

OFFICER DECISION NOTICE



Reading
Borough Council
Working better with you

This notice is to be used for the following types of officer decisions. (Select one option).

A. Decisions taken by officers under a specific express delegation from Council or a Committee.

B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

1. Title of decision:	Lift Maintenance and Repair Term Contract Award
2. Date of the decision:	28 July 2023
3. The decision maker:	Charan Dhillon (Assistant Director Property and Asset Management)

4. Decision details:

To award the lift maintenance and repair measured term contract to Nova lift for a Five year period. £1,789,140.75 for the contract period.
This is split between a cost of £22,70.00 per annum for servicing, and the total made up through schedule of rates for breakdowns/repairs if required.
The breakdown/ repairs part is a budget figure based on previous information but also contract inclusion for SAFD tests and estimated potential repairs .
The tender was published through the westworks DPS and sent out to 30+ contractors. two contractors returned a submission.

5. Reasons for the decision:

The reasoning for the decision is a full tender process was carried out with procurement and advertised through the Westworks DPS system. There were no other options presented as the contract had to be tendered to comply with RBC CPR regulations. Full tender submissions can be located within the RBC intend system, and the documents.
Procurement advice has been sort, as from the two tender submissions that have been received, TK Elevator were eliminated from the process as they interfered with the locked pricing documents, and also didn't price for certain items of the contract.
All evaluations were carried out in the presence of Jasmine Saini

6. Alternative options considered (if any) and rejected:

No other option was considered. The contracts must be advertised and tendered in line with CPR regulations.

7. List of open Background Papers:

Evaluation matrix

Tender returns

8. List of confidential or exempt Background Papers:

N/A

9. Any other matters taken into consideration:

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input checked="" type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input checked="" type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

Details of the matters taken into account:

Equalities Analysis Assessment

Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to —

- eliminate discrimination, harassment, victimization and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having carried out an initial assessment, this decision is not expected to have a differential impact on those with protected characteristics and therefore no Equality Impact Assessment is required for the Contract.

Health and Safety

The works required fall under Reading Borough Councils requirements to provide a safe workplace for staff, visitors, and the general public. this has been addressed with the regular servicing and maintenance of the assets within the tender documents.

10. Legal considerations

Legal services have been involved from the beginning of the process and are currently drafting the contract documents.

The management of the contract has been considered and a contract manager within the corporate property and asset team has been assigned to the works.

11. Financial considerations

The financial considerations were addressed during the allocation of budgets, reactive and capital and the cost has been included in these for the contract period.

The tender process has provided evidence of value for money in issuing the contract for the works.

The budget provisions have been allocated and fall in line with the budget figures estimated pretender and also take into account the RPI increases each financial year.

12. Internal consultations

The recommendations in this report are designed to ensure the efficient delivery of key Council services. This supports corporate plan aims as follows:

- **Healthy Environment** – this procurement supports tackling climate change and working towards our goal of a carbon neutral town by 2030, by ensuring that our mechanical and electrical equipment which uses energy is well maintained providing for optimum performance while also working with specialist to always review the quality and performance of our kit, understanding how implementing improvements can support the reduction of carbon emissions.
- **Thriving Communities** – This procurement supports the employment of small, medium enterprises (SMEs) helping to tackle the effects of the pandemic on small local businesses. The safety of our properties is essential, in particular those used by vulnerable adults and children in our communities therefore ensuring that we provide assets that are fit for purpose, compliant and safety is paramount.
- **Inclusive Economy** – This procurement supports us in keeping Reading at the forefront of advances in technology as we utilise developments that enable us to use more efficient equipment in our buildings reducing our carbon emissions.

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

13. The name of the Committee:	
14. Date of the meeting:	Click or tap to enter a date.
15. Minute number:	
16. The delegation given by the Committee:	
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	