

Regeneration & Property Committee	
Meeting Date	6 th July 2023
Report Title	Reactive and Planned Maintenance Term Contract
EMT Lead	Emma Wiggins Director of Regeneration and Neighbourhoods
Head of Service	Joanne Johnson, Head of Regeneration, Economic Development and Property and Interim Head of Planning
Lead Officer	Deb Hardy Buildings Operations & Maintenance Manager
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. That the Committee approves the award of the Reactive and Planned Maintenance Term Contract to Company C. 2. That the Head of Regeneration, Economic Development and Property and Interim Head of Planning, in consultation with the Chair of the Regeneration and Property Committee and the Head of Mid Kent Legal Services, be authorised to complete the required contract.

1 Purpose of Report and Executive Summary

- 1.1 In March 2023, the Regeneration, Economic Development and Property service launched an Invitation to Tender (ITT) open tender process for the Reactive and Planned Maintenance Term contract. This is a one stage evaluation process. The process set out that quotes would be evaluated on 60% price and 40% quality.
- 1.2 This report summarises the procurement process and its results and seeks Committee approval to award the contract.

2 Background

- 2.1 The current Reactive and Planned Maintenance Term contract commenced on 1st October 2018. It had an initial period of three years with an option to extend for a further two years. This option was executed in October 2021.
- 2.2 The contract is for the provision of repairs and maintenance to the varied Council managed corporate and community buildings (including many historic/listed) to the required standards of workmanship and quality. The typical number of works orders is expected to be in the region of 300 each year.

- 2.3 The contract covers different expected timescales according to the urgency of the works. The contract also provides an out of hours emergency service, providing a 24hr / 7 day a week service.
- 2.4 Four tender responses were received. Two of the tenderers did not pass the initial tender stage, leaving two tenders to evaluate.
- 2.5 The tender assessment panel consisted of three senior Swale Borough Council officers, in line with procurement guidance. Each panel member scored independently, and the group then came together to review and consolidate scores. The scores were as follows:

Company	Price Score	Quality Score	Total
A	Failed Technical & Professional ability	Failed Technical & Professional ability	N/A
B	60.00	22	82.00
C	56.84	36	92.84
D	Failed Technical & Professional ability	Failed Technical & Professional ability	N/A

- 2.6 The price score was based on the hourly rate charged for each trade and target completion time, and the percentage to be added to contractors' invoices for materials & plant. We also provided a list of indicative annual hours and materials values for the purposes of calculating a tender price.
- 2.7 Contractor C has the highest score for quality and price combined.
- 2.8 The annual budget is £150K and Contractor C's tender price is within that.
- 2.9 The quality scores differed due to the focus on customer satisfaction and workmanship. Contractor C also scored more highly on social value and use of local labour / suppliers.

3 Proposals

- 3.1 The Committee is recommended to approve the award of the Reactive and Planned Maintenance Term Contract to Company C.
- 3.2 The Committee is recommended to authorise the Head of Regeneration, Economic Development and Property and Interim Head of Planning, in consultation with the Chair of the Regeneration and Property Committee and the Head of Mid Kent Legal Services to complete the required contract.

4 Alternative Options

- 4.1 Not to award the contract – this is not recommended due to maintenance and repairs needed to the Council’s property portfolio.

5 Consultation Undertaken or Proposed

- 5.1 Officers have consulted with the Procurement Department regarding the process.

6 Implications

Issue	Implications
Corporate Plan	Appointing a contractor that meets a good quality standard and provides good value for money contributes towards corporate priority 2.
Financial, Resource and Property	Anticipated spend £150K per year. The total budget for the contract is £750K.
Legal, Statutory and Procurement	The contract will be drawn up using JCT along with the Council’s supporting terms and conditions which have been approved by Mid Kent Legal Services and Finance.
Crime and Disorder	None identified at this stage
Environment and Climate/Ecological Emergency	This was evaluated as part of the tender process, with contractors advising of the economic, environmental and social value measures they will bring, including local labour and using local suppliers.
Health and Wellbeing	None identified at this stage
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage
Risk Management and Health and Safety	Part of the procurement process ensures that contractors are fully competent, particularly in the area of health and safety. Contractor C’s competence is evidenced through their responses to quality questions.
Equality and Diversity	None identified at this stage
Privacy and Data Protection	None identified at this stage

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

None

8 Background Documents

None.