



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Officer Delegated Decision

14<sup>th</sup> December 2023

Richard Wyles – Chief Finance Officer  
(S151 Officer)

# Contract extension for PPM contract across Corporate Properties & Sheltered Housing Complexes

### Contact

Neil Smith, M & E Projects Officer

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<b>Decision made by:</b>	Richard Wyles – Chief Finance Officer (S151 Officer)
<b>Decision:</b>	To enter into an annual extension of the Briggs & Forrester PPM contract for the listed corporate properties and listed HRA emergency lighting inspections
<b>Public or Exempt:</b>	Public
<b>Reasons for exemption:</b>	N/A
<b>Conflicts of interest:</b>	No
<b>Policy compliant:</b>	Yes
<b>Details of delegation:</b>	The Deputy Chief Executive is authorised under at Part 3 (c) for Delegated Powers to Officers, item 28 (Tendering) of the constitution to accept tenders and award contracts to contractors on behalf of the Council in the following circumstances: a) Following a tender process strictly in accordance with the Council's Contract Procedure Rules and Financial Regulations. b) For carrying out works and/or the provision of goods and/or services.

## **1. Implications**

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance***

- 1.1 The cost of the contract extension is £135,539.49 for 2024, this figure is made up of £92,849.64 PPM costs across corporate properties and £42,689.85 for Sheltered Housing.

Completed by: Richard Wyles Deputy Chief Executive Officer (S151 Officer)

### ***Legal and Governance***

- 1.2 There are no legal implications identified.

Completed by: Mandy Braithwaite, Legal Executive

### ***Procurement***

As noted within this document, the current contract runs for 5 years with an option to extend a further 5 years in annual increments.

Initial period – 01/01/2016 – 31/12/2020

Extension period – 01/01/2021 – 31/12/2025

Contract value - £2,000,000

Annual Contract value - £200,000

Current spend TD - £1,985,000

The value of the contract can exceed by up to 50% to remain compliant so happy for this contract to be extended.

## **2. The Purpose of the Report**

- 2.1 To seek approval to enter an additional year extension of the existing JCT contract with Briggs & Forrester, to undertake the Planned Preventative Maintenance of corporate properties listed under the contract, and to undertake Emergency Lighting inspections for the listed HRA sites.

## **3. Available Options Considered**

- 3.1 Outline any other options considered. Option 1 – Extend the contract with Briggs & Forrester to undertake the above works from 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024.
- Option 2 – Seek a new contract and contractor for the PPM & Emergency lighting works via a procurement process.

## **4. Preferred Option**

- 4.1 Option 1 – Extend the contract with Briggs & Forrester to allow a continuation of PPM works.

## **5. Reasons for the Decision(s)**

- 5.1 The Council is responsible for the maintenance and compliance of the buildings listed in the Briggs & Forrester contract, to extend the contract will allow a continuation in PPM and compliance across the buildings.
- 5.2 The contract with Briggs & Forrester has been in place since 01/01/2016 for 5 years with the opportunity to extend until 31/12/2025 on a year-by-year basis.
- 5.3 Throughout the time of the contract Briggs & Forrester have built up an extensive knowledge of our buildings and assets within these buildings and have a trustworthy working relationship between themselves and SKDC.
- 5.4 Briggs & Forrester over their contract period have shown no reason to why they cannot successfully deliver the requirements going forward asked for by SKDC.
- 5.5 The timeframe to undertake a procurement process would leave SKDC in a position of no contract in place to undertake the PPM & emergency lighting works due to the time frame involved.

## **6. Appendices**

- 6.1 Appendix 1 – Quotes received from Briggs & Forrester with listed corporate properties and prices for 2024, and listed sites and pricing for HRA sites.

Signed by:

Richard Wyles - Deputy Chief Executive and Chief Finance Officer – 14 December 2023

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