



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

1 July 2024

Alison Hall-Wright, Director of Housing
Services



SKDC – Service and Maintenance Contract – Domestic Stairlifts

To approve the contract award to EMS Lifts Limited for the service and maintenance of domestic stairlifts through-floor lifts in Council dwellings for a period of 2 years with the option to extend for a further 1 year with a total contract value of £48k.

Decision made by:	Alison Hall-Wright, Director of Housing
Decision:	Approve and award the contract for the service and maintenance of Domestic Stairlifts.
Date:	26 June 2024
Public or Exempt:	Public
Reasons for exemption:	
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	<p>The Director for Housing is authorised under at Part 3 (c) for Delegated Powers to Officers, item 27 (Tendering) of the constitution to accept tenders and award contracts to contractors on behalf of the Council in the following circumstances:</p> <ul style="list-style-type: none"> 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.

Contact

Phil Reynolds, Project Officer



01476 406450



philip.reynolds@southkesteven.gov.uk

Contact

Andrew Garner, Senior Project Officer



01476 406080



andy.garner@southkesteven.gov.uk

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 proposals have been undertaken in accordance with the Council's Contract Procedure Rules and the cost of the works will be met from allocated Technical Services budget.
- 1.2 The allocated budget is £16,000 per annum.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Procurement

- 1.3 The value of the works is £16,000 per annum, so in line with the Council's Contract Procedure Rules, 3 quotations were sought from suppliers.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.4 There are no legal implications identified in this report.

Completed by: Mandy Braithwaite, Legal Executive

2. The Purpose of the Report

- 2.1 To seek approval to enter into a contract with EMS Lifts Limited for the provision of carrying out servicing, repairs and general maintenance to existing domestic stairlifts and through floor lifts. These are all in dwellings owned by South Kesteven District Council. This is following the expiry of the initial installation warranty. The duration of the contract will be for 2 years with the option to extend for a further 1 year.
- 2.2 The value of the works has been estimated at £16,000.00 (Sixteen thousand pounds) per annum.

3. Available Options Considered

- 3.1 A total of three suppliers, were evaluated on various aspects including, capability to meet callout response times, both in and out of hours, technical ability to diagnose faults through to routine servicing, removals and storage if required. EMS Lifts Limited were evaluated and provide the most practicable and economical option.

4. Preferred Option

- 4.1 Following the tender exercise, EMS Lifts Limited have provided a compliant tender that meets the needs of this service contract. The quotations submitted provides a cost-effective solution to enable the works to be carried out in a timely manner and enable the residents to use these specialist items of equipment safely while maintaining their independence in their own homes.

5. Reasons for the Decision(s)

- 5.1 This tender exercise was based on a criterion of cost only. Upon completion of the tender, the three received submissions were evaluated by the Council's Technical Services Team. This evaluation was based upon a "typical" year's requirements for servicing, breakdowns and repairs for existing stairlifts that are currently installed in the councils housing stock.
- 5.2 Following evaluation, it, is believed that EMS Lifts Limited are best suited to deliver the works required in its entirety within the required timescales and provide the best value for money.
- 5.3 The quotations received were as follows:
- EMS Lifts Ltd - £13,260.00
 - Contractor 2 - £16,280.00
 - Contractor 3 - £25,120.00

Signed by: **Alison Hall-Wright**

Dated: **1 July 2024**