

<b>Report to</b>	<b>Cabinet</b>	<b>Item</b>
	12 July 2017	
<b>Report of</b>	Head of city development services	<b>6</b>
<b>Subject</b>	Procurement of replacement waterproof membrane to City Hall roof.	

## KEY DECISION

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### Purpose

To seek authority to award a contract to replace the waterproof membrane to City Hall roof.

### Recommendation

To delegate approval to the director of regeneration and development in consultation with the portfolio holder for resources to award the contract to replace the waterproof membrane to City Hall roof.

### Corporate and service priorities

The report helps to meet the corporate priority a safe, clean and low carbon city

### Financial implications

The financial consequences of this report are the award of a contract for the replacement waterproof membrane to City Hall roof from a budget of £283,000 which is included within the non-housing capital programme financial forecasts and budgets for this financial year (2017/18).

**Ward/s:** Mancroft

**Cabinet member:** Councillor Kendrick – resources

### Contact officers

Gary Atkins, director of property services	01603 227903
Carol Marney, head of operational property services	01603 227904
Andy Watts, head of city development services	01603 212691

### Background documents

None



# **Report**

## **Background**

1. This work is for essential maintenance to the waterproof layer on City Hall roof. The existing mastic asphalt roof is in need of major repairs. It has been patch repaired over the years but a more permanent solution is now required. Water is leaking through the asphalt into the concrete roof structure where it is tracking along the heating pipes in the ceiling, causing them to corrode and leak water from the heating system.
2. The proposal is to install a modern roofing system and increased insulation over the main roof of City Hall and the Council Chamber. This will make the roof weather tight and will carry a guarantee of 20 years.
3. The application of a new membrane will remove the need to re-apply solar reflective paint every two to five years and hence help reduce future maintenance liabilities. Installing a modern insulation system will help to reduce heat loss through the roof thus supporting the council's commitment to energy saving measures.
4. If the work is not carried out there will continue to be revenue costs due to continued patching, re-coating of solar paint and repairs to office space as and when the heating coils fail. The roof will continue to deteriorate at an accelerated rate causing increased disruption to employees on the third floor, and therefore disruption to services.
5. Delegated authority to approve the contract award is requested so that the contract can be started as soon as possible to take advantage of the better weather.

## **Tender process**

6. The opportunity will be advertised on Contracts Finder and Norwich City Council's tendering portal in July.
7. Suppliers will be 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 then be evaluated to ensure that suppliers meet the Council's basic requirements.
8. Suppliers will be asked to submit 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 will be evaluated once it has been confirmed that the supplier has met the Council's basic requirements.

## **Tender evaluation**

9. 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 50% of the marks. The lowest price will be allocated 50% of the marks and marks will be deducted, pro-rata, with each increasing tender price.

10. The supplier with the highest cumulative score is deemed the best value submission. The results will be reported to the director of regeneration and development and the Portfolio holder for resources.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 July 2017
<b>Head of service:</b>	Head of city development
<b>Report subject:</b>	Procurement of replacement waterproof membrane to City Hall roof.
<b>Date assessed:</b>	28 June 2017
<b>Description:</b>	Overlay of the mastic asphalt with a single ply waterproof membrane guaranteed for 20 years

	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The proposed repairs will help limit future disruption to staff
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