

LDC-231 Incubator Space Phase 1a

The Leader of the Council

Date: 2nd November 2022

Agenda Item:

Contact Officer: Sarah Carrington / Sandip Singh

Tel Number: 07929 018 547 / 07966 784 229

Email: Sarah.carrington@lichfielddc.gov.uk /
Sandip.Singh@lwmts.co.uk

Key Decision? YES

Local Ward N/A

Members



Cabinet Member Decision

1. Executive Summary

- 1.1 A procurement exercise was undertaken to appoint a qualified and experienced Contractor to repurpose the vacant space within the District Council House with a vision to Lease to local businesses to generate income.

2. Recommendations

- 2.1 To award the contract to Roshal Space Consultants as the highest scoring bidder (overall quality & price).

3. Background

- 3.1 The works are mainly upgrade/ improvement works and do not involve major construction elements. This will allow any future exit of the area to be managed very easily. The work to repurpose the dilapidated vacant space will be completed in three separate phases.

Alternative Options	<ol style="list-style-type: none">1. Do nothing – this would not meet the needs of the Council to repurpose the vacant space.2. Re-run the procurement exercise.
Consultation	<ol style="list-style-type: none">1. Leadership Team
Financial Implications	<ol style="list-style-type: none">1. Project Value (Refurb, Power & Data, Asbestos) is £147,420+ VAT.2. This is £2,590 less than the budgeted amount for these three items (£150k originally combined).3. To this cost Furniture and IT along with PM Fee (10%) are to be added. However, these costs were not included as part of this tender exercise. Supply of Furniture- £35k IT: £35k PM Fee: £22k
Approved by Section 151 Officer	Yes
Legal Implications	<ol style="list-style-type: none">1. A compliant procurement procedure has been undertaken.

Approved by Monitoring Officer	Yes
--------------------------------	-----

Contribution to the Delivery of the Strategic Plan	<p>1. This project will support the Council to focus on what is important locally, and support the following Strategic aims:</p> <p><i>Enabling People</i> – to collaborate and engage with us <i>Shape place</i> – to make sure sustainability and infrastructure needs are balanced <i>Develop prosperity</i> – to encourage economic growth, enhance the district for all, invest in the future <i>A Good Council</i> - that is responsive, and customer focussed</p>
--	---

Equality, Diversity and Human Rights Implications	<p>1. An open tender process was used for this exercise – therefore enabling a fair, inclusive and accessible process. All suppliers were treated equally.</p>
---	--

Crime & Safety Issues	<p>1. Checks have been undertaken to ensure that the Supplier has full SSIP accreditation (competent in health and safety practices and procedures)</p>
-----------------------	---

Environmental Impact	<p>1. The use of a local supplier employing people local to the area will have a positive impact on travel and therefore carbon emissions.</p>
----------------------	--

GDPR / Privacy Impact Assessment	<p>1. None</p>
----------------------------------	----------------

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Unqualified and inexperienced Contractor on site – Health & Safety risks Sandip Singh	Likelihood: Yellow Impact: Red Severity of Risk: Red	Carry out procurement process and award contract to compliant and qualified Contractor – evidence of Health & Safety Accreditation to be submitted as part of the process.	Likelihood: Green Impact: Yellow Severity of Risk: Yellow
B	Project delays – increase project in costs	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow	Dedicated Project Manager to manage the deliverables / milestones of the project	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow
C				
D				
E				

	<p>Background documents Any previous reports or decisions linked to this item</p>
--	--

	<p>Relevant web links</p> <p>Any links for background information which may be useful to understand the context of the report</p>
--	--