

Finance & General Purposes Committee

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Report: Fire & Water Compliance Contract Review

It is good governance practice for the Council to periodically review key service contracts to ensure services remain competitive, continue to meet operational requirements, and represent value for money.

This report updates Members on the current Fire Compliance and Water Hygiene arrangements ahead of contract expiry, sets out revised pricing from the existing suppliers, summarises comparable quotations received from alternative providers, includes the Legionella Risk Assessment renewal programme, identifies additional sites to be added to the current fire compliance contract, and seeks approval for fire alarm lifecycle replacement works funded via Public Works Loan allocation.

2. Water Hygiene Contract

2.1 Current Provider – Contractor A

The Council's current water hygiene monitoring contract is delivered by Contractor A and expires in May 2026.

The renewal position provided comprises three elements:

Component	Cost (ex VAT)
Core monitoring contract	£8,989.05
Legionella Risk Assessment renewal programme	£5,628.47
Sampling programme	£2,880.00
Total	£17,497.52

The LRA renewal programme covers 16 Council sites and reflects the scheduled review of assessments during 2026.

2.2 Comparative Quote – Contractor B

Contractor B has submitted two linked quotations: one for annual monitoring and one for Legionella Risk Assessments with a Water Safety Plan / written scheme of control. The monitoring quotation is £12,155.00 +VAT.

The separate quotation for Legionella Risk Assessments and Water Safety Plan across 16 sites is £6,100.00 + VAT.

Contractor B has also advised that Legionella sampling would be charged at £330 per site where required following risk assessment findings, rather than universally across all sites.

This gives a baseline total of:

Component	Cost (ex VAT)
Monitoring	£12,155.00
LRA / Water Safety Plan	£6,100.00
Total	£18,255.00

Sampling would be additional if recommended.

2.3 Comparative Quote – Contractor C

A further quotation was received for a significantly broader annual PPM-style water hygiene service across 17 sites, including monthly visits to most sites, TMV inspections and servicing, showerhead cleaning, tank inspections, calorifier monitoring, asset register management, Legionella risk assessments and water sampling. The total year one cost quoted was £79,080.00 excluding VAT.

Given the extent of the service model and visit frequency, this proposal does not appear to be directly comparable to the Council's current contract structure.

2.4 Comparative Quote – Contractor D

A final quotation has been received from Contractor D, structured across three separate quotations which together cover the full 16-site estate.

The first quotation covers monthly temperature monitoring at the 16 listed sites, at a total of £6,336.00 + VAT.

The second quotation covers Legionella Risk Assessments across the same 16 sites, including:

- provision of new schematic drawings
- a full asset list
- a new written scheme
- a follow-up meeting

Total cost: £5,000.00 + VAT.

The third quotation covers additional PPM tasks at the relevant sites and assets, including:

- quarterly showerhead inspection, cleaning and descaling
- annual TMV inspection, servicing and fail-safe testing
- annual full inspection of cold water storage tanks, including combination heater tanks where applicable
- annual external calorifier inspection noting water quality from the drain
- annual legionella sampling at recreation grounds (3 samples per site, pre-flush)

Total cost: £2,812.00 + VAT.

Contractor H also states that paperwork will be left on site and a copy placed on the customer portal, enabling remote customers to access site visit details.

Total Cost – Contractor D

Component	Cost
Monthly monitoring	£6,336.00
LRA / schematics / asset list / written scheme	£5,000.00
Additional PPM tasks	£2,812.00
Total	£14,148.00

This is the lowest full quotation received for water hygiene and appears to be comparable across the full 16-site estate, subject to final confirmation of the asset schedule used. Contractor H notes that the quotation has been based on the asset information within the LRAs supplied, as that information differed materially from the asset information supplied separately by email for some sites.

3. Fire Compliance Contract

3.1 Current Provider – Contractor E

The Council's current fire compliance contract is delivered by Contractor E and expires in April 2026.

The current supplier has confirmed that prices are frozen for 2026, with the next review in 2027.

The existing annual contract value is £5,201.30 excluding VAT.

3.1.1 Fire Alarm Panels Under Separate Agreements

Two fire alarm systems within the Council's estate are currently maintained under separate arrangements that were established when the systems were originally installed.

These are:

- **Gorse Hill Community Centre**
- **Moredon Community Centre**

At the time of installation, maintenance arrangements were established directly with the installing contractor as part of the commissioning process.

In addition, the fire alarm system at Moredon Sports Hub was originally procured and maintained under a servicing agreement arranged by Swindon Borough Council during the construction of the facility. This agreement has now expired, and the system is no longer covered under that arrangement.

As part of the current contract review, it is proposed that these systems are brought under the Council's primary fire compliance servicing contract so that all fire safety appliances across the Council estate are maintained under a single unified contract.

3.2 Current Supplier Pricing Structure

The current supplier's pricing schedule for 2026 includes the following principal rates:

Service	Cost
Attendance	£45.00
Extinguisher service per unit	£6.00
Fire blanket inspection	£1.95
Call-out charge portable	£40.00
Fire alarm call-out	£115.56
Fire alarm call-out (out of hours)	£173.34
Emergency lighting 3-hour test	£175.00

The biannual fire alarm servicing rates across the current sites range from £100.00 to £148.00 per site.

3.3 Additional Site to be Added to Current Contract

Since the existing annual contract schedule was prepared, an additional site has been identified for inclusion within the fire compliance arrangements.

Separate quotations have been received from the current supplier for Moredon Sports Pavilion / Cycle Hub covering:

Service	Cost (ex VAT)
Portable fire equipment servicing	£114.90
Emergency lighting annual test	£175.00
Fire alarm biannual servicing	£1,650.00
Additional annual total	£1,939.90

These additional site costs are supported by the three separate quotations received.

This gives a revised current supplier total of:

Component	Cost (ex VAT)
Existing annual fire contract	£5,201.30
Additional site	£1,939.90
Revised total	£7,141.20

3.4 Comparative Quote – Contractor F

Contractor F submitted a bundled fire compliance maintenance proposal at £8,711.00 +VAT.

3.5 Comparative Quote – Contractor G

A further quotation was received from Contractor G at £7,943.00 +VAT.

3.6 Comparative Quote – Contractor H

A further quotation was provided on a unit-cost basis. Using the Council's fire asset schedule, including 204 emergency lights and 19 fire alarm panels, the estimated annual cost is £11,582.90 +VAT.

4. Fire Alarm Lifecycle Replacement Works

Routine inspection has identified several fire detection devices approaching end of life. Replacement works are required across four Council sites.

Site	Estimated Cost
Western Community Centre	£1,875.42
Moredon & Rodbourne Cheney Library	£237.50
John Moulton Hall (Penhill Library)	£999.91
Pinetrees Community Centre	£2,012.09

Total estimated cost: **£5,124.92**

These works represent planned asset lifecycle replacement rather than reactive repairs.

5. Public Works Loan Allocation

Members previously approved Public Works Loan allocation to support capital investment across the Council estate.

It is proposed that the fire alarm lifecycle replacement works, be funded from this allocation. Refreshed quotations will be obtained prior to instruction.

6. Financial Comparison Summary

Water Hygiene

Provider	Cost (ex VAT)
Contractor A (current)	£17,497.52
Contractor B	£18,255.00
Contractor C	£79,080.00
Contractor D	£14,148.00

Fire Compliance

Provider	Cost (ex VAT)
Contractor E (current)	£7,141.20
Contractor F	£7,943.00
Contractor G	£8,711.00
Contractor H	£11,582.90

7. Contract Timeline

Fire Compliance contract expiry: April 2026

Water Hygiene contract expiry: May 2026

8. Officer Comments

Having reviewed the quotations received:

For Fire Compliance, the existing supplier remains the lowest-cost option. Even after inclusion of the additional Moredon Sports Hub site, the revised annual cost is £7,141.20 + VAT, which remains below the alternative quotations received.

For Water Hygiene, Contractor D returns the lowest total cost at £14,148.00 + VAT, and the three linked quotations together cover the full 16-site estate, including monthly monitoring, LRAs, schematics, asset list, written scheme, follow-up meeting and additional PPM tasks where assets exist. Contractor D also provides a customer portal for remote access to visit records.

It is therefore recommended that the Council:

- continue with the current supplier for Fire Compliance (contractor E)
- appoint Contractor D for Water Hygiene
- consolidate the fire alarm systems at Gorse Hill Community Centre, Moredon Community Centre and Moredon Sports Hub into a single unified fire compliance servicing arrangement

10. RECOMMENDATIONS

Members are requested to:

1. **NOTE** the expiry of the Fire and Water compliance contracts.
2. **NOTE** the comparative quotations received.
3. **APPROVE** renewal of the existing Fire Compliance contract.
4. **APPROVE** appointment of Contractor D for Water Hygiene services.
5. **APPROVE** consolidation of fire alarm servicing arrangements into a single unified fire compliance contract.
6. **APPROVE** allocation of £5,124.92 from the Public Works Loan allocation for fire alarm lifecycle replacement works.