

	ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER
Title	Rewiring works at Deansbrook Infant School – Acceptance of Tender
Report of	Executive Director of Children’s Services
Wards	Hale
Status	Public
Enclosures	Appendix A – List of successful contractor and scoring assessment
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Summary	
<p>The existing electrical installation at Deansbrook Infant School has reached the end of its serviceable life and consequently it has been prioritised in accordance with the Council’s Children’s Service Modernisation Programme and verified by the Building Services Team.</p> <p>The designs were undertaken in accordance with the latest DfE standards.</p> <p>The work includes renewal of the electrical installation comprising the lighting, power, mains distribution, fire alarm and the lightning protection system.</p> <p>The works are scheduled to take place on site between July 2020 and September 2021.</p> <p>Contractors were invited to tender and to responded accordingly. They were scored and assessed based on two main criteria: price 70% and quality 30%. Details are set out in Appendix A.</p>	

Decisions

- 1. To award the rewiring works contract at Deansbrook Infant School to SOS Electricals and Services Ltd**
- 2. That (in the event that the contract is not ready to be issued on time) HBPL issue a letter of intent to SOS Electricals and Services Ltd in order to commence works on the 24th July 2020.**
- 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 SOS Electricals and Services Ltd, for the rewiring works at Deansbrook Infant School in the sum of £365,380.59 (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 below.

2. REASONS FOR DECISIONS

- 2.1 The existing electrical installation at Deansbrook Infant School has reached the end of its serviceable life and consequently it has been prioritised in accordance with the Council's Schools Modernisation 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, either a letter of intent or if the contract has been drawn up, the contract will be issued to the successful contractor, followed by a Purchase Order. If a letter of intent is issued prior to the contract, the Contract will subsequently be drawn up, signed and sealed by the parties. The Contractor will start works on site on the 24th of July 2020

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

The Corporate Plan 2019 - 2024 has the corporate priority "Investing in community facilities to support a growing population, such as schools and leisure centres"

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

5.2.1 This project forms part of the Schools Modernisation Programme and was commissioned on the basis that it would be implemented over a period of three years and agreed by the Client. It was planned to carry out the 'design 2019/20 and then carry out the rewiring works in 2020 (phase one) and 2021 (second and final phase). The total budget provision for this project is £642,640.

Companies were invited to quote in line with the Council's Contract Procedure Rules. The selection award criteria on the basis of 70% price and 30% quality to ensure a value for money solution.

All bidders invited to tender who submitted complete quotations were assessed. The overall scores are listed in Appendix A.

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

5.3 **Social Value**

5.31 None in the context of this report

5.4 **Legal and Constitutional References**

5.4.1 The works value is below threshold and is not subject to the main provisions of the Public Contracts Regulations 2015 (PCR). However, it is subject to the rules set out under Part 4 of the Public Contracts Regulations 2015 which requires compliance with the following:

Advertisement of all contracts on the Contracts Finder website where the contract value is above £25,000.00

Publishing of contract award notices on Contracts Finder

Ensuring that contracts incorporate provisions that ensure that undisputed invoices are paid within 30 days.

Verification of contractor's invoices within a reasonable period of time.

Ensuring that underlying subcontracts contain all of the above provisions.

In addition the Council must comply with the EU Treaty principles of transparency, equal treatment, non-discrimination as well as mutual recognition and proportionality and in order to do so, it is required to invite competitive

quotes.

5.42 This project was included within the Annual Procurement Forward Plan 2020/21 and was approved at Policy and Resources Committee Meeting dated 06 January 2020. The Council's Constitution, Contract Procedure Rules, Authorisation and Acceptance Table set out authorisation and acceptance thresholds for works, supplies and services. Provided the tender is within budget, the Chief Officer is authorised to accept tenders with a value of £189,330 and above.

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

5.5 Risk Management

5.51 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 works	Test & Inspection Report	Medium	Medium / Low	Loss of power to some teaching areas / Contractor to check existing circuit arrangements & works to be carried out during the school summer holidays.
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 / A R&D Asbestos survey report was included in the Pre-Construction Information.
Contractor liquidation/ insolvency	Monitoring of progress & performance	Low	High	Delay and additional costs/ Contract retention and financial check prior to award of 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 will be carried out 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

5.6 Equalities and Diversity

- 5.61 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.

5.7 Corporate Parenting

- 5.71 None in the context of this report

5.8 Consultation and Engagement

- 5.81 All suppliers that submitted a tender were familiar with the nature and scope of proposed works due to the design drawings and specification included within the tender documentation.
- 5.82 The successful contractor has not previously carried out works of this nature for this Council but do have experience working within other Boroughs on similar schemes. Post tender communications appear to show that they are competent in their approach to working in liaison with schools.

5.9 Insight

- 5.91 None in the context of this report

6. BACKGROUND PAPERS

- 6.1 Annual Procurement forward plan 2020/21

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 To award of rewiring works contract at Deansbrook Infant School to the supplier listed below.**
- 8.2 That, in the event the contract is not ready to be issued on time, HBPL issue a letter of intent to SOS Electricals and Services Ltd in order to commence works on the 24th July 2020.**
- 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 SOS Electricals and Services Ltd for the rewiring works at Deansbrook Infant School in the sum of £365,380.59 (plus VAT).**

Signed **Executive Director – Children's services**

Date **01/06/2020**

APPENDIX A

Deansbrook Infant School: Electrical Rewire - summary of scoring

		Quality (30%)	Price (70%)	Total (100%)
Supplier A		16.00%	40.79%	56.79%
Supplier B		4.00%	70.00%	74.00%
Supplier C		24.00%	66.08%	90.08%
Supplier D		0.00%	57.99%	57.99%
Supplier E		18.00%	54.60%	72.60%

Supplier F		10.00%	57.49%	67.49%
Supplier G		22.00%	56.92%	78.92%
Supplier H		16.00%	64.98%	80.98%
Supplier I	SOS Electricals & Services Ltd	24.00%	67.61%	91.61%
Supplier J		0.00%	56.70%	56.70%
Supplier K		10.00%	36.29%	46.29%
Supplier L		14.00%	52.92%	66.92%
Supplier M		20.00%	56.68%	76.68%
Supplier N		22.00%	56.19%	78.19%