

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 22/9/20	Ref No: 280
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: To be published	
Title/Subject matter: Award of Contract for the supply and installation of 2 x Boilers at the Town Hall	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) in accordance with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

Details of Operational Decision Taken [with reasons]:

Executive Summary

Following a compliant procurement process it is recommended that the Council Award a supply and install contract for 2 x Boilers at the Town Hall for a total projected costs £126,224. Formal sign off is now required to proceed to contract award.

Background

The original eight boilers are located in the basement of the Town Hall and are over 30 years old obsolete and beyond operational working life. Over a period of time the boilers which have failed have been stripped for strategic spares to repair & maintain the remaining in use boilers to save investment costs. With now Only 2 of the remaining original 8 boilers in operational use and beyond their useful life they are consistently incurring problems. Even with 2 boilers the Heating at the Town Hall is sporadic with parts of the building very warm, and others very cold. In order to get through another Winter period and for the building to remain operational an urgent boiler solution is required to

heat the building. Boiler replacements have been specified to give resilience to the heating and hot water system rather than a brand new boiler room as the preferred solution, as the long term future of the Town Hall building is currently unknown and subject to an overall condition and optioneering assessment.

Note : This solution overcomes potential failure of the existing boilers but DOES NOT resolve any existing remaining plant and control issues that could cause heating failures.

Requirement's

The Health, safety and welfare inspection by Unison of December 2019 reported the following :-

"Heating

The heating system in the town hall has become a major issue for people working there. Employees complained of no control over temperatures with some rooms being too hot or too cold. Major works are needed to rectify the problem with the heating." (p5)

"Temperature and heating

11 of the 18 forms returned complained about the temperature in the office. Ventilation was also deemed inadequate in 6 of the completed forms." (p8)

Procurement Process

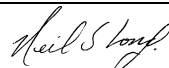
Following a compliant CHEST procurement 21 day live tender process there were 41 Expressions of Interest (EOI), with Bury Council receiving 6 bids for a tender evaluation. It is therefore recommended that the council award the supply / install contract to Constructa Ltd – local branch being based in Batley. The tender award criteria being based on the lowest priced compliant tender.


Budget

This works falls inside the authorised Town Hall Capital Expenditure programme (original capital budget of £1.1m) and allocated against the cost code XCB0005. From the previous condition surveys an estimated budget of £47,200 was allocated, with Constructa Ltd providing a tender of £112,700 and with Architectural service fees of 12%, the total projected costs are £126,224. As a result, the £1.1m capital allocation will be re-profiled.

The final winning tender is £79,044 higher than the original budget estimate. This is because the original budget figure was based on a quotation from a supplier. There was no formal specification at that time and the supplier may have underestimated the amount of work necessary. The budget figure did not include an allowance for contingencies or for Architectural services fees.

All work carried out shall be in accordance with appropriate risk assessment, method statements, plan of works and the latest COVID 19 Guidelines.

Decision taken by:	Signature:	Date:
Assistant Director (Operations)		05/10/2020
Executive Director or Chief/Senior Officer	Signed by Neil Long in Donna Ball's absence	05/10/2020
Members Consulted [see note 1 below]		

Cabinet Member/Chair	 Re Town Hall Refurbishment - Op	12/10/2020
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**