

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 18th FEBRUARY, 2020
BRIEFING NOTE
TOWN HALL LIFT REPLACEMENT**

1. INTRODUCTION

- 1.1 The Council will be aware that, for several years there has been on-going issues with the Town Hall lift which led to a short term measure of installing an additional back up stair-lift for the north door entrance as an emergency backup for assisting with certain access requirements.
- 1.2 At Budget and Policy Committee on Tuesday 19th November 2019 it was reported that Officers were struggling to maintain adequate and appropriate access arrangements to the Town Hall, with several incidents of adverse publicity. It was explained that within the last calendar year approximately £7000 had been spent on the passenger lift with regards to reactive maintenance due to its failure around parts due to the age of the unit. The costs were investigated for a lift overall and upgrade but this was deemed as not value for money assessed against the expected replacement costs.
- 1.3 The Budget and Policy Committee Recommended that Tavistock Town Council a) Seek tenders for the replacement of the Town Hall lift and b) Agree to make available up to £45,000 from the Extraordinary Maintenance Reserve Budget, and this was Endorsed at Full Council on 3rd December 2019.

2. UPDATE

- 2.1 Following Tavistock Town Councils Financial Regulations, Section 11, Contracts, the removal of the existing schindler lift, and to supply, install and commission 1 in No. 630Kgs/8-person hydraulic passenger lift was advertised on Contract Finder as per the requirements of The Public Contracts Regulations 2015, for contracts of a value above £25,000.
- 2.2 The tender return date was 27th January 2020. Two formal compliant tenders were received with were:
 - RM Builders £44,827.15 plus vat
 - RJ Lift Services £49,925.00 plus vat
- 2.3 After appropriate due diligence the contract was let to RM Builders on 6th February 2020.
- 2.4 A pre-start meeting will be held by the end of February 2020. It is anticipated that a completion date will be June 2020 as there is a 16 week lead in period for materials.
- 2.5 The Committee and Council are invited to note the action taken.

**WAYNE SOUTHALL
GENERAL MANAGER
TAVISTOCK TOWN COUNCIL
FEBRUARY 2020**