
**TOWN HALL – PROPOSED RECOMMISSIONING OF
SOUTHERN PASSENGER LIFTS**

**Responsible Cabinet Member - Councillor Stephen Harker
Efficiency and Resources Portfolio**

Responsible Director - Paul Wildsmith, Director of Resources

SUMMARY REPORT

Purpose of the Report

1. To seek approval of Council to waive Contract Procedure Rules under Rule 18.

Summary

2. It is proposed to bring back into service the two southern passenger lifts in the Town Hall.
3. Otis Limited previously facilitated the decommissioning of these lifts at a time when the retention of the Town Hall was uncertain and there was concern of the value in spending money on keeping these lifts operational. The current operational lifts in the Town Hall were refurbished by Otis Limited and are serviced by them.
4. Given the DfE development the retention of the Town Hall is determined and there is now a pressing need to bring the two southern passenger lifts back into service
5. The Contract Procedure Rules would ordinarily require the Council to tender for this work, but given the previous experience and current involvement of Otis Limited in carrying out work on Town Hall lifts it is proposed to make a direct award to Otis Limited to carry out the refurbishment work
6. Rule 18 of the Contract Procedure Rules Council allows Council to waive the rules. This will only apply in cases where the proposed expenditure is below that are below the appropriate European Union Threshold. In this case the value of the contract is below the EU threshold.

Recommendation

7. It is recommended that Council waive the Contract Procedure Rules to enable a direct award to be made to Otis Limited to carry out refurbishment of the non-operational Town Hall lifts.

Reasons

8. The recommendation is supported by the following reason :-
 - (a) This will ensure that the Council can gain the benefits of dealing with a single company that has the technical and operational experience of the particular issues that relate to the refurbishment of the non operational Town Hall lifts.

Paul Wildsmith
Director of Resources

Background Papers

- (i) Cabinet Report, Town Hall – Proposed Recommissioning of Southern Passenger Lifts, 5 November 2013.
- (ii) Darlington Borough Council's Contract Procedure Rules

Luke Swinhoe : Extension 2055

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| S17 Crime and Disorder | N/A |
| Health and Well Being | Health & Well Being of staff will be supported through additional DDA access to all parts of the building. |
| Carbon Impact | The carbon footprint of the additional lifts will be offset against the reduced use of the northern end lifts |
| Diversity | N/A |
| Wards Affected | Central |
| Groups Affected | Positive outcome for all groups using the building. |
| Budget and Policy Framework | This decision does not represent a change to the budget and policy framework. |
| Key Decision | N/A |
| Urgent Decision | N/A |
| One Darlington: Perfectly Placed | The proposal in the report will ensure the Town Hall is fit for purpose and meeting its requirements for One Darlington Perfectly Placed. |
| Efficiency | The recommissioning of the southern end lifts will allow staff to access the building more effectively. |

MAIN REPORT

Information and Analysis

9. The two southern passenger lifts were decommissioned several years ago when they were deemed obsolete by the service provider Otis Limited. The north lifts received a full refurbishment and remain in operation. This provides DDA access to all floor levels, but is facilitated from one end of the building only. With the historical backdrop of a potential retail development and the uncertain future of the Town Hall, the southern lifts have remained redundant.
10. The desire to refurbish and re-commission the southern lifts has become a priority as a result of the following.
 - (a) The DfE new build will displace the east car park traffic to the south 'bus depot' car park, resulting in an increased footfall of staff and deliveries at the southern entrance to the Town Hall.
 - (b) A new degree of certainty that the Council will remain in occupation at the Town Hall for at least the duration of the proposed lease to the DfE.
 - (c) The Council's strategic Property Rationalisation and Town Hall refurbishment plans will continue to see staff numbers based in the Town Hall rising which will increase volume of use and wear and tear/maintenance costs for the existing north end lifts should they remain the only ones in operation.

- (d) Increasing occupancy levels of partnership personnel who may perceive the Town Hall as a less attractive place to work to that of alternative employers, which could harm future recruitment and or retention of staff.

Proposed Work/Costings

11. The work comprises the replacement of all lift machinery including motors and control panels, full rewiring, new car operating panels (DDA compliant), voice synthesisers (part M Building Regs), new landing fixtures and position indicators.
12. This work will be sufficient to ensure that the lifts are of a serviceable and warrantable condition going forward.
13. The total cost for both lifts to be modernised to the same standard as the northern end lifts and recommissioned is £118,000
14. The ongoing maintenance of the recommissioned lifts would then be met from existing revenue budgets.
15. The installation will take approximately 18 weeks and the lead in time to start works is 12 weeks from receipt of instruction.

Financial Implications

16. There was £115,000 identified in the 2013/14 MTFP capital programme available for investment. It is proposed this funding is utilised along with £3,000 from revenue balances.

Procurement

17. A separate report about the recommissioning of the lifts was presented to Cabinet on 5 November 2013. Cabinet agreed to include the recommissioning of the lifts on the Annual Procurement Plan and also determined that that the recommissioning of the lifts would be a non-strategic procurement
18. For contracts that have a value of over £75,000 the Contract Procedure Rules require that a tender process is undertaken before a decision to award the contract is made. The Contract Procedure Rules do however make provision (Rule 18) in for Council to waive this requirement and for a direct award to be made.
19. In this case it is being proposed that a direct award is made to Otis Limited to carry out the recommissioning work. Given the involvement of Otis Limited in the previous refurbishment of the other two Town Hall lifts that are currently in service and the ongoing relationship that the Council has with Otis for the servicing of lifts in the Town Hall, it makes sense to place the recommissioning work on the non-operational lifts with the same company. This will ensure that the Council can gain the benefits of dealing with a single company that has the technical and operational experience of the particular issues that relate to the refurbishment of the non-operational lifts in the Town Hall and also for the servicing of all of the Town Hall lifts.

Legal Implications

20. The value of this contract will be below the European Union threshold and the Council is not therefore bound by EU law to follow a formal tender process. The Council has the power to waive the Contract Procedure Rules in appropriate circumstances to enable a direct award to be made.

HR Implications

21. The proposal will ensure the Council continues to meet its HR commitments

Corporate Landlord Advice

22. The recommissioning of the southern end lifts will increase capacity to access all parts of the building and it will also ensure the Town Hall remains fit for purpose going forward. It will also safeguard the Council's Business Continuity Plan, should the northern end lifts fail.

Equalities Considerations

23. The proposal will have no adverse impact on individuals or groups with a protected characteristic.

Consultation

24. There has been no consultation on the contents of this report.