

**Minutes of the Executive Committee  
(Special Meeting)**

**2<sup>nd</sup> November 2006 at 2.00pm**  
**at the Fire Service Headquarters, Birmingham**

**Present:** Councillor Hinton (Chair);  
Councillors Bowen, Howard and Ward.

**Apology:** Councillor Hogarth (Vice-Chair).

69/06 **Exclusion of the Public and Press**

**Resolved** that the public and press be excluded from the rest of the meeting to avoid the possible disclosure of exempt information under Part I of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 relating to the financial or business affairs of other persons (including the authority holding that information.)

70/06 **New Fire Service Headquarters**

Further to Minutes Nos. 67/06 and 68/06 (30<sup>th</sup> October 2006), the Committee received a report on the evaluation of the tenders received for the Employers Agent and the Mechanical and Electrical Consultant in connection with the new headquarters.

The appointment of an Employer's Agent would provide a link between the contractor designing the building and the Fire Service. The role would include checking the quality and precision of work, auditing stage payment requests and attending regular site meetings to monitor progress. The Employer's agent would also assist with the evaluation of tenders received for the design and build of the new headquarters buildings.

The appointment of Mechanical and Electrical consultants would provide technical specifications for this element of the design and build contract in support of the Employer's Agent.

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Following careful evaluation of the tenders received, it was recommended that Dearle and Henderson be appointed as the Employer's Agent. The Committee was informed as to the services that the company would provide.

The tenders received for the Mechanical and Electrical Consultants required further clarification and it was therefore proposed that authority be delegated to the Clerk, the Treasurer and the Chief Fire Officer to award the contract, in consultation with the Chair and Vice-Chair (or their nominees). A further report would be submitted on 27<sup>th</sup> November 2006.

**Resolved:-**

- (1) that the tender of Dearle and Henderson in the sum of £115,000 to act as the Employer's Agent in respect of the new West Midlands Fire Service Headquarters project, be accepted;
- (2) that the Clerk, Treasurer and Chief Fire Officer, in consultation with the Chair and Vice-Chair (or their nominees), be authorised to undertake the necessary clarification and to award the tender for the Mechanical and Electrical consultants and submit a further report on the outcome to the Executive Committee on 27<sup>th</sup> November 2006.

**71/06     Tenders for Design and Build of a new Fire Service Headquarters**

The Committee opened four tenders received for the above works.

**Resolved** that officers analyse the tenders and report back to a future meeting.

(Meeting ended at 2.26 pm)

<p style="text-align:center"><i>Contact Officer: Stephnie Hancock Democratic Services Unit Sandwell Metropolitan Borough Council 0121-566-3189</i></p>
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