



**Haringey** Council

## REPORT TEMPLATE

Agenda item:

**[No.]**

**Procurement Committee**

**On 15 May 2008**

Report Title: **George Lansbury & Elizabeth Blackwell House – Door Entry Works**

Forward Plan reference number (if applicable): **(add reference)**

Report of: **Niall Bolger, Director of Urban Environment**

Wards(s) affected: **Woodside**

Report for: **Non-Key Decision**

### **1. Purpose (That is, the decision required)**

1.1 To seek Members' agreement to award the contract for Door Entry works at George Lansbury and Elizabeth Blackwell House

### **2. Introduction by Cabinet Member (if necessary)**

2.1 The existing door entry systems have reached the end of their useful life and cannot be repaired. Various areas of the system have already failed and the term contractor is unable to reinstate facilities including the audio system, tradesman's and visitor entry system. This has meant that the blocks have had to be left unsecured to allow access to trades services and visitors.

### **3. Recommendations**

3.1 That Members agree to award the contract for the above project, as allowed under Contract Standing order (CSO) 11.01 and CSO 11.3 (a), subject to final consideration of any leaseholder observations at the expiry of the second Section 20 Notices which is scheduled to expire on 18 May 2008

3.2 That the Director of Urban Environment approves the award of contract after expiry of the second Section 20 Notice period and the consideration of comments received from leaseholders.

Report Authorised by: **Niall Bolger, Director of Urban Environment**

Contact Officer: **Elena Wilmot, Project Manager**  
**Tel: 0208 489 1018**  
**Elena.wilmot@homesforharingey.org**

#### **4. Comments of the Chief Financial Officer**

4.1 The Chief Financial Officer has been consulted and confirms that provision for the scheme, as states in the exempt part of the report, exists in the 2008-09 Building Services budget within the Housing Capital programme; and that the balance of the projected spend for the 2009/2010 financial year will be a first call on resources available in that year.

#### **5. Head of Legal Services Comments**

5.1 This report is seeking Members approval to award the contract for Door Entry works at George Lansbury House and Elizabeth Blackwell House.

5.2 Following a tender process in accordance with EU procurement regulations the contractor stated in paragraph 17.1 was appointed the term contractor for door entry maintenance and renewals by the Homes for Haringey Finance and Audit Committee on 30 August 2006.

5.3 As the value exceeds £250,000 the award must be approved by the Procurement Committee in accordance with CSO 11.3.

5.4 The Head of Legal Services confirms that although the statutory consultation period with leaseholders will not have expired by the date of the Committee Meeting (see paragraph 18.4 below), a decision in principal by the Procurement Committee to approve the recommendations in this report 3 days before the expiry of the 30 day leaseholder consultation period will not invalidate the statutory consultation process providing the Council does not execute any agreement or issue any works instructions and works do not commence before the period has expired and proper consideration is given to any further leaseholder observations received before the deadline (18 May 2008). Subject to the proviso, there are no legal reasons preventing Members from approving in principal the recommendation to award the contract as set out in paragraph 3 of this report.

## **6. Head of Procurement Comments**

- 6.1 A term contractor has been appointed following an EU procurement.
- 6.2 The price has been prepared based upon the schedule of rates contained within the document.
- 6.3 Examination by HfH of the price received has demonstrated that the costs have been compiled in accordance with the term contract schedule of rates.
- 6.4 The Head of Procurement therefore supports the recommendations made in paragraph 3 of this report.

## **7. Local Government (Access to Information) Act 1985**

- 7.1 List of Background Documents
  - Quotations provided by term contractor
- 7.2 This report contains exempt and non-exempt information. Exempt information is contained in Appendix A of this report and is **NOT FOR PUBLICATION**. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):
  - (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **8. Strategic Implications**

- 8.1 The block door entry programme forms part of the overall asset management strategy and the 5 year capital programme that delivers the strategy. The 5 year capital programme report has been agreed with HfH board members and Haringey Council officers.

## **9. Financial Implications**

- 9.1 The scheme is estimated to cost the amount set out in paragraph 5.1 of Appendix A and is projected to be phased as shown in the same paragraph.
- 9.2 Provision for this exists within the Building Services budget within the Housing Capital programme.

## **10. Legal Implications**

- 10.1 See Section 5 above.

## **11. Equalities Implications**

11.1 This improvements will benefit all occupants of the properties, which includes elderly and people from the minority ethnic communities.

## **12. Consultation**

12.1 Homes for Haringey has carried out detailed consultation on this project by a resident meeting and detailed newsletters.

12.2 Upon appointment of the contractor, a meeting will be arranged for the residents to meet the contractor and HfH Project Team so that any concerns can be addressed.

12.3 Statutory consultation with leaseholders is dealt with at paragraph 18.4 below.

## **13. Background**

13.1 The existing door entry systems have reached the end of their useful life and cannot be repaired. Various areas of the system have already failed and the term contractor is unable to reinstate facilities including the audio system, tradesman's and visitor entry system. This has meant that the blocks have had to be left unsecured to allow access to trades services and visitors.

## **14. Proposed Work**

14.1 The work includes the renewal of a digital audio door entry system. The work will also involve the complete rewiring of the system including containment, new entry phone handsets, replacement of the CCTV system and minor refurbishment work to the concierge desk and lobby area (the existing main entrance doors will be retained). The containment system being installed as part of the project has been specifically selected to incorporate both door entry and for the rewiring of the landlord's service works planned later this year. This will negate the need to install separate containment for the rewiring of the landlord's services.

14.2 Number of dwellings in project:

168

Total estimated construction cost (excluding fees) See Para 2.1 of Appendix A

Anticipated contract start on site: 23 June 2008

Anticipated contract completion: 12 August 2008

Contract duration: 12 weeks

14.3 There are 168 dwellings in this project which are made up of the following property types:

Type of Dwellings	No. of units
High rise blocks	168

14.4 The properties in this project are located at:

1-84 Elizabeth Blackwell House, Progress Way, N22  
1-84 George Lansbury House, Progress Way, N22

## 15. Leasehold Information

15.1 There are 28 leasehold properties within this project and these are as follows:-

Elizabeth Blackwell House 3, 20, 22, 27, 33, 36, 45, 54, 55, 57, 68, 72, 75, 76  
George Lansbury House 3, 9, 14A, 15, 21, 24, 31, 34, 38, 46, 50, 61, 67, 82

## 16. Project Management

16.1 Homes for Haringey, managing this contract on behalf of the Council has appointed a project manager to manage the project team. A risk assessment has been carried out and it will be reviewed at the monthly progress meeting.

16.2 The key members of the project team are as follows:

Elena Wilmot	Project Manager – Homes for Haringey
Michael O’Driscoll	Electrical Services Manager – Homes for Haringey
Paul Saward	CDM Co-ordinator – Gardiner & Theobald
Emeka Anyanwu	Tenancy Management Officer – Homes for Haringey

## 17. Tenders

17.1 Costs for the work have been obtained from Eversafe Security Ltd, the term contractor for door entry maintenance and renewals. This estimate is based on their Schedule of Rates which is part of their tender for the term contract.

## 18. Leasehold Implications

- 18.1 As a result of applications made under the Right to Buy legislation, there are 28 leaseholders as well as council tenants, living in the properties affected by the works described in this report.
- 18.2 Under the terms of their lease the lessee is required to make a contribution towards the cost of maintaining in good condition the main structure, the common parts and common services of the building. Such contributions are recovered by the freeholder through the lessees service charge account.
- 18.3 In accordance with the landlord and Tenant Act 1985, the Council as freeholder, has obtained competitive prices, and subject to the Procurement Committee's agreement the Council will award this contract to the lowest tender.
- 18.4 The Housing Service issued the following Section 20 Notice to the leaseholders:
- The Notice of Estimates was issued on 18/04/08. The notice gave a description of the proposed works and provided details of the anticipated cost. The leaseholder consultation process will not be complete until 18/05/08 i.e. 3 days after the date of the Procurement Meeting. Any leaseholder observations received by the date of the meeting will be tabled at the meeting. The Legal Service comments on this at Section 5 above. The Council will have regard to any Leaseholder comments received after the date of the meeting and these will be responded to and work will not start on site until after the expiry of the notices and any request for further information from leaseholders has been addressed.
- 18.5 The total amount estimate to be recovered from 28 leaseholders is detailed in paragraph 4.1 of Appendix A.
- 18.6 The charges to all 28 leaseholders are limited to the estimates contained in their Offer Notices. Invoices for these works are included with the annual Certificate of Actual Service Charge, which is sent to every leaseholder after the end of the financial year. Each invoice will be calculated on the basis of the stage payments and other costs incurred in respect of the contract during the year. The invoice will be payable interest free over a period of up to one year. For longer periods interest is chargeable, currently at 7.46%.

## 19. Health & Safety Implications

- 19.1 All contractors invited to tender are assessed as competent under the Construction Health & Safety Assessment Scheme (CHAS), which is an industry-wide body. They also comply with the requirements of the Council's Health and Safety policy.
- 19.2 The Construction (Design and Management) Regulations 2007 apply to this Project and the contractor's Construction Phase Health and Safety Plan will be checked and approved by the CDM Co-ordinator before works start on site.

## **20. Sustainability Implications**

- 20.1 The scheme has been carefully designed where possible to allow for minimising waste during the construction and the useful life of the products.
- 20.2 The containment to be installed will be compartmentalised so that both the cables for the door entry and landlords supplies can be contained.
- 20.3 The replacement of the door entry system will reduce the levels of breakdown and this will provide enormous improvements for residents.

## **21. Conclusion**

- 21.1 That the Procurement Committee accept the recommendations outlined in section 3 above.

## **22. List of Appendices**

- 22.1 **Appendix A** Exempt information