

Record of officer decision

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| Decision title: | Award a service contract to undertake Legionella monitoring inspections, risk assessments, remedials and spend from the Property Services Planned and Reactive Maintenance budget to various Council sites across Herefordshire. |
| Date of decision: | 15 June 2023 |
| Decision maker: | Director of Resources and Assurance |
| Authority for delegated decision: | This decision is to award a 24 month service contract to undertake Legionella monitoring inspections, risk assessments and remedials and to spend from the maintenance budget as agreed by the key decision made on 28 February 2023 (Report Ref: Property Services Planned and Reactive Maintenance Programme 2023/24) http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?Ild=50044020 |
| Ward: | Countywide |
| Consultation: | The Strategic Asset Delivery Director |
| Decision made: | <p>Award a service contract to undertake Legionella monitoring inspections, risk assessments and remedials and spend from the Property Services Planned and Reactive Maintenance budget on those buildings that the council has a maintenance obligation in various Council sites across Herefordshire ‘</p> <p>A compliant, procurement process was conducted in accordance with Herefordshire Council’s Contract Procedure rules to appoint a single company to provide Legionella monitoring inspections, risk assessments and remedial maintenance services over a 24 month period.</p> <p>Two bids were received by the tender close date and the evaluation of all bids has concluded. HSL Compliance Ltd provided the most economically advantageous tender and are recommended for award.</p> <p>The cost of providing this service is circa £55,000 over a 24 month period.</p> <p>It is important to note the total cost of the contract is for the provision of the Legionella monitoring inspections, risk assessments services as listed above and does not include remedials. Should any remedials or incident occur, the costs for this will be added to the total cost of the contract. It is unknown how much this additional work will cost as it is not possible to forecast what the remedials or incident/emergency based situations will be.</p> |
| Reasons for decision: | <p>This decision will allow the continuation of the service contract for Legionella monitoring inspections, risk assessments and remedials on the expiry of the current contract so as to ensure continuity of the scheduling of works.</p> <p>To ensure that the water systems are safe to use and are maintained in accordance with the 4th edition of the ACOP L8 (2013), COSH regulations</p> |

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| | <p>(2002) and Health and Safety at work act 1974, the contract needs to be awarded to HSL Compliance Ltd.</p> <p>The closed procurement process followed the Council's contract procedure rules (CPR) which has evidenced value for money.</p> <p>Two compliant tender returns were received which were all evaluated accordingly to procurement rules.</p> |
| Highlight any associated risks/finance/legal/equality considerations: | <p>Risks:</p> <p>If the decision is not taken this will result in the Legionella monitoring inspections, risk assessments and remedials not being done which could put the council at risk of not following health and safety guidelines and putting those using the water systems within the council buildings in jeopardy of contracting legionella.</p> <p>Challenge from contractors who would disagree with the evaluation outcome. However, this was mitigated by evaluating the bids in accordance with the evaluation criteria as stated within the tender documentation.</p> |
| Details of any alternative options considered and rejected: | <p>Do nothing –</p> <p>This is not recommended as a closed procurement process following the CPR has been undertaken and a successful provider has been identified. Not taking this decision has been rejected as not having contract arrangements in place to cover off the provision for Legionella monitoring inspections, risk assessments and remedials would leave the council at risk of not having buildings compliant. This would result in buildings being closed and would affect services being delivered from them.</p> |
| Details of any declarations of interest made: | None. |

I am an officer delegated to make the decision

Signed:

Date: 15 June 2023

Print Name: Andrew Lovegrove

Job Title: Director of Resources and Assurance