



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

3 December 2024

Alison Hall-Wright, Director of Housing
and Projects

Contract Award for the Servicing and Maintenance of Automatic Doors and Door Entry Systems on the Council's Housing Stock

To approve the contract award to Baydale Control Systems Limited for the servicing and maintenance of automatic doors and door entry systems. The contract would be awarded for a period of 2 years with the option to extend for a further 1 year plus 1 year.

Contact

Stephen Sykes, Electrical Contract Manager

 stephen.sykes@southkesteven.gov.uk

Decision made by:	Alison Hall-Wright, Director of Housing and Projects
Decision:	Approve the award of a contract to Baydale Control Systems Limited with an annual contract value of up to £30k for a period of 2 years with the option to extend for a further 1 year plus 1 year
Public or Exempt:	Public
Reasons for exemption:	N/A
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	The Director for Housing 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:

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| | <ul style="list-style-type: none">a) Following a tender process strictly in accordance with the Council's Contract Procedure Rules and Financial Regulationsb) For carrying out works and/or the provision of goods and/or services. |
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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 this contract is included in the approved 2024/25 HRA Revenue Budget.

Completed by: Paul Sutton, Interim Head of Finance and Deputy S151 Officer

Procurement

- 1.2 It is confirmed that a fully compliant procurement process has been completed.

Completed by: Helen Baldwin, Procurement Lead

Legal and Governance

- 1.3 There are no significant legal or governance implications arising from this report not already referred to in the body of the report or identified within the finance and procurement implications.

Completed by: Graham Watts, Monitoring Officer

2. The Purpose of the Report

- 2.1 The Council has a clear commitment in its Corporate Plan 2024 – 2027 to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
- 2.2 The purpose of this report is to seek approval to enter into a contract with Baydale Control Systems Ltd for the servicing and maintenance of automatic doors and door entry systems in South Kesteven District Council's housing stock. The

contract would be awarded for an initial period of 2 years with an option to extend for an additional 1 year plus 1 year and have an annual contract value of up to £30k.

- 2.3 The Council Housing Stock contains a number of properties which have automatic doors and door entry systems which the Council is required to service and maintain. This contract will be used to undertake these works which will ensure that the door systems are well maintained, remain operational and that their useful life is maximised.
- 2.4 The framework run by Efficiency East Midlands (EEM), for Communal Entrance and Door Entry EEM0037 was used for this procurement opportunity. All four suppliers on the framework were invited to tender for the opportunity which resulted in four tenders being received.
- 2.5 The Tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions, and one for award criteria questions. The award criteria questions were evaluated as follows:

Evaluation	Weighting
Quality	60%
Price	40%

- 2.6 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least two evaluators and their scores, and comments recorded.
- 2.7 Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on the 3 October 2024. This was attended by both the evaluators and Welland Procurement to review the scores and also to ensure that the scoring had been consistent and the key points in each question had been accounted for. As the scoring was consistent between the evaluators, average scoring was not used.
- 2.8 Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Rank	Bidder	Overall Score
1	Baydale Control Systems Ltd	70.00%
2	Bidder 2	66.70%
3	Bidder 3	66.11%
4	Bidder 4	47.79%

- 2.9 It is therefore recommended that the contract is awarded to Baydale Control Systems Ltd for the servicing and maintenance of automatic doors and door entry systems in the Council's Housing Stock.

3. Available Options Considered

- 3.1 Consideration has been given to using the in-house team to undertake service and maintenance works on automatic doors and door entry systems, however this is a specialist area so there would be a requirement to source expert knowledge from the marketplace.

4. Preferred Option

- 4.1 To award the contract to Baydale Control Systems Ltd for a period of 2 years with the option to extend for a further 1 year plus 1 year.

5. Reasons for the Decision(s)

- 5.1 To ensure the Council has a compliant contract in place for the servicing and maintenance of automatic doors and door entry systems.

6. Appendices

- 6.1 Welland Procurement Summary Report

Signed by: **Alison Hall-Wright**

Dated: **03/12/2024**
