

<b>Report to</b>	Cabinet 11 September 2019
<b>Report of</b>	Director of neighbourhoods
<b>Subject</b>	Award of a contract for replacement windows in housing stock

Item

11

## KEY DECISION

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### Purpose

To seek approval to award a contract for replacement windows in the council's housing stock.

### Recommendation

To award a contract for replacement windows in housing stock to Anglian Windows Services Ltd for the period 30 July 2019 to 31 March 2020.

### Corporate and service priorities

The report helps to meet the corporate priority of great neighbourhoods, housing and environment.

### Financial implications

The financial consequences of this report are the award of orders for replacement windows to housing stock to a value of £130,000.00 for the rest of the financial year 2019-20.

An initial £180,000 spend within the current framework has already been given approval by the head of service under the scheme of delegation to ensure continued service delivery.

Orders placed will not exceed the approved budgets included within the Housing Revenue Account, capital financial forecast and budget for the 2019-20 financial year 2019-20.

The total spend in this area is anticipated to be £310,000.00 for 2019-20.

**Ward/s:** All Wards

**Cabinet member:** Councillor Harris - Deputy leader and social housing

**Contact officers**

John Hodson (Housing & Operations Manager) NPS Norwich Ltd	01603 227911
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Lee Robson Head of Neighbourhood Housing	01603 212445
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**Background documents**

None

# Report

## Introduction

1. In order for the council to provide good well-maintained properties, a programme window replacement to the housing stock is in place.
2. To meet the budgeted requirement for this financial year, which is £310,000.00, a further award is required.
3. Should the volume of repairs required not meet the estimated volume, NPS (Norwich) Ltd have indicated that this budget could be reduced.
4. The Councils current PVCu windows contract ended on 31 March 2019 and was being delivered by Anglian Windows Ltd under a contract procured by the Council via an Eastern Procurement Ltd (EPL) framework. Whilst the replacement window programme for the Councils entire housing stock should have been completed at the end of the current contract there will still be a need to replace windows to properties where permission was refused by the tenant or leaseholder or where windows fail for whatever reason.

## Contract

5. The contract is for a supplier to carry out for replacement windows in housing stock for the rest of 2019/20

## Procurement process

6. Eastern Procurement Ltd (EPL) is a local consortium of 10 small/medium Registered Providers (Registered Social Landlords' as they used be called) who have 'joined together' to procure housing maintenance and improvement works. EPL has a number of responsive, cyclical and planned contracts in place which are all OJEU compliant from a procurement perspective. In effect EPL procure contracts on behalf of its members. The members can then 'call' down works from these contracts. This has the significant collective advantage of increasing buying power and taking the burden of procurement away from individual members. The group has been in existence now for around 12 years and the Council joined the consortium in October 2011.
7. As members of EPL the Council can take advantage of what contracts it wishes, or decide not to procure any work at all through the consortium. In this way the Council retains complete control without any commitment.
8. It is recommended that an award is made against the same framework for these works for 2019/20 as it still provides the same value for money shown when previously awarded.
9. The prices supplied by the recommended supplier were the lowest received from suppliers on the framework who had the capability to carry out these works.
10. There is no minimum value of work guaranteed to the contractor each year; however the estimated value of the replacement windows is now £310,000.00.

11. It was previously anticipated that £180,000.00 would be required for these works, but subsequently it has been identified that further works are required and £310,000.00 is now allocated.
12. Cabinet is requested to award this contract against previously approved budgets.

## 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 the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	11 September 2019
<b>Director / Head of service</b>	Bob Cronk
<b>Report subject:</b>	To award a contract for replacement windows in housing stock
<b>Date assessed:</b>	27 August 2019

	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"/>	To ensure the best value for money is obtained from the available supplier.
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 checked="" 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"/>	Replacement windows in housing stock helps to maintain the council's housing stock
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Suppliers appointed to the framework recycle the vast majority of waste material
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			
<b>Risk management</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Risk of challenge from unsuccessful suppliers:</p> <p>Any tenders and frameworks will have followed a restricted process carried out by Eastern Procurement Ltd, with award criteria being based on the most economically advantageous tender, there is no risk of challenge from unsuccessful suppliers at this stage.</p> <p>2. Risk of supplier failure:</p> <p>There is a risk that the appointed suppliers could fail during the life of the contract (as is currently the case). This is still a low risk as a number of suppliers are still on the available framework to provide some cover as required. In addition the Council is not investing in the supplier and so the risk is one of service continuity rather than financial.</p> <p>A new framework will soon become available to enable us to consider our requirements for our future year's requirements.</p>

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	



Neutral
Issues