

10 June 2009

BUILDING MAINTENANCE CONTRACT

Issue

1. The Facilities Management Office, in conjunction with the Procurement Office, is currently re-tendering the Building Maintenance contracts as the current contract is due to expire in January 2010. The formal project governance procedures in place require that the SPCB approves any award recommendation before a formal award letter can be issued to a contractor. The project timetable indicates that the SPCB's approval will be required during the 2009 summer recess. On the basis that the SPCB is not scheduled to meet during the recess period, and to prevent delays, it is requested that the SPCB delegates authority for approval of the award to the Clerk/Chief Executive.

John McArthur (Tel 86928) should be contacted if further information is required.

Discussion

2. With the exception of a number of specialist maintenance contracts i.e. fire, security, etc, the SPCB currently employs one maintenance contractor to undertake the maintenance works within the Parliament. However, this existing contract expires in January 2010 and the Facilities Management Office has determined that their future maintenance strategy for the building will split the main maintenance activities into two contracts. The new contracts will be:

- Building Maintenance.
- High Level (Internal and External) Building Fabric Maintenance

3. The scope of the Building Maintenance contract includes all mechanical and electrical equipment along with a number of general fabric items such as doors and windows. The High Level contract shall ensure the effective maintenance of all external surfaces and other high level fabric requirements.

4. The budget for the Building Maintenance contract is set at £13.45 million over 8 years and the current plan indicates that the appointed contractor will commence full site operations on 1st February 2010 following an agreed site set-up and mobilisation period. Due to the value of this contract the following approval process will apply.

- Contract award recommendation made by the Procurement Office.
- Project Board consider award and make recommendation for approval to SPCB.
- SPCB consider recommendation.
- Following endorsement of the award recommendation by the SPCB an award letter will be issued to the appointed contractor.

5. As stated previously, the project timetable will require the SPCB to consider any award recommendation in July 2009 which will be during the 2009 summer recess. Therefore, it is suggested that the SPCB delegates to the Clerk/Chief Executive authority to approve the award recommendation.

6. The High Level project will also require SPCB approval with the current timetable predicting that this will be in September '09 when the SPCB will have reconvened after the summer recess. The award date for the Building Maintenance contract is earlier as a longer mobilisation period is required on this particular contract.

Resource Implications

7. The anticipated budget for the Building Maintenance contract is estimated at £13.45 million over the 8 year duration of the contract. This estimated cost includes an allowance for building project works and will vary depending on the tender submissions costs received and also the quantity of work which the SPCB commission through the contract.

Publication Scheme

8. This paper should not be published at this time. This paper and other information relating to the procurement exercise will be released upon contract award.

Decision

9. The SPCB is asked to agree:

To delegate authority to the Clerk/Chief Executive to endorse any award recommendation made by the Project Board and ensure that the current project timetable is achieved.

Facilities Management

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