

To: Cabinet
Date: 9 December 2020
Report of: Head of Housing
Title of Report: Award of Key Service Contract for Lift Maintenance and Repair

Summary and recommendations	
Purpose of report:	To seek project approval and delegation to award a contract to deliver Lift Maintenance and Repair Services to the Council.
Key decision:	Yes
Executive Board Member:	Councillor Ed Turner, Cabinet Member for Finance and Asset Management
Corporate Priority:	Support flourishing communities
Policy Framework:	Housing Asset Management Strategy
Recommendations: That Cabinet resolves to:	
<ol style="list-style-type: none"> 1. Grant project approval for the provision of Lift Maintenance and Repair Services to the Council; and 2. Delegate authority to the Executive Director of Housing, after consultation with the Monitoring Officer and the s151 Officer, to award the Lift Maintenance and Repair Services contract to the successful supplier(s) following completion of a tender process undertaken in accordance with the Public Contracts Regulations 2015. 	

Appendices	
Appendix 1	Risk Register

Introduction and background

1. The lift maintenance contract, which ensures the safe running of lifts and lifting equipment is coming to the end of its extension period and terminates on 31st May 2021. In order to maintain legislative compliance regarding lift maintenance and

repair and to ensure the safe operation of lifts in Council properties, the contract is being re-tendered.

2. Tender Process

An EU open tender process is being conducted, using the South East Business portal. There are no suitable framework agreements that the Council is able to utilise.

3. Evaluation Criteria

The evaluation criteria for both opportunities have been set at 60% quality and 40% price, with the quality section questions seeking to examine how the tenderer will meet the service needs of the contract. Each question is weighted to reflect the importance and the Council's standard 0-5 scoring mechanism is being used.

As the Council is proud to be an accredited member of the Living Wage Foundation, procurement will seek to promote and increase the number of suppliers that adopt the Oxford Living wage or Living Wage Foundation rate on supply of goods, services or works.

The section in the tender response on Social Value counts towards 5% of the evaluation

Social Value: please indicate what, if anything, is included in your offer to enable the Council to deliver in terms of its obligations under the Social Value Act (examples might include placements and apprenticeships, charity donations, volunteering for community work, contribution to Oxford's zero emission zone, supporting the Oxford Living wage, reduction of noise, air and chemical pollution. This is not an exhaustive list and there are many more ways to demonstrate social value).

Maximum word count 500 - score 5%

4. Contract Rules Compliance and Financial Assessment

Both opportunities will be call off contracts and a financial assessment of the successful tenderers will be carried out.

5. Financial implications

The budget available for the contract is in excess of £100,000 per annum. Based on a 5 year contract term this equates to a potential total contract spend in excess of £500,000.

6. Legal Issues

The Council has to comply with regulations surrounding the maintenance and repair of lifts which is enforced under the Health & Safety at Work etc. Act 1974 and the Lifting Operations and Lifting Equipment Regulations 1998.

The tender process will follow the EU open tender process and will be competitively advertised in the Official Journal of the European Union, the South East Business Portal and Contracts Finder. The process followed will be in accordance with the Public Contracts Regulations 2015 and the requirements of the Council's Contract Rules in the Constitution.

7. Level of Risk

Please refer to the risk register

8. Equalities Impact

A full impact assessment is not relevant to this report, however, both sets of tender documentation have safeguarding requirements that suppliers will have to comply with.

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Background Papers: None

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