

Report to Cabinet
13 November 2019
Report of Director of people and neighbourhoods
Subject The award of contract for works at Bradecroft Sheltered
Housing – communal heating upgrading

Item

11

KEY DECISION

Purpose

To seek approval to delegate authority to award a contract for communal heating upgrading works at Bradecroft sheltered housing scheme.

Recommendation

To delegate approval to the director of people and neighbourhoods in consultation with the deputy leader and portfolio holder for social housing to award a contract for communal heating upgrading works at Bradecroft sheltered housing scheme.

Corporate and service priorities

The report helps to meet the corporate priority great neighbourhoods, housing and environment.

Financial implications

The costs arising from this decision will be met from the approved budgetary provision within the HRA capital and revenue programme for 2019/20. The budget estimate for the works is £375,000.

Ward/s: Bowthorpe

Cabinet member: Councillor Harris - Deputy leader and social housing

Contact officers

Lee Robson, head of neighbourhood housing ☐ 01603 212939

Neil Watts, major works and services manager, NPS 01603 227172
Norwich Ltd

Background documents

None

Report

Introduction

1. Bradecroft is a sheltered housing scheme consisting of 41 one bedroom bungalows and a community room for the use of the residents.
2. The council upgraded the boiler plant room in 2015, replacing standard efficiency gas boilers with high efficiency condensing gas boilers which included a mini combined heating and power unit to generate electricity for the community room.
3. The existing buried network pipework which distributes the heating to the dwellings and the internal pipework and radiators within the dwellings, date from the original design and construction date circa 1980.
4. These works propose the replacement of radiators and local hot water storage cylinders in all scheme dwellings. A mechanical ventilation and heat recovery system, which will serve to remove waste heat from the boiler room, will assist with the heating of the community room.
5. These works also propose replacement of the underground heating distribution pipework throughout the scheme.
6. The new radiators will allow a low surface temperature system to heat the dwellings more effectively and the buried distribution pipework will be better insulated to increase system efficiency. The distribution pipework will have an additional flow and return section to improve heating circulation across the scheme.
7. A mechanical ventilation and heat recovery unit is to be supplied and fitted in the community room to provide heat extraction from the plant room discharging recovered heated air into the community room lounge area (winter). This will further improve the heating efficiency of the system.

Procurement process

8. An open tender opportunity was advertised on the council's e-procurement portal and contracts finder on 24 October 2019. The tender submissions are due for return to the council on 14 November 2019.
9. 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 and previous experience. These aspects will be evaluated to ensure that suppliers met the Council's basic requirements.
10. At the same time suppliers were asked to submit details in the form of method statements proposing how they will meet the requirement for the work package and the price that they will charge to carry out this work. These method statements will be evaluated when it has been confirmed that the suppliers have met the Council's basic requirements.

Tender evaluation

11. The supplier selection process requires suppliers to complete a questionnaire. The responses given 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.
12. The supplier with the highest cumulative score will be deemed the best value submission.
13. The procurement timetable does not allow a report to cabinet identifying the winning supplier and the works to be delivered. Therefore cabinet is requested to delegate the decision to the director of people and neighbourhoods in consultation with the deputy leader and cabinet member for social housing.
14. The decision to award will be published as a key decision and therefore members will have the opportunity to review the decision in the usual way.

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 the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	13 November 2019
Director / Head of service	Lee Robson
Report subject:	Bradecroft Sheltered Housing – Communal Heating Upgrading
Date assessed:	21 October 2019

	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"/>	Open tendering will ensure that best value is achieved.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The new equipment will be more efficient resulting in lower energy bills for residents
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The new equipment will consume less energy than that being replaced.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a low risk that the appointed supplier could fail during the life of the contract. There is little risk to the council as it is not investing in the supplier. The risk is one of service continuity rather than financial which is further mitigated by the fact that the contract is planned in nature.

Recommendations from impact assessment	
Positive	
	The works will help to reduce fuel poverty and reduce consumption of energy from fossil fuels.
Negative	
Neutral	
Issues	