

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director of Planning, Development & Regeneration

**Service Area:** Strategic Planning & Regeneration

### Title of Decision:

### Decision made and reasons:

**Decision:** To award a 5-year contract to Essensys Limited for the Installation and Maintenance of the Phone and IT Systems for Maylands Business Centre.

**Reason:** The Council currently employs a company to carry out any required installation and maintenance to the telephony system for the Maylands Business Centre (MBC). This service is available to both Council staff and the Tenants within the MBC.

The Council are also about to open Kylna Court which will include business units and will also be managed by Maylands Business Centre.

The current agreement with the incumbent provider is due to come to an end in June so the Council have carried out an OJEU Compliant Tender to cover the management of the phone and IT system for the next 5 years.

The outcome of the tender process is to award the contract to Essensys who are also the incumbent provider.

### Reports considered:

The procurement report is attached.

### Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Strategic Planning and Regeneration Officer, Maylands Business Centre  
ICT Operations Team Leader  
Commissioning, Procurement & Compliance Team Leader  
Group Manager of Strategic Planning & Regeneration

**Financial Comments:** The contract is within budget and is fully reclaimed from users of the service.

### Deputy Monitoring Officer Comments:

The award of contract follows an appropriate tender process.

Officers should ensure that an appropriate service contract is in place prior to commencing the services with the contractor.

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### Deputy S151 Officers Comments:

The award of this contract is within the approved budgets and will be recharged to clients as part of the rental charge to users.

### Financial:

Annual maintenance cost for Maylands Business Centre - £33,600  
Contract costs over 5 years excl. inflationary uplifts would total - £167,500.

These maintenance costs are recovered through the lease agreement to clients and calls are recharged on a monthly basis in arrears, so has a net nil impact to council budgets assuming that occupancy levels remain at 100%.

There is no reason to expect that occupancy levels would decrease, as there is currently a waiting list for units at MBC.

### Options considered and reasons for rejection:

If this contract is not awarded, then the businesses and Council employees will not be able to operate from the MBC and Kyna Court.

### Officer Signature:

Date: