

Report to Cabinet
11 March 2015
Report of Executive head of strategy people and neighbourhoods
Subject Contract award – Housing improvement works and services

Item

15

KEY DECISION

Purpose

To inform members of the procurement process which will result in the selection suppliers to deliver the works and services and to seek approval to delegate authority to award the contracts to the executive head of strategy, people and neighbourhoods and the portfolio holder for housing.

Recommendations

To delegate to the executive head of strategy people and neighbourhoods authority to award the following two contracts in consultation with the portfolio holder for housing:

- (1) district heating upgrades – Bradecroft, Seabrook Court, Silkfields, and Waddington Court sheltered housing schemes;
- (2) site investigation services.

Corporate and service priorities

The report helps to meet the corporate priority “Decent housing for all” and the service plan priority to continue to deliver the programme of making all council homes decent.

Financial implications

The financial consequences of this report are the award of two contracts for housing improvement works and services which are estimated to be valued as follows:

- a) District heating upgrades – £600,000
- b) Site investigation services (4 years) - £473,000

Ward/s: All

Cabinet member: Councillor Bremner - Housing

Contact officers

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Chris Rayner, Operations director, NPS Norwich Ltd 01603 227902

Robin Hare, Strategic contract and procurement manager 01603 212412

Background documents

None

Report

Background

1. The council has a programme of housing 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 contracts covered in this report form a part of this programme of works.
2. The district heating upgrade works are required to replace ageing and failing elements of the district heating systems at four sheltered housing schemes: Bradecroft, Seabrook Court, Silkfields, and Waddington Court.
3. The site investigation service is required to provide specialist civil engineering advice regarding the condition of the council's housing stock and to design and propose remedies for issues that are identified.

Tender process

4. Both contracts are in the process of being openly and competitively tendered which will result in the supplier submitting the most economically advantageous tender in terms of quality and price being awarded the contract .
5. Suppliers are being asked to submit details of their organisation in terms of finance, contractual matters, insurances, quality assurance, environmental standards, health and safety, equality and diversity credentials, references and previous experience. These aspects will then be evaluated to ensure that suppliers meet the council's basic requirements.
6. Suppliers will also submit details in the form of method statements proposing how they would meet the requirements and the price that they would charge to carry out this work. These method statements are evaluated once it has been confirmed that the supplier has met the council's basic requirements.
7. The tender return dates for all contracts will be during early April 2015.

Tender evaluation

8. The supplier selection process requires suppliers to complete method statements. The responses given will be evaluated against pre-determined criteria. This is a pass/fail evaluation and determines whether the tender submitted is compliant with the specification requirements in terms of quality.
9. Evaluation will be conducted by qualified representatives from NPS Norwich Ltd using the agreed evaluation criteria as set out in the documentation provided to the suppliers.
10. The contract will be awarded to the supplier submitting the lowest priced tender meeting the required quality standards.

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 March 2015
Head of service:	Executive head of strategy people and neighbourhoods
Report subject:	Award of various contracts for structural repairs and improvements to Council homes
Date assessed:	26 February 2015
Description:	Contract award – Housing improvement works and services

	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 will ensure that the Council achieves the best value for money at that particular time.
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 and 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"/>	The contracts will ensure the built environment is maintained and improved to a high standard
Waste minimisation and 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>1. There is a risk of challenge from an unsuccessful supplier. This risk is mitigated by the fact the value of 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 compliant tender, but there is always a risk of challenge from unsuccessful suppliers.</p> <p>2. There is a risk that the appointed supplier could fail during the duration of the contracts. This is low risk due to the relatively short nature of the contracts and the planned nature of the works. 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 the work is planned not responsive in nature.</p>

Recommendations from impact assessment
Positive
Value for money and built environment.
Negative

Neutral
Issues