



RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

DELEGATED OFFICER DECISION TAKEN BY:	Strategic Director of Place
PORTFOLIO AREA:	Growth and Development

SUBJECT: Selection of Contractor – Fabric Improvements at Eanam Wharf Business Development Centre

1. DECISION
 To appoint W. Monk (Longridge) Ltd. to undertake fabric improvement works at Eanam Wharf Business Development Centre.

2. REASON FOR DECISION
 An invitation to tender for the works was advertised on the Chest. Two compliant bids were submitted. The response was low due to many local contractors being fully committed, often with work for other parts of the Council. Both bids were of sufficient quality to provide confidence that the works would be undertaken to a high standard and within the grant expenditure timescale.

The bids were evaluated on a 65% cost and 35% quality basis, which included social value at 5%. Quality was scored against the following criteria:

Criterion	Weighting
Installation & Performance	10%
Previous Commissions and References	10%
Quality Control	5%
Project Management	5%
Social Value	5%

Scoring was as follows:

Contractor	W. Monks (Longridge) Ltd.	Bidder 2
Cost	65.0%	46.29%
Quality	20.0%	26.25%
Total Score	85.0%	72.54%
Ranking	1	2

3. BACKGROUND
 The project is part of a package of schemes funded by the Public Sector Decarbonisation Scheme to reduce emissions of carbon dioxide from the public sector estate. Eanam Wharf is leased by the Council on a 125 year lease and is used as a Business Development Centre. It is Grade II listed and energy inefficient. The fabric improvements, which comprise replacement windows, re-glazing of internal doors and insulation, supplement new heating and lighting at the Centre, also part of the Decarbonisation Scheme. The fabric improvements are expected to reduce electricity demand by 57,000 kWh, saving 4.5 tonnes of carbon dioxide a year. Together, the efficiencies will reduce the running costs of the Centre and make it a more attractive place for business, as well as contributing to the Council’s carbon neutral ambition.

4. KEY ISSUES AND RISKS

The key issue is delivery within the timescales set by the Public Sector Decarbonisation Scheme grant, which is 31st March 2022. The contractor has provided assurances that the scheme can be completed within the grant timescale and the risk will be managed through the contract.

5. FINANCIAL IMPLICATIONS

The contract cost is £133,375, inclusive of 10% client contingency (£12,125). The cost will be fully met from the Public Sector Decarbonisation Scheme Grant, accepted by Executive Board on 11th March 2021.

6. LEGAL IMPLICATIONS

The procurement process was carried out in accordance with the Council's Contract and Procurement Procedure rules and the Public Procurement Regulations. Contract particulars will be finalised on award of contract and will be based on JCT Minor Works.

7. OPTIONS CONSIDERED AND REJECTED

- Use an existing framework agreement: A suitable agreement could not be identified and therefore this option was rejected.

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
CONTACT OFFICER:	Gwen Kinloch
DATE:	10 th December 2021
BACKGROUND DOCUMENTS:	

Signed:



Strategic Director

Date: 10th December 2021