

**Report to** Cabinet  
5 February 2014  
**Report of** Deputy chief executive (Operations)  
**Subject** Award of contracts for social housing structural repairs and improvements

**Item**

17

## KEY DECISION

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### Purpose

To advise cabinet of the tender process for structural repairs and improvements contracts.

### Recommendation

To delegate to the deputy chief executive (operations), in consultation with the portfolio holder for housing, authority to award the following contracts:

- Contract A Structural Repairs - Peterkin Road and Derby Street area stairs and landings
- Contract B Structural Repairs - Heathgate Estate Phase 1
- Contract C Expansion Joint Contract Phase 4
- Contract D Expansion Joint Contract Phase 5

### Corporate and service priorities

The report helps to meet the corporate priority “Decent housing for all”.

### Financial implications

The financial consequences of this report are awarding four contracts the value of which is estimated to be:

Contract A	£ 227,000
Contract B	£ 500,000
Contract C	£ 190,000
Contract D	£ 470,000
Total	£1,387,000

This will be financed from existing budgets in 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 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 contracts covered in this report form a part of this programme of works.
2. To enable the works to proceed without undue delay (subject to a satisfactory evaluation process and the successful tender prices being within the investment plan forecasts) it is proposed that the Deputy Chief Executive be given delegated authority to award the four contracts in consultation with the portfolio holder for housing.
3. The scope of the contracts are as follows:

- (1) Contract A consists of a range of maintenance and repair works. These are required for a range of structural defects which relate to (but may not be confined to):-

Replacement of existing pre-cast concrete staircases, associated concrete repairs and repairs and over coating of external reinforced concrete access decks and landings including renewing any movement joints. For the Derby Street Area stairs existing metal railings and balustrades are removed to enable works and then replaced and at the Peterkin Road locations the railings and balustrades are renewed with new galvanised metal railings. The new and existing railings are fitted with new 'warm feel' handrail cappings. Works also include repairing cracks in brickwork. A total of 35 properties will benefit from this work.

- (2) Contract B consists of maintenance and repair works which are required to a range of structural issues. This includes replacement of existing precast concrete staircases, associated concrete repairs and repairs and over coating of external reinforced concrete access decks and landings including renewing any movement joints. For the Derby Street area stairs existing metal railings and balustrades are removed to enable works and then replaced and at the Peterkin Road locations the railings and balustrades are renewed with new galvanised metal railings. The new and existing railings are fitted with new 'warm feel' handrail cappings. Works also include repairing cracks in brickwork. A total of 35 properties will benefit from this work.

- (3) Contracts C and D consists of maintenance and repair works are required to a range of structural issues. These include repairs to external brickwork comprising installation of new movement joints, reinstatement of existing movement joints, crack stitching and re-pointing. Works also include concrete patch repairs, alterations to handrail fixings, refixing balcony brackets and restraint of gable walls. A total of 329 properties will benefit from this work.

## Tender process

4. An open competitive tendering process has been used for each of the four requirements. This is the most efficient competitive process in terms of time and has been used in order to reach a conclusion at the earliest opportunity.

5. A contract notice was placed in "Contract Finder" (formally Supply2Gov) advertising the opportunity and inviting tenders.
6. 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 evaluated at a later stage to ensure that the suppliers meet the authority's basic requirements.
7. At the same time suppliers submitted details in the form of method statements proposing how they will meet the requirement for work package and the price that they would charge for this work. These method statements are evaluated once it has been confirmed that the organisation meets the authority's basic requirements.
8. Suppliers were able to submit tenders for any combination of the four requirement packages. Tenders are being evaluated individually.
9. The tender return date for all four contracts was 10 January 2014. The tender evaluation processes are currently in progress.

### **Tender evaluation**

10. The supplier selection process required 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.
11. 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**

12. 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

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	05 February 2014
<b>Head of service:</b>	Head of property services, NPS Norwich Ltd
<b>Report subject:</b>	Award of contracts for structural repairs and improvements
<b>Date assessed:</b>	22 January 2014
<b>Description:</b>	Award of contracts for social housing structural repairs and improvements

	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 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"/>	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
<b>Positive</b>
Value for money
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>