

## 10. AWARD OF CONTRACT FOR CHANGING PLACES TOILET FACILITY AT JANES LANE PAVILION, BURGESS HILL

REPORT OF: Head of Corporate Resources  
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Wards Affected: St Andrews Ward, Burgess Hill  
Key Decision: No  
Report to: Cabinet 24 September 2018

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### Purpose of Report

1. To provide sufficient information to enable the Cabinet to make a recommendation about the award of the contract for the provision of a Changing Places Toilet Facility at Janes Lane Pavilion, Burgess Hill and authorise the additional funding required.

### Recommendations

2. To authorise the additional funding of £20,740.00 required to enable the construction of the Changing Places Toilet facility.
  3. To award the contract to Contractor B who submitted the most economically advantageous tender, in the sum of £80,740.00 excluding VAT.
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### Background

4. The Janes Lane Changing Places Toilet development funding is made up of contributions from Theobalds and Land at Medway Gardens Community Buildings and Formal Sport. There is an agreement between MSDC and Lewes DC of a provision of £60,000.00 for the Changing Places Toilet Facility.
5. iHUS a specialist provider of Changing Places Units which are manufactured off site, were approached for a price to provide the unit. The cost of the chosen unit is £58,000.00. This figure is under the currently available £60,000 budget, but excludes foundations and the connection of all services, for which the authorisation of identified additional funding is sought (see Appendix A).
6. Four contractors were invited to submit tenders in accordance with the Council's Procurement Code. Of the four contractors invited, three returned their tenders on time.

**Table 1: Summary of Tenders Received**

Contractor	Tender Sum
A	Did not submit a tender
B	£80,740.00
C	£105,430.00
D	£92,858.60

7. The tenders were evaluated on the basis of price and fulfilment of the selection criteria, as stated in the invitation documents. All contractors met the selection criteria.

8. The submitted tenders were reviewed to ensure they were comparative and consistent. The review concluded that:

Contractor C had mistakenly altered the formula associated with the total for Section 5. The returned tender had a figure of £23,140.00 in the total cell. When reviewing the figures in the column, the total should have come to £3,300.00. This represents a miscalculated figure of £19,840.00.

9. The supplier who submitted the lowest price received the full 100% score. The other bids were scored according to their relation to the lowest offer, using the following formula:

$$\frac{\text{Lowest price}}{\text{Bidder's tender}} \times 100$$

10. The respective amended tenders as outlined in para 8 above and scores for the three bidders are summarised in Table 2 below.

**Table 2: Summary of Amended Tenders and Price Scores**

Contractor	Amended Tender Sum	Price evaluation score	Ranking
A	Did not submit a tender	0	0
B	£80,740.00	100%	1
C	£85,590.00	94.3%	2
D	£92,858.60	86.9%	3

11. Following the evaluation of the three quotations received, the price received from Contractor B in the sum of £80,740.00 is considered to be the most economically advantageous tender.
12. In order to fund this however, additional funding in the sum of £20,740.00 requires approval.

### **Policy Context**

13. The recommendations in this report support the Council's Equalities Policies.

### **Financial implications**

14. The existing contribution of £60,000.00 covers the purchase of the unit. The difference of £20,740.00 in cost is attributable to the need for structural foundations, mechanical and electrical service connections and hard and soft landscaping associated with the works.
15. Additional S106 funding in the sum of £20,750 has been identified for this project (See Appendix A).

### **Risk Management and Other Implications**

16. The tender sum includes contingencies for any unforeseen situations such as poor ground conditions and the like to mitigate overspend.
17. To be eligible for consideration, bidders were required to self-certify that they meet the Council's stated criteria in terms of professional and business standing, turnover, insurance and technical capability. All of the contractors that submitted a quotation, completed and returned the Supplier Self Declaration checklist

### **Equality and Customer Service Implications**

18. The Changing Places toilet facility is proposed to support the new accessible playground. The proposed facility includes a height adjustable changing bench and wash hand basin with an accessible toilet. This will greatly enhance the playground's attraction by allowing children with special needs and their families/carers to use the playground. The Changing Places charity was consulted with regards to the design.

**AWARD OF CONTRACT FOR CHANGING PLACES TOILET FACILITY AT JANE'S LANE PAVILION, BURGESS HILL – APPENDIX A**

**Project Justification Details**

Changing Places Toilet Facility at Jane's Lane Pavilion, Burgess Hill – Part 1

**Purpose of project :**

The Changing Places toilet facility is proposed to support the new accessible playground. The proposed facility includes a height adjustable changing bench and wash hand basin with an accessible toilet. This will greatly enhance the playground's attraction by allowing children with special needs and their families/carers to use the playground. The Changing Places charity were consulted with regards to the design.

**Total Amount : £80,740.00**

**Current Approved Contribution :**

<b>Source</b>	<b>Amount</b>
Land at Medway Gardens Community Buildings	£12,960.00
Land at Medway Gardens formal sport	£14,835.00
Theobalds	£32,205.00
<b>Total</b>	<b>£60,000.00</b>

**Additional Identified S106 Funding Subject to Approval :**

<b>Source</b>	<b>Amount</b>
Hammonds Ridge	£2,224.00
11 Mill Rd	£859.00
5-7 Mill Rd	£3,148.00
Forest View Care Home	£0.56
Land eastern side of Manor Road	£14,518.44
<b>Total</b>	<b>£20,750.00</b>

Capitalised Salaries included in the project total : N/A

Other sources of funding : N/A

**Revenue Implications** : The installation of this facility will have no impact on the revenue expenditure as future maintenance costs will be funded by BHTC.

**Value For Money Assessment :**

Competitive tenders in accordance with the Council's Procurement Code were invited for this project. The most economical advantageous tender is considered to be good value for money. The completed project will provide excellent accessible facilities and support and enhance the proposed accessible palyground.

**Business Unit/Service** : Corporate Estates and Facilities Business Unit

**Head of Service** : Peter Stuart

**Project Manager** : Thuso Selelo

**Cabinet Members** : Cllr Gary Marsh

**Ward Members** : Cllr Colin Holden and Cllr Kirsty Page

**This project contributes to achieving the Corporate Plan in the following ways :**

Enhancing inclusivity in play.

Proving facilities for the local community.

**Summary of discussions with Cabinet Member:** No discussions have been possible to date

**Risk Analysis :**

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
1.Incidents during construction	low	low	low
2. Incident following construction	low	low	low

Mitigation actions: Qualified contractors, Risk Assessments, Method Statements.

