

**Report to** Cabinet

13 December 2017

**Report of** Head of neighbourhood housing

**Subject** Procurement of a housing structural repairs contract

**Item**

11

## KEY DECISION

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### Purpose

To seek delegated authority to award a contract for housing structural repairs.

### Recommendation

To delegate authority to the director of neighbourhoods, in consultation with the deputy leader and social housing portfolio holder, to award a contract to the best value supplier for structural repairs once a detailed evaluation is completed.

### 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 is the award of a contract for structural repairs and improvements with an estimated tender cost of £393,000 which is included within the Housing Revenue Account financial forecasts and budgets for this financial year (2017/18).

**Ward/s:** Town Close

**Cabinet member:** Councillor Harris – deputy leader and social housing

### Contact officers

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Lee Robson, head of neighbourhood housing 01603 212939

### Background documents

None

# **Report**

## **Background**

1. Essential maintenance and repair works are required to nine flats at 30 to 66 Eleanor Road, a three-storey building, formerly part of the Tower Roller Mill. The work includes concrete repairs, brickwork repairs, partial re-roofing and painting of the structural steelwork, replacement guttering and external redecoration.
2. The block contains numbers 30, 32, 34, 48, 50, 52, 62, 64 and 66. One of the top floor flats has recently suffered from a roof leak. This work will ensure that the flats will not suffer roof leaks and be fit for purpose for the next twenty years.

## **Tender Process**

3. The contract was advertised on the council's e-tendering portal and Business Link/Contracts Finder.
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 will be evaluated to ensure that suppliers meet the Council's basic requirements.
5. At the same time suppliers were asked to submit details in the form of answers to questions relating to how they would meet the requirement for the work and the price that they would charge to carry out this work. These answers will be evaluated once it has been confirmed that the suppliers have met the Council's basic requirements.
6. The tender return date is 4 December 2017.

## **Tender evaluation**

7. The responses will be evaluated against pre-determined criteria. This quality assessment carries a maximum of 40% of the marks. The lowest price will be allocated 60% of the marks and marks will be deducted, pro-rata, with each increasing tender price.
8. Evaluation and notification to suppliers will not be complete by the time Cabinet meets in December, hence the request for delegated authority.

## 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

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	13 December 2017
<b>Head of service:</b>	Lee Robson – Head of Neighbourhood Housing
<b>Report subject:</b>	Procurement of housing structural repairs
<b>Date assessed:</b>	8 November 2017
<b>Description:</b>	Structural repairs and partial re-roofing of 30 - 66 Eleanor Road

	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural repairs and re-roofing ensure that dwellings remain safe and dry to live in.
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"/>	Structural repairs ensure that the built environment is kept in good condition.
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>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
Negative
Neutral

Issues