

TEST VALLEY BOROUGH COUNCIL

HEAD OF SERVICE'S DECISION

Committee: Executive  
Chairman: Councillor Ian Carr  
Head of Service: Joy Shewring, Head of IT Services

**Purchase and Installation of additional Air Cooling Equipment to protect critical IT Communications kit in several vulnerable locations throughout Beech Hurst**

**REASON FOR URGENCY**

To proceed with the installation as soon as possible ensuring the IT Communications kit is protected in time for the hotter summer months.

To ensure that maintenance of all of Beech Hurst's heating and ventilation systems is provided by one supplier only.

**DECISION**

That contract standing orders be waived to allow the Council to enter into an additional agreement with Cofathec, who currently maintain the Beech Hurst heating and ventilation systems, for the provision of additional air cooling systems to protect critical IT Communication kit in several Beech Hurst locations, without having to go out for quotations.

Chief Executive's/  
Director's Signature:  Date: 11.5.07

Chairman's/Vice-Chairman's  
Signature:  Date: 12.5.07

Chairman's/Vice-Chairman's  
(Overview & Scrutiny Committee)  
Signature:  Date: 18th May 2007

Head of Service's  
Signature:  Date: 11/5/07

Reported to Committee on ..... Date: .....

**DISTRIBUTION**

1. Chief Executive
2. Corporate Director (BS)
3. Corporate Director (CM)
4. Head of Legal Services
5. Head of Administration (original for report to Committee)

**BACKGROUND PAPER:** See attached report.

## **BACKGROUND PAPER FOR HEAD OF SERVICE DECISION**

### **Additional Air Cooling Equipment to protect critical IT Communications kit in various Beech Hurst locations.**

Prepared by the Head of IT Services.

#### **A. Recommended:**

- (1) That Contract Standing Orders be waived to enable the Council to enter into an additional Agreement with Cofathec, our current maintainers of the heating and ventilation systems at Beech Hurst.

#### **B. Reasons for Report Recommendations**

- (1) During the hot summer of 2006 we experienced several IT service disruptions due to the failure of critical IT communications which is cited throughout Beech Hurst. There was a sufficient build-up of heat in some locations to cause kit malfunction.
- (2) A capital bid was successfully approved which identified the requirement and cost of additional air cooling services in these vulnerable locations. The monies became available April 2007.
- (3) The existing Beech Hurst heating and ventilation maintainer, Cofathec, were asked to complete a site survey to recommend solutions for each vulnerable location identified.
- (4) This has been completed and they have produced recommended actions at a total cost of approximately £19k, which is within the Capital Bid budget.
- (5) It would not be advisable to enter into a separate agreement with another supplier to maintain additional heating and ventilation systems at Beech Hurst. Having one supplier to manage the requirements of the whole building is the most sensible cost effective and "low risk" approach.

#### **C. Alternative Options Considered and Rejected**

- (1) No other companies have been contacted for quotations due to the nature of the work.

#### **SUMMARY:**

- We urgently need to progress with the work to ensure we are protected through the hotter months of the summer.
- It would be advisable to only have one supplier responsible for maintenance of all the Beech Hurst heating and ventilation systems.

- There is no other realistic option and therefore standing orders should be waived to enable the contract to be executed without going out for quotations for the services.