



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)

Unit 5 Moss Road (the “Site”) - award of contract for repair works following fire damage.

The works to repair the site are required following fire damage. Works include full strip out and removal of the mezzanine and internal rooms, repairs and replacements to damaged structural elements: roof purlins, roof and wall coverings, internal walls, repairs to the damaged floor and replacement welfare facilities.

Following tender through the Lot 1 Capital Works framework, approval is sought to award a contract for the repair works to the successful tenderer.

2. Decision being taken

That the Executive Director Place and Resources, in consultation with the Portfolio Holder for Finance, Resources and Assets awards the contract to Unibuild Building Contractors Limited.

The procurement for works was conducted in line with procedure. A framework tender was published on YORtender on 31st July 2023, with a tender return date of 5th September 2023. Four (4) tender bids were received and evaluated by most economically advantageous tender evaluation.

The successful tenderer was Unibuild Building Contractors Limited (the “Contractor”).

The decision will result in the award of the works contract to the Contractor to proceed to construction phase at a cost of £158,962.68.

The cost of EQUANS fees to oversee the project are in addition to this amount at a cost of £20,665.15 and there will be close monitoring of a 10% contingency allowance.

The total cost, including the above and Building Regulations will be £196,324.10 excluding VAT.

3. Anticipated outcome(s)/benefits

There is current interest from potential tenants in renting the premise. By carrying out the repair works, the premise will be in a suitable condition to agree lease terms to a new tenant. This will also ensure the safety and integrity of the premise as well as return it to operational use.

Outcomes:

- Proceed with the award of the works contract to mitigate any potential increases in cost.
- Issue award letters to contractors.
- Commence works through to completion.

Benefits:

The procurement of this work followed a tender to Lot 1 framework contractors for pricing.

This work has been viewed by multiple contractors, with four (4) contractors returning a tender. We are satisfied with the price and demonstrates how competitive this price is.

The completion of the works will ensure the premise is returned to a lettable condition, will mitigate repeat visits (and costs) associated with any potential further damage, and ensure the premise is safe and secure. Ultimately the investment will enable the premise to be let and provide an income to the Council.

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

There are no alternative options for consideration.

To do nothing would result in the deterioration of the premise, possible increase in Anti-Social Behaviour (ASB) or vandalism incidents to the premise and the surrounding area and would leave a vacant, unusable premise in the Council commercial portfolio.

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

A tender report has been produced for this project capturing the programme and allocated sums.

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)

None.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

The matter is operational and falls below key decision threshold. The substance falls within the decision maker's remit.

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

Part of the cost of the works is to be funded through an insurance claim, with any excess charged through insurance and capital budgets.

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)

The premise forms the end property in a block of five (5) light industrial uses and is situated alongside a public footpath. To do nothing would result in the deterioration of the premise and may result in safety issues to neighbours and the general public.

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

N/A

13. Decision Maker:

Name: Sharon Wroot

Title: Executive Director Place and Resources

Signed: REDACTED

Dated: 14.11.23

14. Consultation carried out with Portfolio Holder:

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 10th November 2023