

**To:** Cabinet  
**Date:** 9 August 2023  
**Report of:** Executive Director (Communities and People)  
**Title of Report:** Procurement of a contract for the provision, servicing and maintenance of fire safety systems

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To seek: (i) approval to tender a contract for the provision, servicing and maintenance of fire safety systems; (ii) delegated authority to award a contract following the tender process and (iii) approval for an annual budget expenditure as shown in Appendix 2.
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Councillor Linda Smith, Cabinet Member for Housing
<b>Corporate Priority:</b>	Support thriving communities
<b>Policy Framework:</b>	Housing, Homelessness and Rough Sleeping Strategy 2023-28

<b>Recommendations:</b> That Cabinet resolves to:	
1.	<b>Approve</b> 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 an annual budget expenditure as shown in Appendix 2 for a period of 5 years (+1) for a total contract value as shown in Appendix 2; and
2.	<b>Delegate authority</b> 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.

<b>Appendices</b>	
Appendix 1	Risk Register
Appendix 2 (Confidential)	Paragraphs 6 and 9

## **Introduction and background**

1. 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.
2. The current contract is coming to the end of its extension period and terminates on 1<sup>st</sup> January 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 is required to be re-tendered. This report is seeking authorisation and permission to re-procure a new contract to continue with this programme when the current contract expires.
3. The contract will include two divisions within Corporate Property, the General Fund properties and HRA properties within Oxford City Council's property portfolio.
4. The successful contractor will be responsible for maintaining and servicing all fire detection and alarm systems including manual call-points, detectors and alarm beacons/bells/sirens, automatic signalling equipment, automatic door release mechanisms, batteries, battery charger units, power supply units and all ancillary equipment and emergency lighting (EML) for the duration of the contract. The contractor will be required to carry out the work in accordance with the contract and statutory requirements and undertake inspections and testing of equipment at quarterly intervals as well as attending and repairing all system failures which may occur, replacing all defective components and ensuring that the systems are fully functional.
5. The contract will allow for the inclusion of extra properties and new services to address any additions to the Council's property portfolio or new legislative requirements. The contract will be fluid in item quantities.

## **Tender Process**

6. Please see exempt Appendix 2.

## **Evaluation Criteria**

7. The evaluation criteria for this tender 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. The questions will be weighted to reflect the importance and the Council's standard 0-5 scoring mechanism is being used.

## **Contract Rules Compliance and Financial Assessment**

8. This procurement will be carried out in accordance with the Council's Contract Rules and the Public Contracts Regulations 2015 and will include financial assessment.

## **Financial implications**

9. Please see exempt Appendix 2.

### Legal Issues

10. The Council is required to comply with regulations surrounding the maintenance and repair of fire safety equipment and detection including under the Health & Safety at Work etc. Act 1974 and Regulatory Reform (Fire Safety) Order 2005.
11. The procurement is subject to the Public Contract Regulations 2015 and the open tender process proposed in the report should comply with them.
12. Under Parts 4.5(10), 18.12 and 19.22(e) of the Constitution Cabinet is empowered to take the decisions set out in the recommendation.

### Level of Risk

13. Please refer to the risk register at Appendix 1.

### Equalities Impact

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

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**Background Papers:** None

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