

Report to Cabinet
11 December 2013
Report of Head of city development services
Subject Award of contract for housing structural repairs and improvements – contract C

Item

11

KEY DECISION

Purpose

To consider awarding the contract for structural repairs and improvements.

Recommendation

To delegate to the deputy chief executive, in consultation with the portfolio holder for housing, authority to award the contract for housing structural repairs and improvements - Contract C, subject to a satisfactory evaluation process and the successful tender prices being within the investment plan forecasts.

Corporate and service priorities

The report helps to meet the corporate priority “decent housing for all” and the service plan priority of maintaining all homes to a good standard.

Financial implications

The value of the contract is estimated to be £380,000 to be financed from existing budgets within the housing revenue account.

Ward/s All wards

Cabinet member Councillor Bremner – Housing

Contact officers

Chris Rayner, Head of property services, NPS Norwich Ltd 01603 213208

Background documents

None

Report

Background

1. The council has a programme of structural repairs and improvements deemed necessary in order to ensure the housing stock remains in a good state of repair and tenants have quality homes to live in. The contract covered in this report forms a part of this programme of works.
2. On completion of the tendering process and to enable the works to proceed without undue delay, it is proposed that the deputy chief executive be given delegated authority to award the contract in consultation with the portfolio holder for housing.
3. The scope of the contract is as follows: contract C consists of a range of repairs and improvements including drainage, underpinning/ground stabilisation, brickwork stitching/reinforcing repairs and plaster and repointing. Each individual site has its own bespoke list of defects and there are 16 properties included in the contract.

Tender process

4. An open tendering process is being used. This is the quickest competitive process and is being used in order to reach a conclusion at the earliest opportunity.
5. A notice was placed in "Contract Finder" (formally Supply2Gov) inviting tenders.
6. Suppliers were asked to submit details of their company in terms of finance, contractual matters, insurances, quality assurance, environmental standards, equality and diversity policies, references and previous experience and these are evaluated to see if there is any reason to disqualify the supplier from the process.
7. At the same time suppliers submitted details of how they will meet the requirement for work package and the price that they would charge for this work. These are evaluated at the same time as the company details.
8. The tender return date is 4 December. It is anticipated that the tender evaluation process will be completed by 13 December 2013 with a start on site expected to be late January 2014.

Tender evaluation

9. The supplier selection process requires suppliers to complete a questionnaire. The responses given are then evaluated against pre-determined criteria. This is a pass/fail evaluation and determines whether the tender submitted is compliant with the specification requirements.
10. The evaluation criteria are stated in the tender documents as lowest compliant tender, i.e. the lowest price that fully meets all the requirements of the specification.

Finance

11. The housing revenue account makes budget provision for structural repairs and improvements and the cost of this contract is expected to be within existing forecasts for the 2013 - 14 programme.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	11 December 2013
Head of service:	Head of property services, NPS Norwich Ltd
Report subject:	Award of housing structural repairs and improvements - Contract C
Date assessed:	12 November 2013
Description:	

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The tender process should ensure that the Council achieves the best value for money.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	These contracts will ensure the built environment is maintained and improved to a high standard
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is a risk of challenge from an unsuccessful supplier. This risk has been mitigated by the fact that the value of the contracts is below the thresholds in the Public Contracts Regulations. Also the tender has followed an open process with award criteria being based on the lowest price compliant tender, but there is always a risk of challenge from unsuccessful suppliers.</p> <p>There is a risk that the appointed supplier could fail during the life of the contract. This is low risk due to the relatively short nature of the contract and the planned nature of the work. In addition to this the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact that the work type is planned not responsive in nature.</p>

Recommendations from impact assessment	
Positive	
Value for money	
Maintaining the built environment	
Negative	
Neutral	
Risk of challenge and/or supplier failure	
Issues	