

**To:** City Executive Board

**Date:** 9<sup>th</sup> March 2011 **Item No:** 5

**Report of:** Head of Corporate Assets

**Title of Report:** Tender Approvals – Security Doors/Controlled Entry Installations and Controlled Entry Service Contract.

### Summary and Recommendations

**Purpose of report:** To advise the Board on the tenders received for two projects:

1. The Installation of Controlled Entry Systems and Security Doors and
2. The Controlled Entry Service Contract

and to seek authority to enter into an appropriate contract for each matter.

**Key decision?** Yes

**Executive lead member:** Councillor Joe McManners

**Policy Framework:** More Housing, better housing for all.

**Recommendation(s):** That the following tenders are accepted:-

1. For the Security Doors and Controlled Entry Installations – the tender submitted by West Midlands Service Ltd.
2. For the Controlled Entry Service contract – the tender submitted by Baydale Control Systems Ltd.

Appendices to report – Appendix 1, Tender list. **(EXEMPT FROM PUBLICATION)**

Appendix 2, Risk Register.

### **Background**

1. Both budget lines were approved by Members in February 2010 as part of the HRA Planned Maintenance and Capital budgets for 2010/11.

The Capital sum allocated for Security Doors and Controlled Entry Installations being £200,000 including fees and the Planned Maintenance sum for the Controlled Entry Service contract being £70,572 each year for three years (total £211,716 including fees).

2. The Security Doors and Controlled Entry Installations contract involves the fitting of new high security main entrance doors to blocks of flats, together with controlled entry, including new handsets within each flat. This is a contract tendered for annually and the programme is likely to continue for at least two years until the end of 2012/13.
3. The Controlled Entry Service contract involves the regular servicing and repair of the Council's existing controlled entry systems and is in place for a period of three years, 2010 - 2013. It covers a total of 1092 flats in the Blackbird Leys, Rosehill, Barton and Carfax areas. This contract was tendered under the OJEU process and was subject to quality checks and presentations by the three lowest tenderers.
4. Competitive tenders have been received for both contracts, the results of which are shown in the Financial Implications section below.
5. Consultation with tenants and leaseholders has already taken place and further consultation will be undertaken when the tenders are approved.

### **Legal Implications**

6. The tenders were invited in accordance with the Constitution, the Service Contract being subject to OJEU rules. The tenders were appraised under the Council's Tender Evaluation process and monitored by the Council's Procurement Team.
7. Both contracts will be awarded under the JCT Intermediate Form of Contract. The service contract being for a period of three year (2010 – 2013) and the Security Doors and Controlled Entry Installations for a period of 16 weeks.

### **Financial Implications**

8. Four tenders were received for the Security Doors and Controlled Entry Installation Contract. Details of which are provided in Appendix 1 (Exempt from publication). Only one tender was received within budget.
9. The lowest tender (and the only tender received within budget) was submitted by West Midlands Service Ltd. This has been checked and found to be arithmetically correct with no omissions or qualifications. The tender price is extremely competitive.

10. Four tenders were received for the Controlled Entry Service Contract. Details of which are provided in Appendix 1 (Exempt from publication). Only one of the tenders received was within the Council's budget.
11. This tender was submitted by Baydale Control Systems Ltd. The tender submission has been checked and found to be arithmetically correct with no omissions or qualifications. The tender is very competitive and has been subject to a robust tender evaluation process.
12. Both contracts are within the budgets allocated to them (including fees). The HRA Capital Security Doors and Controlled Entry Installations budget being in the sum of £200,000 and the HRA Planned Maintenance (revenue) budget for the Controlled Entry Service Contract being £70,572 per year for three years (£211,716).

### **Climate Change/Environmental Impact**

13. These contracts will have a minimal impact on Climate change and the environment.

### **Equalities Impact**

14. Controlled entry systems can be difficult to operate for some disabled residents. Wheelchair users may need a remote control system for the doors and those with hearing difficulties may need flashing lights to advise them that a caller is at the door. In all cases, advice from the Council's joint funded Occupational Therapist is sought to ensure that a system, appropriate for their needs, is installed.

#### **Name and contact details of author:-**

Name: Chris Pyle  
Job title: Housing Projects Manager  
Service Area / Department: Corporate Assets  
Tel: 01865 335411 e-mail: cpyle@oxford.gov.uk

Comment [x1]: Name, telephone number and email

**List of background papers:** Tender submissions and evaluations

**Version number:** 1.2(4)