

**Report to** Cabinet  
14 December 2016  
**Report of** Director of neighbourhoods  
**Subject** Award of contract for structural repairs to council homes

**Item**

**10**

## **KEY DECISION**

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### **Purpose**

To advise cabinet of the tender process for a contract for structural repairs and improvements to council homes and to consider the award of the contract.

### **Recommendation**

To approve the award of the structural repair and improvement contract:

Derby St Phase 3 & 4 – Structural repairs to external stairs and landings at Russell St, Clifton St, Napier Place, Old Palace Rd and Goodman Square

### **Corporate and service priorities**

The report helps to meet the corporate priority a healthy city with good housing

### **Financial implications**

The financial consequences of this report are the award of a contract for structural repairs and improvements with a tendered cost of £390,370.38, which is included within the Housing Revenue Account financial forecasts and budgets for this financial year (2016/17).

**Ward/s:** Mancroft

**Cabinet member:** Councillor Harris – Deputy leader and council housing

### **Contact officers**

Gary Atkins, Associate Director of Operations 01603 227903

Carol Marney, Head of Operational Property Management 01603 227904

### **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. The scope of the contract is the structural repair to external stairs and landings at Russell St, Clifton St, Napier Place, Old Palace Rd and Goodman Square.

## Tender process

3. The contract was advertised on the council's e-tendering portal and Business Link/Contracts Finder on 8 September 2016 with a return date of 12 October 2016.
4. Suppliers were 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 were then evaluated to ensure that suppliers met the Council's basic requirements.
5. At the same time suppliers submitted details in the form of method statements proposing how they would meet the requirement for the work package and the price that they would charge to carry out this work. These method statements were evaluated once it had been confirmed that the supplier had met the Council's basic requirements.
6. Four tenders were returned from the following companies (in alphabetical order):

Foster Property Maintenance Ltd  
Gunita (Eastern) Ltd  
JB Specialist Repairs Ltd  
Thomas Sinden Ltd

## Tender evaluation

7. The supplier selection process required suppliers to complete a questionnaire. The responses given were evaluated against pre-determined criteria. This quality assessment carried a maximum of 65% of the marks. The lowest price was allocated 35% of the marks and marks were then deducted, pro-rata, with each increasing tender price.
8. The supplier with the highest cumulative score is deemed the best value submission. The resulting scores are shown below:

98.12  
90  
89.71  
84.79

9. Prices submitted were (in increasing order):

Submitted amounts	
£	390,370.38
£	364,968.50
£	413,191.63
£	458,123.63

10. The highest scoring company was JB Specialist Repairs. It is recommended that they are awarded the contract at the submitted price of £390,370.38.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	14 December 2016
<b>Head of service:</b>	Head of neighbourhood housing services
<b>Report subject:</b>	Award of contract for structural repairs to council homes
<b>Date assessed:</b>	1 December 2016
<b>Description:</b>	Repair of external concrete staircases and landings to low rise flats

	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 ensures 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"/>	
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"/>	

	Impact			
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"/>	The contract 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			
<b>Risk management</b>	<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
<b>Positive</b>
Value for money and the built environment.
<b>Negative</b>
<b>Neutral</b>

Issues