

# LDC-290 Incubator Space Phase 3 FF Refurb

The Leader of the Council

Date: 20 April 2023

Agenda Item:

Contact Officer: Sarah Carrington / Sandip Singh

Tel Number: 07929 018 547 / 07966 784 229

Email: [Sarah.carrington@lichfielddc.gov.uk](mailto:Sarah.carrington@lichfielddc.gov.uk) /  
[Sandip.Singh@lwmts.co.uk](mailto: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 dilapidated vacant space within the District Council House.

### 2. Recommendations

- 2.1 To award the contract to Hill Interior 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, and to also not alter the Listed Elements of the Building.

Alternative Options	<ol style="list-style-type: none"><li>1. Do nothing – this would not meet the needs of the Council to repurpose the vacant space.</li><li>2. Re-run the procurement exercise.</li></ol>
Consultation	<ol style="list-style-type: none"><li>1. Leadership Team</li></ol>
Financial Implications	<ol style="list-style-type: none"><li>1. Project Value was budgeted at £235k. The winning bidders submitted cost was £263,142.20 (+VAT).</li><li>2. This is £28,142.20 more than the budgeted amount.</li><li>3. To this cost Asbestos, Furniture, Fire, Contingency and PM Fee (10%) are to be added. However, these costs were not included as part of this tender exercise. Additional asbestos costs: £5k Supply of furniture: £30k Fire: £8k Contingency: £10k (no fee on this). Project Management fee £34k  Total Value: £380k</li></ol>
Approved by Section 151 Officer	Yes
Legal Implications	<ol style="list-style-type: none"><li>1. A compliant procurement procedure has been undertaken.</li></ol>

Approved by Monitoring Officer	Yes
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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</p> <p><i>Shape place</i> – to make sure sustainability and infrastructure needs are balanced</p> <p><i>Develop prosperity</i> – to encourage economic growth, enhance the district for all, invest in the future</p> <p><i>A Good Council</i> - that is responsive, and customer focussed</p>
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Equality, Diversity and Human Rights Implications	<p>1. An open RFQ process was used for this exercise – therefore enabling a fair, inclusive and accessible process. All suppliers were treated equally.</p>
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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>
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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>
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GDPR / Privacy Impact Assessment	<p>1. None</p>
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	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 complaint 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><b>Background documents</b></p> <p>Any previous reports or decisions linked to this item</p>
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	<b>Relevant web links</b> Any links for background information which may be useful to understand the context of the report
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