



POLICY AND RESOURCES SCRUTINY COMMITTEE - 10TH NOVEMBER 2009

SUBJECT: SUPPLY OF AIR CONDITIONING MAINTENANCE FOR IT SERVICES

CONTRACT TERM: 12TH OCTOBER 2009 TO 11TH OCTOBER 2011 WITH AN OPTION TO EXTEND FOR UP TO A FURTHER PERIOD OF TWELVE MONTHS

REPORT BY: DIRECTOR OF CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to advise Scrutiny Committee regarding the Supply of an Air Conditioning Maintenance service for the Authorities IT department and the actions undertaken by the Head of Procurement following the tender process carried out in accordance with Standing Orders for Contracts and clause 11.02.

2. SUMMARY

- 2.1 The tender process involved a company providing the repair and scheduled maintenance of the air conditioning units within IT Services sites.
- 2.2 The air conditioning units provide climate control within the IT server datacenter located at Tredomen house and IT server rooms at various properties within the authority.

3. LINKS TO STRATEGY

- 3.1 The report links with the aims and objectives of the Authority in line with:
- Procurement
 - IT Service's Maintenance programme

4. THE REPORT

- 4.1 The above arrangement was undertaken in line with band C of the Authority's Standing Orders for Contracts.
- 4.2 Prior to the commencement of the procurement process, the Project Team agreed that the award strategy for this arrangement would be lowest cost offer to tender specification.
- 4.3 Offers were therefore invited from five companies with submissions received from two, as follows:

<u>COMPANY NAME</u>	<u>ESTIMATED COST PER ANNUM (EXCL VAT)</u>
Pert Air Conditioning	£15,783.96
Lorne Stewart	£15,260.00 – Incomplete submission

- 4.4 The evaluation stage of the process identified that the Pricing Schedule within Lorne Stewart's tender response had not been fully completed. The company were approached on a number of occasions and given the opportunity to provide the necessary information, although they supplied no information. Therefore the submission of Lorne Stewart was disqualified as incomplete as per Standing Order 9.02, which left Pert Air Conditioning as the lowest cost and only bid.

5. FINANCIAL IMPLICATIONS

- 5.1 The annual value of the contract is estimated at £16,000.00. This was approved via the Procurement Project Initiation Document by Phil Evans (Head of ICT, Communications and Property Services) and Steve Grant (Finance Manager Corporate Services).

Pert Air Conditioning submitted a cost of £15,783.96 per annum within their tender response, therefore the Authority has achieved a saving of £216.04 per annum for this service.

6. PERSONNEL IMPLICATIONS

- 6.1 There are no personnel implications.

7. CONSULTATIONS

- 7.1 Consultation has taken place and comments and views are reflected within the report.

8. RECOMMENDATIONS

- 8.1 Policy and Resources Scrutiny Committee note the information contained within the report and actions undertaken by the Head of Procurement.

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Background Papers: File Reference: CCBC/PS610/09/DT
Standing Orders for Contracts