the Council enters into a Model Form of General Conditions of Contract MF/1 with W G Wigginton Limited for the rewiring works at Holly Park School in the sum of £261,586.46 (plus VAT).**

1. WHY THIS REPORT IS NEEDED

- 1.1 The above mentioned works have been classified as high priority and a procurement exercise has been undertaken in order to award a contract to the winning contractor to execute the works as summarised in the Appendix A.

2. REASONS FOR DECISIONS

- 2.1 The existing electrical installation at Holly Park School has reached the end of its serviceable life and consequently it has been prioritised in accordance with the Council's Children's Service programme and verified by the Building Services Team.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3.1 There were no alternative options considered.

4. POST DECISION IMPLEMENTATION

- 4.1 Once the decision has been approved, a letter of intent will be issued to the successful contractor, followed by a Purchase Order. A Contract will also be drawn up which will be signed and sealed. The Contractor will start works on site on the 24th of July 2015.
- 4.2 Due to the fact that Holly Park School have an imminent Ofsted inspection, it has been agreed to carry out the works as a phased delivery over a longer period and this has been agreed with the headteacher and the successful Contractor.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

The Corporate Plan 2015-2020 has the corporate priority "Barnet's schools will be amongst the best in the country, with enough places for all, and with all children achieving the best they can ..."

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 A budget of £334,100 has been allocated for this project as part of the Education Capital Programme. This will be funded from the Schools condition grant.

Five companies were sent invitations to quote in line with the Council's Contract Procedure Rules. The award criteria has been selected on 60% price and 40% quality to ensure a value for money solution.

Four bidders invited to quote submitted quotations and were assessed, however, one company declined to tender. The quotes and overall scores are listed in Appendix A.

5.2.2 The contract will cover the electrical works within the above school property and this will be managed by the Building Services Team within the Customer and Support Group - Estates.

5.2 Legal and Constitutional References

5.3.1 The works value is below threshold and is not subject to the EU Procurement Regulations. However, to meet transparency and good practice it is required to invite competitive quotes.

5.3.2 The Council's Constitution, Contract Procedure Rules, Paragraph 11 and Table A set out authorisation and acceptance thresholds for works, supplies and services. Provided the tender is within budget, the Officer in consultation with the Chairman of the relevant themed committee is authorised to accept tenders with a value of £172,514 and above.

5.3.3 HB Public Law shall, upon approval of award, prepare a letter of intent and the contract to be entered into with the successful contractor.

5.4 Risk Management

5.4.1 The envisaged cost and quality benefits that would result from the improved procurement and project delivery practices will materialise. 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	Test & Inspection Report	Medium	Medium / High	Loss of power to some teaching areas / Contractor to check existing circuit

works				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 Pre Construction Information.
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 school that is in operation	Regular site inspection/ children and construction sites	Low	Medium / High	Injury / Experienced Contractor, 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

5.5 Equalities and Diversity

5.5.1 The 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 regards to the Equality Act 2010.

The successful tenderer has equal opportunity policies in place. The contractor is registered with Construction Line and CHAS which it is a pre-requisite for registration.

5.6 Consultation and Engagement

5.6.1 All suppliers that have submitted a tender have been contacted by members of CSG prior to tender submission and were familiar with a nature and scope of proposed works.

6 BACKGROUND PAPERS

None

7. DECISION TAKER'S STATEMENT

7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

8. OFFICER'S DECISION

I authorise the following action

- 8.1 Approval of the award of rewiring works contract at Holly Park School to the supplier listed in Appendix A.**
- 8.2 That Legal issue a letter of intent to W G Wigginton Limited in order to commence works on the 24th July 2015.**
- 8.3 That subject to the completion of legal and all other documentation, the Council enters into a Model Form of General Conditions of Contract MF/1 with W G Wigginton Limited for the rewiring works at Holly Park School in the sum of £261,586.46 (plus VAT).**

Signed Head of Estates Management

Date 23 July 2015

APPENDIX A

	Tender Name	Weighted Price Score	Weighted Quality Scores	Overall
A	Supplier A	45.17	10.4	55.57
B	Supplier B	47.58	12.0	59.58
C	Supplier C	60.0	8.4	68.40
D	Supplier D			
E	W G Wigginton Ltd	55.03	14	69.03