

Subject:	LV Procurement		
Date of Meeting:	Housing Committee 14th November 2012 P&R 29th November 2012		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Rosie Wakley	Tel: 29-3190
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Ward(s) affected:	All		

FOR GENERAL RELEASE.**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Council wishes to tender a contract or contracts to be offered as 4 lots for supply, service and repair of (1) Door Entry Systems/CCTV, (2) Fire Alarms/Emergency Lighting, (Low Voltage Electronic Security Systems), (3) one lot encompassing all these services and incorporating Warden Call for Sheltered Accommodation and (4) Ventilation & Air Conditioning to Housing Revenue Account ('HRA') properties. The Council anticipates that procurement of contract/s to cover these areas will provide improved value for money, reliability and service for residents.

2. RECOMMENDATIONS:**2.1 That Housing Committee agrees**

- (1) To the procurement of a contract or contracts under EU regulations, for the supply, service and repair of Door Entry Systems/CCTV, Fire Alarms/Emergency Lighting, (Low Voltage Electronic Security Systems), and one lot encompassing all these services and incorporating Warden Call for Sheltered Accommodation, and Ventilation & Air Conditioning for a 4 year period, with an option for up to two 2 year extensions.
- (2) To give delegated authority to the Strategic Director Place in consultation with Director of Finance to a) award the contract or contracts following the recommendations of the evaluation panel and the results of the tendering process and b) approve extensions to the contract or contracts if required dependent on performance.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Council is seeking to procure a contract or contracts for the supply, installation, servicing and repairs following areas. The contract will be separated into 4 lots enabling contractors to bid for one or more service listed areas:
- Door Entry Systems/CCTV
 - Fire Alarms/Emergency Lighting
 - Low Voltage Electrical Systems for Sheltered Accommodation
 - Ventilation & Air Conditioning
- 3.2 Current contracts in the areas above are short term arrangements spread over a number of contractors that are managed by different BHCC Officers. These contracts are primarily for service, maintenance & repair with no remit to carry out any capital works (e.g. supply and installation). Currently each capital requirement has to be assessed and tendered for on an individual basis. The process for this is not conducive to a good timely service response for residents. This is therefore an opportunity for the Council to achieve greater value for money through the consolidation of these requirements and also benefit from a streamlined process which will result in improved service and response for residents.
- 3.3 Many of our assets in these areas are very old and in a general poor state of repair. The maintenance costs are high, and in some cases the obsolescence of parts renders them beyond repair. Any equipment failure usually has an immediate impact on the people living in the properties affected and therefore an expectation that they will be repaired or replaced quickly and effectively. Failure to deliver the expected service, which is often due to the age and obsolescence of the equipment, leads to heightened resident dissatisfaction and a negative perception of the service provided by the Council.
- 3.4 This procurement offers an opportunity for BHCC Officers to work with the successful contractors to create a programme of capital works that improves the reliability of the assets, and over time, reduces the cost of maintenance and repair. More reliable equipment and a better response when breakdowns occur will have a direct impact on the quality of life for our residents. They will feel safer if we can improve the delivery of Door Entry, CCTV, Fire Alarms, Emergency Lighting and Warden Call services, and the Ventilation contract will enable us to improve damp and condensation issues within our blocks.
- 3.5 The tables below give an overview of the number of systems and blocks managed by the council.

Door Entry Systems	No. of Blocks	No. of homes	No of Main Entrance Door's	No of Sheltered
Low Rise	380	4716	586	19
High Rise	45	2675	78	2
Conversions	82	306	82	0

Fire Alarm Systems	No
Systems that cover all common ways	295
Systems that are linked to the Tunstall warden- call system	23
Systems that cover communal bin stores / storage rooms	39

Other:	No of Blocks
Ventilation Systems	35
BMS Systems	2
Warden Call	23
Emergency Lighting	>100 Blocks

- 3.6 For Door Entry Systems (DES) a capital replacement programme is recommended which is linked to the Main Entrance Door (MED) replacement programme which is managed by Mears on behalf of BHCC. In most cases this will involve a complete upgrade of the DES system, including wiring and containment. The specification of materials for DES and Fob access systems will be of a high level i.e. Entrotec equipment and KMS Fobs (or equivalent) to ensure longevity and reliability of the new systems.
- 3.7 The CCTV element of the contract is for service, repair & maintenance of our systems with a known capital element in relation to the lift replacement programme. Liftec install the cameras & the wiring as part of the lift replacement. The CCTV contractor provides the Monitor, DVR and Lockable Cabinet. They then assume responsibility for the maintenance & repair of the equipment.
- 3.8 For Sheltered Schemes a contract encompassing all Low Voltage assets is recommended. This is because in these Schemes the systems are often interlinked, and several different contractors may be asked to attend before ownership of any reported fault remedy can be established. A dedicated contractor will become familiar with the systems in each building and will only require one call out from the BHCC Repairs Helpdesk.
- 3.9 The age and condition of the warden call system is poor and a capital replacement programme is recommended to ensure the system remains operational. Any change in equipment will not affect the Carelink service.
- 3.10 The Fire Alarms & Emergency Lighting contract will primarily be to carry out periodic testing, service and maintenance of the systems. Fire Alarms will be replaced as the need arises and any remedial work on emergency lighting is carried out by Mears under the existing partnering agreement.

- 3.11 The Ventilation and Air Conditioning contract will encompass a periodic servicing, maintenance and repair regime, and a capital investment programme is recommended.
- 3.12 A recent (Dec 2011) condition survey identified 20 out of the 35 blocks have installations consisting of parts that are now obsolete. Most blocks have multiple fans on the roof. Only 19 blocks had all the fans running.
- 3.13 The indicative timetable for the procurement and the implementation of the contract is shown below. The contract would therefore be in place by December 2013:

	Start Date	End Date
Leaseholder Consultation Stage 1	03/12/12	07/01/13
Place Advert	10/01/13	10/01/13
Closing date of Advert	14/02/13	14/02/13
PQQ Evaluation	14/02/13	April 2013
Tender Issued	May 2013	May 2013
Tender Return Date	July 2013	July 2013
Tender Evaluation	August 2013	August 2013
Tender Clarifications	August 2013	September 2013
Leaseholder Consultation Stage 2	September 2013	October 2013
Award / Rejection Letters	End October 2013	End October 2013
Mandatory Standstill	End October 2013	End October 2013
Contract Start Date	January 2014	

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 Housing & Social Inclusion has a programme of continuous engagement with our residents through the various resident groups and representatives attend regular meetings with BHCC officers and contractors. The Council will engage residents in procurement and contract management through resident working groups such as the Repairs and Maintenance Monitoring Group and the Sheltered Housing Action Group.
- 4.2 Leaseholders will be consulted on the procurement outcome following Section 20 legislation.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The existing HRA capital programme and revenue budgets for this contract total approximately £0.630 million per annum and will be reviewed as part of the Targeted Budget Monitoring and annual budget setting processes during 2013/14 once the contract is awarded and programmes of works have been established.

- 5.2 A comprehensive contract covering each Low Voltage area, plus Ventilation, will allow a programme of works to improve the general condition of our assets. The capital investment will make our assets easier to maintain and the cost of repairs should reduce over time.

Finance Officer Consulted: Susie Allen Date: 18th October 2012

Legal Implications:

- 5.3 The value of the supply, service and repair contract is such that the EU Procurement Rules, as applied by the Public Contracts Regulations 2006, as amended, will govern the process to be followed in the letting of the contract. Given that the existing contractual arrangements are due to end in 2012, a notice needs to be placed in the Official Journal of the European Community at the earliest opportunity. Any contract worth over £75,000 must be in a form approved by the Monitoring Officer and given under the Common Seal of the Council. The Council must take the Human Rights Act into account in respect of its actions but it is not considered that any individual's Human Rights Act rights would be adversely affected by the recommendations in this report."

Lawyer Consulted: Liz Woodley Date: 18th October 2012

Equalities Implications:

- 5.4 These assets affect the quality of life for all our residents, without discrimination. However, the Warden Call system is specifically for our Sheltered Schemes which house some of our elderly and most vulnerable residents.

Sustainability Implications:

- 5.5 The procurement process that will be undertaken for the re-letting of this contract will require the Service Provider to demonstrate that they:
- Have policies in place that will improve energy efficiency and encourage awareness of energy issues in terms of their own operations
 - Have a commitment to reducing waste, reusing and recycling resources used in the delivery of the service wherever possible, and aim to ultimately send a minimum amount of waste to landfill
 - • Have a commitment to reduce green house gas emissions to the atmosphere arising from its activities including operational and embedded CO2 levels.
 - As part of this commitment the Service Provider should encourage low carbon modes of transport and fuel efficient driving, as well as reducing the need to travel
 - Have a commitment to sustainable procurement and consider the whole life cost of goods and services procured on behalf of the council. All aspects of procurement should be assessed to help reduce significant environmental impacts, whilst also maintaining a balance between social and economic needs of the wider community. This will include, where possible, procuring energy and other natural resources from renewable sources, those with low embodied energy, the procurement of local

materials, or those materials made from renewable or waste resources, wherever possible.

- Actively engage with and improve the performance and sustainability of its own supply chain

Crime & Disorder Implications:

- 5.6 Door Entry Systems and CCTV are both perceived by the Police to have a positive effect on general perceptions of crime prevention.

Risk and Opportunity Management Implications:

- 5.7 Risks associated with this procurement will be managed using the corporate risk management methodology.

Public Health Implications:

- 5.8 Well-maintained Door Entry Systems/CCTV, Fire Alarms/Emergency Lighting, Warden Call (Low Voltage Electronic Security Systems) & Ventilation Systems have a real impact on the quality of life for residents and their sense of security and wellbeing.

Corporate / Citywide Implications:

- 5.9 New and well-maintained systems will improve the general environment for our residents and demonstrate the Council's commitment to the wellbeing of local residents.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The main alternative option is to retain the status quo. However, for the reasons outlined in part 3 of this document, this does not offer the best vehicle for service delivery due to the absence of a capital element to the existing contracts.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To provide new and well-maintained Door Entry Systems/CCTV, Fire Alarms/Emergency Lighting, Warden Call (Low Voltage Electronic Security Systems) & Ventilation Systems to the residents in BHCC HRA dwellings.

SUPPORTING DOCUMENTATION

Appendices:

None

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2.