

Report to Cabinet
16 November 2016
Report of Director of neighbourhoods
Subject Award of contract for structural repairs to council homes

Item

10

KEY DECISION

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 for Orchard St, West Pottergate and Paragon Place – stair replacement phase 4

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 £181,006, which is included within the Housing Revenue Account budgets and financial forecasts for the 2016-17 financial year.

Ward/s: Multiple Wards

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 replacement of external staircases at Orchard St, West Pottergate and Paragon Place (phase 4). The staircases are made of reinforced concrete which has deteriorated to a point where it is more economic to replace rather than repair.

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 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. The tender return date was 29 September.

Tender evaluation

7. The supplier selections process required suppliers to complete a questionnaire. The responses given were then evaluated against pre-determined criteria. This is a pass/fail evaluation and determines whether the tender submitted is compliant with the specification requirements.
8. For Orchard Street three suppliers returned quotations on time and the initial evaluation was conducted by NPS Norwich using the agreed evaluation criteria as set out in the documentation provided to the suppliers. All three suppliers passed the qualitative assessment with the tender from JB Specialist Refurbishments Ltd being the lowest compliant tender, i.e. the lowest price that fully meets all the requirements of the specification.
9. It is recommended that the contract be awarded to JB Specialist Refurbishments.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	16 November 2016
Head of service:	Head of neighbourhood housing services
Report subject:	Award of contract for structural repairs to council homes
Date assessed:	28 October 2016
Description:	Replacement of external concrete staircases 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			
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 the built environment.
Negative
Neutral

Issues