

<b>Cabinet Meeting</b>		<b>Agenda Item: 7</b>
<b>Meeting Date</b>	6 September 2017	
<b>Report Title</b>	Appointment of contractor – Swale House lift refurbishment and maintenance	
<b>Cabinet Member</b>	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance and Performance	
<b>SMT Lead</b>	Nick Vickers, Chief Financial Officer	
<b>Head of Service</b>	Anne Adams, Head of Property Services	
<b>Lead Officer</b>	David Brown, Building Surveyor	
<b>Key Decision</b>	Yes	
<b>Classification</b>	Open	
<b>Forward Plan</b>	Yes	
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That Cabinet approves the appointment of Amalgamated Lifts to undertake the refurbishment of the lifts in Swale House together with servicing and maintenance for the initial period of three years, and</li> <li>2. That Cabinet gives delegated authority to the Head of Property Services in consultation with the Cabinet Member for Finance and Performance to extend the contract for a further period of up to two years subject to satisfactory performance of the Contractor.</li> </ol>	

## **1 Purpose of Report and Executive Summary**

- 1.1 The current lift maintenance contract expires shortly and the incumbent contractor has undertaken to continue with the servicing of the lift until October 2017. This report summarises the procurement process and its results, and seeks Cabinet approval to appoint the recommended contractor to carry out the necessary refurbishment of the lifts and on-going maintenance at Swale House to ensure their continued use to support the business of the Council.

## **2 Background**

- 2.1 The current lifts have been in operation since the first occupation of the building by the Council and have largely remained 'as installed' with necessary repairs and upgrades as required.
- 2.2 Consultants were appointed to advise on the extent of work necessary to ensure that the lifts remain reliable for the next 5 – 10 years. The consultants prepared the specification of work for the refurbishment and a tender document was prepared that

incorporates the ongoing servicing of the lifts for up to five years (initial three year period extendable by up to two years).

- 2.3 The opportunity was advertised in accordance with contract standing orders, with interested parties asked to complete an Invitation to Tender document. The tender for the refurbishment and servicing was let on a 60% price 40% quality basis. Evaluation of the tenders scored Amalgamated Lifts highly on both parts of the tender, with evidence to show their potential to communicate clearly with staff and the consultants who will be overseeing the project.

### 3. Proposal

- 3.1 Cabinet is requested to approve the proposal to enter into a contract with Amalgamated Lifts Limited to refurbish the lifts and provide on-going servicing and maintenance to the lifts at Swale House for up to five years (initial three year period extendable by up to two years).
- 3.2 Although their tender price was higher than the lowest price, they scored highly in the quality evaluation due to the evidence they supplied of their track record, policies and procedures and approach to social value and therefore submitted the most economically advantageous tender. The results were as follows:

Tenderers	Price	Price score	Quality Score	Total score (MEAT)	
<b>Amalgamated Lifts Ltd</b>	£137,394	54.88	37	91.88	1st
<b>Contractor B</b>	£155,596	48.46	20	68.46	5th
<b>Contractor C</b>	£135,091	55.82	24.66	80.49	2nd
<b>Contractor D</b>	£125,688	60	19.66	79.66	4th
<b>Contractor E</b>	£210,111	35.89	26	61.89	7th
<b>Contractor F</b>	£155,789	48.40	31.33	79.74	3rd
<b>Contractor G</b>	£200,794	37.55	26	63.55	6th

### 4 Alternative Options

- 4.1 Do not refurbish. This is not a viable option. The lifts are in a cycle of decline and require more repair to keep in service with the stock of available parts becoming more difficult to come by, with many parts falling into obsolescence.

### 5 Consultation Undertaken or Proposed

- 5.1 Property Services has sought professional advice from consultant lift engineers to ensure the best value refurbishment and on-going use of the lifts and increased reliability and future availability of parts to significantly reduce any down time. The Chief Financial Officer and the Cabinet Member for Finance and Performance fully support this project.

## 6 Implications

Issue	Implications
Corporate Plan	Fully functional and reliable lifts will further the “Council to be proud of” priority.
Financial, Resource and Property	The works will be funded from the building maintenance reserve. The consultant lift engineer will oversee the refurbishment element of the project with overall project management being carried out by Property Services.
Legal and Statutory	Preparation of the contract documents.
Crime and Disorder	None identified at this time.
Environmental Sustainability	The refurbishment of the lifts will reduce electricity costs and the enhanced controls and motors will reduce the carbon footprint of the installation.
Health and Wellbeing	There are no discernible health benefits to this scheme, but the improved availability of lifts will be positively viewed by staff and other users.
Risk Management and Health and Safety	Once the refurbishment phase of the project has been completed there will be no on-going adverse health and safety implications to this project. Contractors will provide risk assessments and method statements prior to commencement of the works for review. One lift will be kept in operation throughout the project. This was a very strong point in Amalgamated Lifts tender.
Equality and Diversity	Improved reliability of the lifts will ensure that the building remains fully accessible at all times.
Privacy and Data Protection	None identified at this time.
Social Value	The successful tenderer has made a number of commitments in relation to social value including the use of local labour, the minimisation of waste and pollution and an environmentally sound transport strategy to reduce CO2 emissions. They also undertake to give appropriate consideration to the environmental credentials of suppliers when purchasing products and services.
Commissioning & Procurement	The Councils Contract Standing Orders, Commissioning framework, Procurement Strategy, relevant EU Procurement Directives and the Public Contract Regulations 2015 have been adhered to.

## 7 Appendices

None