

Subject: Procurement of a Contract for Gas Servicing, Maintenance and Installations - Extract from the Proceedings of the Housing Committee meeting held on 10 September 2014

Date of Meeting: 16 October 2014

Report of: Monitoring Officer

Contact Officer: Name: **Caroline DeMarco** Tel: **29-1063**
E-mail: Caroline.demarco@brighton-hove.gov.uk

Wards Affected: All

FOR GENERAL RELEASE

Action Required of the Policy & Resources Committee:

To receive the item referred from the Housing Committee for approval:

Recommendation:

- (1) The procurement of a contract for the annual gas servicing and maintenance including full break-down cover, servicing, maintenance, emergency out of hours maintenance and planned system replacements and/or installations for a five year period, with an option for extension up to a period of two years.
- (2) Grant delegated authority to the Executive Director of Environment and Housing in consultation with Executive Director of Finance and Resources to a) award the contract following the recommendations of the evaluation panel and the results of the tendering process and b) approve an extension to the contract if considered appropriate, having due regard to contractor performance during the initial five year term.

BRIGHTON & HOVE CITY COUNCIL

HOUSING COMMITTEE

4.00pm 10 SEPTEMBER 2014

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Randall (Chair), Councillor Phillips (Deputy Chair), Barnett, Daniel, Littman, Meadows, Mears, Peltzer Dunn (Opposition Spokesperson), Wakefield and Wilson (Group Spokesperson).

PART ONE

23 PROCUREMENT OF A CONTRACT FOR GAS SERVICING, MAINTENANCE AND INSTALLATIONS.

- 23.1 The Committee considered the report of the Executive Director Environment, Development and Housing which informed Members that the Council was required to re-tender a contract to be offered for annual gas servicing and maintenance including full break-down cover, servicing, maintenance, emergency out of hours maintenance and planned system replacements and/or installations. The Council anticipated that procurement of the contract to cover these areas would provide value for money, reliability and service consistency for tenants. The report was presented by the Partnering Business Manager.
- 23.2 Councillor Mears referred to paragraph 3.12 which stated “..we will be looking to start the contract on an Open Book style of accounting....” Councillor Mears stated that when the contract was set up with Mears Ltd, it was the intention to have an open book process. She asked if this was the case or not.
- 23.3 The Partnering Business Manager replied that Mears Ltd were looking to trial one or two areas with their contracts. The gas contract would be an open book style of accounting.
- 23.4 Councillor Mears expressed concern about the timescales. Bearing in mind the size of the contract she asked for a more detailed paper on this matter.
- 23.5 Councillor Meadows noted that there had been no feedback from the North Area Panel meeting. She had concern about recommendation (2) which suggested giving delegated power to the Executive Director of Environment and Housing in consultation with the Executive Director of Finance & Resources. She noted in paragraph 5.2 that two tenant representatives would be engaged in the evaluation stage of the tender. Councillor Meadows suggested that it would be useful if two councillors could be included in this process.
- 23.6 The Committee Lawyer stressed that the Committee could only delegate authority to officers. It could however, delegate authority to officers after consultation with councillors.
- 23.7 The Chair suggested amending the recommendation to include the Chair and opposition spokespersons in the evaluation process.
- 23.8 It was confirmed that there had been no specific feedback from the North Area Panel.
- 23.9 **RESOLVED –**
- (1) That approval be given for the procurement of a contract for the annual gas servicing and maintenance including full break-down cover, servicing, maintenance, emergency out of hours maintenance and planned system

replacements and/or installations for a five year period, with an option for extension up to a period of two years.

- (2) That it be agreed to give delegated authority to the Executive Director of Environment and Housing in consultation with Executive Director of Finance and Resources to a) award the contract following the recommendations of the evaluation panel and the results of the tendering process and b) approve an extension to the contract if required dependent on performance.
- (3) That the Chair and Opposition Spokespersons be members of the evaluation panel along with te