



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval to award the contract to replace the roof, soffits, fascias, downpipes, drainage, plant room doors, cladding and roof insulation of the central office building and at Doughty Road Depot.

The Cabinet report on 12 February 2020, to seek approval to progress delivery of a single depot and co-locate all the Council's depot services to the Doughty Road site, was agreed subject to the return of a satisfactory Transport Report in relation to the creation of a new entrance to the site from the A16 (Peaks Parkway).

On 14 July 2021 Cabinet approved a further report with the following recommendations to:

1. Consider the Proposed Depot Merger Doughty Road, Grimsby Transport Assessment, May 2021 (Appendix A) in relation to the creation of a single depot site at Doughty Road.
2. Delegate authority to the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Environment and Transport to progress all activity to allow the Depot Rationalisation project, as approved by Cabinet in February 2020, to proceed through to completion of the project.

The subject of this Officer Decision Record relates to the contract to replace and repair the roof and related items on the central office building at the Doughty Depot, which is now under refurbishment.

The offices roof is damaged and needs repair. As the central office is due to be refurbished as part of the wider Depot Rationalisation project the decision has been made to move this element of refurbishment forward in the project schedule to tackle the urgent repairs, saving time and money. The original budget allowance was to cover the existing felt, but core sampling surveys show the roof sub-structure has perished due to water saturation and also needs to be replaced. This was not predicted and not within the original budget price. Additional items including soffits/facias, external downpipes, underground drainage, new plant room doors, cladding and insulation, removal of roof tank, chimney and flue reduction have been added. These items have deteriorated over time and would benefit from being replaced at this stage in the project schedule to save time and costs later.

Invitations to tender were sent out through YORtender, with seven contractors submitting a return. The tender was weighted 80/20 on price/quality, with the quality scores marked over one question. All tender submission overall scores were judged and analysed and placed in a matrix which calculated the most appropriate contractor. ABM Roofing Ltd placed highest in the ranking. The tender report is included as a closed document in Appendix A.

A risk assessment has been undertaken by Equans with a decision to include an element for contingency of 10% of the total contract sum. This brings this element of the wider project cost to £201,082.63.

2. Decision being taken

That the Executive Director Place and Resources (formerly Executive Director Environment, Economy and Resources) in consultation with the Portfolio Holder for Environment and Transport awards the contract to replace and repair the central office roof and related items thereof for Doughty Road Depot to ABM Roofing Ltd., Eastgate, Grimsby, North East Lincolnshire, DN32 9BA.

3. Anticipated outcome(s)/benefits

The contract to replace and repair the roof and related items on the central office building at the Doughty Depot site is awarded via an Open procurement process to ABM Roofing Ltd., to deliver a key element of the wider Doughty Road Depot refurbishment and Depot Rationalisation project.

4. Details of any alternative options considered and rejected by the officer when making the decision

Do nothing: This was not considered a viable option as appropriate repair and maintenance of the central office is essential to its continued use at the depot, offering a fit for purpose workspace for NELC and Equans staff working on the depot that is compliant with HSE regulations and requirements.

Delay repair work until later in the project: This is not a viable option as delays will likely see increased costs and much of the repair work is crucial to maintain the building as a fit for purpose workspace.

5. Background documents considered (web link to be included or copies of documents for publishing)

Cabinet Reports dated 12 February 2020 and 14 July 2021.

6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No.

7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

Not applicable.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will of Cabinet and the delegated authority. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by

relevant officers. Legal Services will support the completion of the contractual documentation on award and continue to support the overall project, as necessary.

9. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The costs of the contract are to be met from within the Depot Rationalisation capital scheme budget approved as part of the Council's Capital Investment Programme

10. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications arising from the contents of this report.

11. Risk Assessment (in accordance with the Report Writing Guide)

This project directly contributes to the Council's strategic aims for Stronger Communities and Stronger Economy, to the Council's Carbon Roadmap and Waste Strategy; issues arising in relation to the project could affect these aims.

Unexpected or increased costs could be encountered which impact on the proposed capital spend. To mitigate this a 10% contingency has been included in the total cost of this element of the project.

The Depot Rationalisation Project poses an element of risk relating to employee, partner and public dissatisfaction with the proposed changes and any possible disruptions to services that this may present.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

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13. Decision Maker(s):

Name: Sharon Wroot

Title: Director Place and Resources

Signed: REDACTED

Dated:17.05.23

14. Consultation carried out with Portfolio Holder(s):

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Environment
and Transport

Signed: REDACTED

Dated: 17th May 2023