

Decision type: Decision Specifically Delegated to Officers
Decision date: 04/03/2026
Decision maker: Director of Corporate Property & Assets
Decision title: Lift Servicing and Maintenance Contract Award

Summary	
Decision being taken:	Agreement to award the Lift Servicing and Maintenance contract from the committed budget for a 3-year term with an optional (+1) (+1) year extension to a successful supplier following a compliant procurement process.
Key decision:	Yes
Source of delegation:	Cabinet meeting 17 th September 2025
Cabinet Member:	Councillor Ed Turner, Deputy Leader and Cabinet Member for Finance and Asset management.
Corporate Priority:	Well Run Council.
Policy Framework:	none.

The director of Corporate Property & Assets decides as follows:

- 1 The Director of Corporate Property & Assets decides as follows:
 1. Approve the award of a 3-year contract with two 12-month extensions, for the inspection, servicing, maintenance and repair of lifts with a value of £332,309.14 per annum (ex VAT).

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Risk Register	No
Appendix 2	Equality Impact Assessment	No

Introduction and background

1. The Council currently operates and maintains 44 passenger lifts, and circa 194 stairlifts financed through the GF (General Fund Stream for commercial assets) and HRA (Housing Revenue Account for domestic housing assets). These Passenger Lifts and Stair Lifts require statutory monthly and annual servicing and maintenance, inspections to ensure that the Council is compliant with the Housing Regulator and HSE requirements. Currently there is a short term 12-month contract for Servicing and Maintenance
2. The Council is required to comply with standards and regulations surrounding the servicing and maintenance of lifts and lifting equipment and as a minimum conform to the Lifting Operations and Lifting Equipment Regulations 1998 and SAFed Guidance.
3. It is proposed that there will be a contract for Lift Servicing and Maintenance, covering servicing, inspection and minor/major repairs, (divided into eight components as per below table), initially procured for a 3-year term with an optional (+1) (+1) year extensions, to ensure continued compliance and, where required, for repairs and breakdowns and capital refurbishment and replacement.
4. The current contract expires on the 31 March 2026. To maintain legislative compliance regarding Passenger and Stair Lifts servicing maintenance and repair and to ensure the safe operation of all lifts in Council properties, the contract needs to be re-tendered. This report is seeking authorisation and permission to award the contract.
5. The contract will cover both the General Fund properties and HRA properties within Oxford City Council's property portfolio.
6. The eight components the contract is to cover are:
 - a. Lift Inspection
 - b. Minor adjustments and serving (including consumables)
 - c. Monitoring
 - d. Reactive call outs for breakdowns
 - e. Major repairs
 - f. Stair/through floor lift serving
 - g. Stair/through floor lift repairs
 - h. Stair/through floor lift replacements
 - i. 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.
7. The contract will be awarded to Cotswold Lifts Ltd for a length of 3years with an option to extend for a period of two twelve-month periods. The proposed start date of the contract will be 15 April 2026. The full value of the contract including VAT for a five-year period be £1,999,851.84.
8. The tender was carried out under the Procurement Act 2023 and was procured using the advertised tender process and using the Oxford City Council business

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tool intend. An open tender process was conducted for the selection with the marking criteria identified as 60% for Quality and 40% for Price.

There were eight bidders in total and all submissions were accepted.

The evaluation process followed was that the four evaluators were nominated to mark the quality questions, the submitted process were not viewed by the evaluators when marking the quality questions, where these were included at the end of the marking process.

Cotswold Lifts secure the most marks for quality and price and were the most advantageous with their scores.

9. If a decision is not taken, then the contract cannot be awarded and the service will not be completed and therefore the Council may become non-compliant with the requirements

Reasons for the decision

10. The current contract is coming to the end of its extension period on 31st March 2026. 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, a new contract is required.
11. If a decision is not taken, then the contract cannot be awarded, and the service will not be completed and therefore the Council may become non-compliant with the requirements

Alternative Options Considered

12. After considering all the options the most advantageous to achieve the most cost effective and quality it was decided to carry out a tender to appoint a supplier for the Lift Servicing and Maintenance Contract.
13. There was no alternative to extend the contract for a further period as the existing contract was for one year only.
14. The requirement to use an alternative framework was considered, however with all the components requiring servicing this would of required multiple contracts, also the value of the contract restricted using a framework.
15. Doing nothing was not an option with the requirements to have a service supplier to service and maintain the lifts and respond to emergency call outs and entrapment. Also the compliance requirement to address the performance monitoring to the Housing Regulator.

Implications of Local Government Reorganisation

16. To address the implications of the decision which relate to Local Government Reorganisation using the guidance on financial decisions before local government organisation a decision was taken to tender for a 3 +1+1 contract ensuring a break clause option to end contract earlier if required and merge with other councils depending on the chosen structure looks like following LGR decision.

Equalities Impact

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17. A quality impact assessment has been undertaken for the Lift Servicing and Maintenance Contract and Minor/Major Works. This is an important for people for people with limited mobility.

Risks

18. Summary of the main risks from the risk register:

- Procurement – delay in procuring the lift contract resulting in no appointed contractor for servicing and maintenance, mitigating the risk through contingency such as short-term quotes.
- Budget – greater budgetary cost unidentified works through compliance requirements and large developments coming onto the contract.
- Breaching legislation – not following Health and Safety procedures, ensuring compliance and accreditation questions within the tender documentation
- Programme – failure to identify new sites through inadequate communication, ensuring that new build information is located on QL and central data.

Carbon and Environmental Considerations

19. N/A

Implications of making the decision

Financial implications	The approved annual revenue budgets relating to Lift Servicing and Repairs should be sufficient to cover all costs incurred as part of this contract.	Completed by: Jason Jones – Finance Business Partner Date: 12/01/2026
Legal implications	As the estimated value of the contract is above the Key Decision threshold, the award of the contract will also be a Key Decision. The Council is currently undertaking a procurement exercise in accordance with the Procurement Act 2023 and the Constitution of the Council. The Council should ensure that the procurement exercise is lawfully and transparently conducted in accordance with the Procurement Act 2023 and the Council’s Constitution, and that all	Completed by: Justin Zizys – Contract Lawyer Date: 16/01/2026

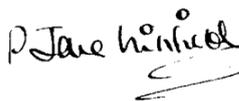
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	required approvals are obtained prior to the award of the contract	
Other implications	N/A	Completed by: Bill Chamberlain Date: 04 March 2026
Member declared interests	N/A	Completed by: Bill Chamberlain Date: 04 March 2026

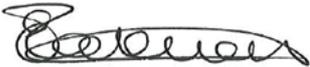
Background Documents	
Final Draft Cabinet Report Procurement Commencement Document Form Vs 1.2.docx	

Report author	Building Engineering Contracts Manager
Job title	Building Engineering Contracts Manager
Service area or department	Property and Assets
Email contact	wchamberlain@oxford.gov.uk

Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive.	Jane Winfield 	04/03/26
Group Finance Director Where required by the Constitution or conditions of the delegation	 For Nigel Kennedy	03/03/26

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<p>Director of Law, Governance and Strategy</p> <p>Where required by the Constitution or conditions of the delegation</p>	 Emma-Louise Jackman	03/03/26
<p>Cabinet Member(s)</p> <p>Where required by the conditions of the delegation</p>	Councillor Ed Turner, Deputy Leader and Cabinet Member for Finance and Asset management. Confirmed by email	03/03/26
<p>Ward Members</p> <p>Where required by the Constitution or conditions of the delegation</p>	N/A	

Decision Maker Approval

<i>Jane Winfield Director of Corporate Property and Assets</i>	<i>Date</i>
The officer with authority to take the decision, either from a Cabinet delegation or in the Constitution.	04/03/2026

This form must be completed and sent to Committee and Member Services **on the date that the decision maker signs it. This must be only done once all consultees have given their approval. The decision shall be effective from the date of publication; therefore, it is important that you send to Committee and Member Services as soon as it is completed and dated by the decision maker. Please note that it is not effective until it is published and the call in period has passed.**

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NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements apply to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- in accordance with Part 4.4 of the Constitution as follows:
 - Awarding a contract where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Acquiring or disposing of freeholds or leaseholds granting new leaseholds (excluding assignments and rent reviews) where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Making a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order
 - Where the effect of a decision is to grant a licence or permission or it affects the rights of citizens
 - Discharging any other express delegation from Cabinet or a Cabinet Member a committee or Council.

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

All other officer decisions should be recorded on an officer decision form but do not need to be published. They must though be stored so as to ensure that they are not lost should an officer leave the authority.

Exempt or Confidential information

Information relating to a delegated officer or single member decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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Key or Non Key Decision

A key decision is an executive decision which is likely to:

- Have a significant effect on people living or working in a least two wards or
- Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council’s total budget for the service involved. For this Council ‘significant’ in budgetary terms is:
 - Expenditure, income, or savings of £750,000 or greater in the context of the medium term financial strategy,
 - Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
 - Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
 - Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year

A key decision can only be taken and recorded here if notice of it has been published on the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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