



ADUR & WORTHING
COUNCILS

Executive Members for Resources
3 March 2021

Decision to be taken on or after
11 March 2021

Key Decision: Yes

Ward(s) Affected: Worthing Central Ward

Asbestos Removal from Worthing Town Hall

Report by the Director for Digital, Sustainability & Resources

Executive Summary

1. Purpose

1.1 The Council's intention is to enter into a contract with the successful contractor to remove asbestos in Worthing Town Hall to enable the Workspaces AW Project to progress.

1.2 This report outlines the process that has been undertaken to tender and evaluate potential providers of this service and recommends that a contract is awarded to Erith Contractors Ltd.

2. Recommendations

2.1 That following a competitive tender exercise Members approve the award of this contract to Erith Contractors Ltd on the terms set out in this report and authorise the Council to enter into the Construction Contract with Erith Contractors.

2.2 That Members approve the use of £300,000 of the AW Workspaces budget for this purpose.

3. Background

3.1 The Joint Strategic Committee Considered a report titled “WorkspacesAW - Designing a new model of working following Covid 19” at its December 2020 meeting. Covid19 has led to home working for the vast majority of the Councils’ desk based staff with the offices being significantly quieter as a result of the government’s request for workers who can work from home to do so. The required changes were brought in rapidly and successfully in March 2019, with minimal disruption to service provision.

3.2 In response, a review has been undertaken to understand whether the organisation can reduce the office space it occupies to respond to these new ways of working, to generate a revenue saving to contribute to the Council’s Medium-Term Financial Strategy and to realise wider benefits associated with flexible working. A project team was set up and has, to date:

- Considered the changing requirements of the workplace for a work pattern with an increase in working from home;
- Sought to understand what amount of office accommodation was needed for staff should home working patterns continue to pervade;
- Worked to identify whether there was demand for any office space that could be vacated;
- Assessed what needs to be considered to support staff to work from home, for example in relation to Health & Safety;
- Identified any unintended consequences of reducing our office spaces;
- Scoped out the associated workstreams such as staff engagement, travel planning, digital & IT requirements, and customer service implications of any project.

3.3 The initial phase of this project is the removal of asbestos from parts of Worthing Town Hall. A specification has been prepared to decontaminate the roof space at Worthing Town Hall of asbestos material and other localised areas identified in the latest Asbestos Management Survey prepared by Messrs EDP. The roof space work has featured on the Capital Programme in the past but was deferred in order to progress other high priority asbestos related activities.

3.4 With the AW Workspaces project now proposed for 2021 and the Town Hall being quieter than normal due to the COVID–19 pandemic, it has been decided that

this provides a unique opportunity to undertake the roof space remedial works. The work will enable alteration, refurbishment and maintenance works to be carried out in the future safely and efficiently. It will also enable fire separation works to be carried out in the roof space as required in the current fire risk assessment and the installation of solar PV one of a number of improvements to the Town Hall to meet the carbon neutral by 2030 target.

4. Tender Process

4.1 The works were procured through a closed tender via the Council’s electronic tendering portal, InTend. The contact was published on InTend on 11/01/2021 with a procurement period of 3 weeks and a tender return date of 29/01/2021. Due to a late scope of works change following further material being identified in the R&D survey, this return date was extended to the 3rd February 2021.

4.2 The tender assessment process is summarised in the below table:

Stage of process		How it is assessed	Scoring method
Stage 1 – Selection Criteria Self-Declaration		Bidder to confirm that they meet the minimum criteria as per Self-Declaration Checklist	PASS/FAIL
Stage 2 - Award	Quality	Evaluation of responses to Method Statements	30%
	Price	Evaluation of Price Schedule	70%
Stage 3 - Verification		Selection Criteria checklist evidence – preferred bidder only	PASS/ FAIL

4.3 Four tenders were received, all of which were found to be fully compliant in that all requested documentation were returned. The tender report provides more information on how the tenders were evaluated.

4.4 Having scored all of the tenders, it is the opinion of the evaluation team that Erith Contractors Ltd meets all requirements and offers the best option in terms of both cost and quality of service.

4.5 Erith Contractors scored 30% out of 30% for their quality submission and 66.91% out of 70% for their price submission giving a total score of 96.91%.

4.6 The preferred bidder's cost for undertaking the works is £209,927.40, which will be subject to an additional 12% for Technical Services professional fee to be applied to the contract sum. In addition the appointment of a separate air analytical company will be required and a budget of £40K has been allocated for this service.

4.7 A financial check has been requested on the preferred bidder and this indicates a 'low-moderate' risk.

5.0 Other options considered

5.1 Do not award a contract - Worthing Borough Council has a requirement to provide a safe workspace and had planned to undertake this asbestos decontamination incrementally over a period of time. Incremental removal would reduce the economy of scale afforded by these being undertaken under a single contract that is only available at present due to the Covid-19 Pandemic rendering the offices significantly quieter than usual.

6.0 Financial Implications

6.1 Overall within the budget approved by Worthing Council at its meeting of 15th December 2020 for the Workspaces AW project there is a provision of £0.3m for asbestos removal which is sufficient to fund the proposed works contained within the contract.

5. Legal Implications

8.1 Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.

8.2 S1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.

8.3 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

8.4 S1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the local authority.

8.5 The value of the proposed works is less than the relevant threshold for public works contracts, and therefore a compliant tender process should be carried out in accordance with the Council's Contract Standing Orders.

8.6 The Council must ensure that the works are carried out in accordance with the Control of Asbestos Regulations 2012.

Background Papers

- WorkspacesAW - Designing a new model of working following Covid 19; Report by the Director for Digital, Sustainability & Resources; Joint Strategic Committee; 1st December 2020

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified

2. Social

2.1 Social Value

Matter considered and no issues identified

2.2 Equality Issues

Redesigning our office spaces and work styles provides an opportunity to review and improve the accessibility and inclusiveness of our services and of work environments for our staff. Equality Impact Assessments will be embedded into the work to insure that any potential adverse effects are mitigated and opportunities for improvement are embraced. Examples include carrying out Equality Impact Assessments on home working models and embedding accessibility standards into any accommodation redesign.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified

2.4 Human Rights Issues

Matter considered and no issues identified

3. Environmental

As part of the project, the Council will improve glazing and install LED lighting reducing the carbon footprint of the Town Hall.

4. Governance

Delivery of the project will enable the Council to improve the efficient use of our built assets and contribute to balancing the Councils budget.

The project offers the opportunity to work with another public sector body enhancing our reputation as a good partner.

As part of the project, new Health and Safety policies will be developed to ensure safe working from home practices.