


## DECISIONS DELEGATED TO OFFICERS

<b>Decision title:</b>	Fire Safety Systems Repair and Maintenance
<b>Decision date:</b>	25 January 2024
<b>Source of delegation:</b>	<p>Cabinet, <a href="#">on 9 August 2023</a>, resolved to:</p> <ol style="list-style-type: none"> <li>1. Approve the commencement of a procurement exercise for the provision, servicing and maintenance of fire safety systems for a 5-year term with an optional 12-month extension and annual budget expenditure as shown in Appendix 2 for a period of 5 years (+1) for a total contract value as shown in confidential Appendix 2*; and</li> <li>2. Delegate authority to the Executive Director (Communities and People) to award the contract for the provision, servicing and maintenance of fire safety systems to the successful supplier following completion of a compliant tender process and issue works to the approved annual value.</li> </ol> <p>*[An annual budget expenditure of £400,000 for a period of 5 years (+1) for a total contract value of £2.4M].</p>
<b>What decision was made?</b>	<p>To award the following Service Agreements:</p> <ol style="list-style-type: none"> <li>(1). Service Agreement for the Provision of the Servicing and Maintenance of Fire Safety Systems: Lot 1 - Fire Alarm Equipment to Sureserve Fire and Electrical Ltd</li> <li>(2). Service Agreement for the Provision of the Servicing and Maintenance of Fire Safety Systems: Lot 2 - Emergency Lighting to Churches Fire Services Ltd</li> <li>(3). Service Agreement for the Provision of the Servicing and Maintenance of Fire Safety Systems: Lot 3 - Specialist Fire Equipment to Sureserve Fire and Electrical Ltd</li> <li>(4). Service Agreement for the Provision of the Servicing and Maintenance of Fire Safety Systems: Lot 4 – Fire Extinguishers to RGE Services</li> </ol>
<b>Purpose:</b>	<p>The fire safety systems repair and maintenance contract ensures the statutory inspections and required remedial work are carried out to Oxford City Council's fire safety systems such as: fire extinguishers, sprinklers, fire detectors and emergency lighting. The contract will help ensure the Council complies with the various statutory regulations in respect of fire systems and fire safety.</p>

<b>Reasons:</b>	The current contract is coming to the end of its extension period and terminates on 31 February 2024. In order to maintain legislative compliance regarding fire servicing and maintenance and repair and to ensure the safe operation of fire safety systems in Council properties, the contract was required to be re-tendered.
<b>Decision made by:</b>	Peter Matthew, Executive Director (Communities and People)
<b>Other options considered:</b>	Please refer to the <a href="#">report to Cabinet</a> dated 9 August 2023.
<b>Documents considered:</b>	<a href="#">Report to Cabinet</a> , 9 August 2023.
<b>Key or Not Key:</b>	Key
<b>Wards significantly affected:</b>	None
<b>Declared conflict of interest:</b>	None
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Bill Chamberlain Building Engineering Contracts Manager 25 January 2024

### Approval checklist

<b>Approver</b>	<b>Name and job title</b>	<b>Date</b>
<b>Decision maker</b>	Peter Matthew, Executive Director (Communities and People) 	25 January 2024