



Essex Police, Fire and Crime Commissioner Fire and Rescue Authority

Decision Report

Report reference number: 032-23

Government security classification Not protectively marked but subject to redaction

Title of report: Electrical Planned Preventative Maintenance Contract

Area of county / stakeholders affected: Service wide

Report by: Karl Edwards, Director of Corporate Services

Date of report: 28th July 2023

Enquiries to: Karl Edwards, Director of Corporate Services

1. Purpose of the report

The purpose of this decision report is to seek approval for the awarding of a contract for electrical planned preventative maintenance for an initial period of three years plus an additional two years.

2. Recommendations

The Commissioner is asked to:

- Approve the contract award to CLC Services Responses Ltd for the electrical planned preventative maintenance (PPM) contract across all Authority sites following a procurement process run as an open tender. The contract is for an initial period of three years with the option to extend by a further 24 months in 12 month increments. The cost of the contract over the initial three year period totals [REDACTED] based on the breakdown provided in Section 8. The costs of the new contract are consistent with current costs, however there will be efficiency savings as detailed in this paper and by only managing one contract.
- Delegate authority to the Chief Finance Officer to approve the associated purchase order.

- Execute the contract attached at Appendix 2 on successful completion of the standstill period.

3. Benefits of the proposal

To provide the organisation with an appropriate mechanism to ensure various statutory duties, such as fire alarm testing and portable appliance testing (PAT), are carried out in a timely and planned way. The appointed contractor will also provide a 24 hour call out service. It is vital for a 24/7 operation that we can provide availability of suitably trained electricians outside normal business hours who will attend within a specified period.

The proposal will provide the Authority with a level of certainty regarding costs over the term of the contract. Other benefits of an electrical PPM contract can be reduced maintenance costs and increased safety management of facilities. The PPM contract will also reduce the need for unplanned repairs causing service downtime and should lead to the extended lifespan of assets.

There will be efficiency savings as the contractor will provide a proposed program of works each year to which we can add additional tasks, such as replacing failed lighting. The contractor will also be required to carry a number of the more common spares to eliminate additional trips to suppliers and the overall time spent on site.

The Property team will attempt to group jobs together when maintenance visits are programmed. Additionally, the maintenance regime will include thermal imaging checks on electrical distribution boards. There will also be some savings derived from the maintenance visits highlighting issues which previously would have been drawn to our attention by the station raising an order for works and subsequent additional contractor visits.

4. Background and proposal

For a number of years, the Authority has engaged different contractors to carry out planned maintenance tasks. Over the last four years, there has been no contract in place for electrical PPM which has resulted in a backlog of maintenance tasks and rising costs as many jobs have been treated as a call out rather than booking works according to the schedule that a contractor would produce before the start of the contract.

The objective of the tender process was to enable a contractor to be appointed to undertake the required maintenance and repair work to electrical plant, equipment and installations at the Authority's premises. It is proposed that one electrical services maintenance work contract will be let for the entire Authority's premises.

The contractor shall carry out regular Planned Preventative Maintenance (PPM), with the aim of keeping all the plant, equipment and services in good order, thereby minimising the amount of breakdowns and call-outs. Repair works identified during the course of maintenance work and instructed by the Authority's Service Manager shall be carried out in a timely and proficient manner to ensure that essential services are maintained and the Authority's business is not affected. The specification also calls for the contractor to supply a 24/7 call out service. The contractor will carry out certain essential items outside of standard business hours to better support the service. The contractor may also be required to carry out other works and duties, as described in the contract documentation, as and when required by the Authority.

5. Alternative options considered and rejected

Alternatives would introduce separate work packages, such as:

- Portable appliance testing (annual)
- Emergency light testing (annual)
- Fire alarm testing (6 monthly)

However this has proved to be unwieldy and inefficient, resulting in additional call outs to lighting etc. which, if possible, can sometimes be delayed and co-ordinated with a planned site visit.

6. Strategic priorities

The term contractor will provide the security of 24/7 call out, assisting to keep appliances on the run whilst carrying out statutory inspections and tests.

The proposal to deliver planned preventative maintenance fits the Fire and Rescue Plan 2019-2024 in the following ways:

Prevention, Protection, Response

Helping people to stay safe.

Working more closely with the building industry to reduce risk.

Promote a Positive Culture in the Workplace

Promoting flexible working by providing building systems that work 24 hours to meet user requirements.

Ensuring safer workplaces.

Develop and Broaden the range of Activities undertaken by the Service

Improving performance through technology

Make the best use of resources

Using new technology and business processes to improve efficiency.

What the Service does

Protect life and property.

7. Operational implications

The provision of a term contractor will assist with maintaining operational readiness around the estate.

8. Financial implications

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The pricing is governed by the standard NEC contract price adjustment clause and the price adjustment factor will be calculated using the proportions and indices below:

- 40% is linked to the BCIS General Building Cost Index
- 40% is linked to the BCIS M and E Cost Index
- 20% is fixed and the contractor is deemed to have built this into their tender price

[REDACTED]

[REDACTED]

[REDACTED]

9. Legal implications

The electrical PPM tender was conducted using the Restricted Procedure in accordance with the requirements of the Public Contracts Regulations 2015. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The PPM contract will be managed under an NEC4 Term Service Contract (NEC4 TSC). The scope of services will include the planned maintenance of electrical systems in accordance with the SFG20⁽¹⁾ specification and the reactive repair of electrical systems upon notification by the Authority.

NOTES

(1) SFG20 Specification is a standard maintenance specification for building engineering services also refer to <http://www.sfg20.co.uk/>

10. Staffing implications

There are no staffing implications arising from this report.

11. Equality and Diversity implications

We have considered whether individuals with protected characteristics will be disadvantaged as a consequence of the actions being taken. Due regard has also been given to whether there is impact on each of the following protected groups as defined within the Equality Act 2010:

Race	N	Religion or belief	N
Sex	N	Gender reassignment	N
Age	N	Pregnancy & maternity	N
Disability	N	Marriage and Civil Partnership	N
Sexual orientation	N		

The Core Code of Ethics Fire Standard has been fully considered and incorporated into the proposals outlined in this paper.

12. Risks

There remains an operational risk without a specified term contractor in terms of rising potential costs and availability of qualified electrical operatives in the event of a system failure.

13. Governance Boards

This will be referenced at the Asset Management Board on 2nd August 2023.

14. Background papers

██
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Decision Process

Step 1A - Chief Fire Officer Comments

(The Chief Fire Officer is asked in their capacity as the Head of Paid Service to comment on the proposal.)

.....
.....

Sign: 

Date: 3 August 2023

Step 1B – Consultation with representative bodies

(The Chief Fire Officer is to set out the consultation that has been undertaken with the representative bodies)

None.

Step 2 - Statutory Officer Review

The report will be reviewed by the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority’s (“the Commissioner’s”) Monitoring Officer and Chief Finance Officer prior to review and sign off by the Commissioner or their Deputy.

Monitoring Officer

Sign:



Print: P. Brent-Isherwood

Date: 28 July 2023

Chief Finance Officer

Sign:



Print: Neil Cross

Date: 2 August 2023

Step 3 - Publication

Is the report for publication? YES (Subject to redaction)

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'none' if applicable)

Subject to redaction, as set out below

If the report is not for publication, the Monitoring Officer will decide if and how the public can be informed of the decision.

Step 4 - Redaction

If the report is for publication, is redaction required:

- | | | |
|----------|--------------------------|----------------------------|
| 1 | Of Decision Sheet | YES |
| 2 | Of Appendix | NOT FOR PUBLICATION |

If 'YES', please provide details of required redaction:

Financial implications (section 8).
All areas highlighted in yellow.
The Regulation 84 report and the full contract documentation are not to be published.

Date redaction carried out: 16/08/2023

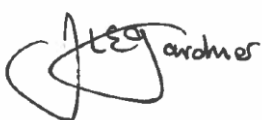
If redaction is required, the Chief Finance Officer or the Monitoring Officer are to sign off that redaction has been completed.

Sign:  Print: Neil Cross

Date signed: 16/08/2023

Step 5 - Decision by the Police, Fire and Crime Commissioner or Deputy Police, Fire and Crime Commissioner

I agree /~~do not agree~~ the recommendations to this report:

Sign:  Deputy Police, Fire and Crime Commissioner

Print: Jane Gardner Date signed: 10 August 2023