

Report to	Cabinet	Item
	11 March 2015	
Report of	Head of city development services	16
Subject	Award of contracts for the contract framework of suppliers to provide minor building works in connection with the home improvement agency initiative.	

KEY DECISION

Purpose

To seek approval to award a contract framework of suppliers and to provide minor building works in connection with the home improvement agency initiative.

Recommendation

To approve the award of the contract and appointment of the suppliers detailed in appendix A, subject to the completion of final verification checks, for a period of four years from 1 July 2015.

Corporate and service priorities

The report helps to meet the corporate priority “Value for money services” and “Decent housing for all” and the service plan priority to tackle sub-standard private sector housing.

Financial implications

The financial consequences of this recommendation are likely to be positive. The standing list agreement should provide the opportunity to manage the arrangements with contractors more effectively and realise cashable savings of scale.

Ward/s: All wards

Cabinet member: Councillor Bremner - Housing

Contact officers

Paul Swanborough, strategic housing manager 01603 212388

Robin Hare, contract and procurement manager 01603 212412

Background documents

None

Report

- 1 The council has a statutory duty to offer Disabled Facilities Grants (DFG) to eligible residents. It also exercises its discretionary power to provide financial assistance to vulnerable home owners to carry out minor repairs or to tackle hazardous conditions in their homes. The proposed annual capital budget for this work is £1m in 2015-16.
- 2 The council currently offers a 'home improvement agency' service to all applicants. This service organises the whole process from initial application through assessment, design of the works, organising the builders and ensures good quality and value for money. The cost of this service is added to the grant or loan.
- 3 The service is currently provided by a standing list of 30 suppliers requirements over nine categories of work. The suppliers were selected as the result of a previous procurement process. This arrangement began on 1 July 2013 and is due to end on 30 June 2015.
- 4 The current process has been reviewed and following feedback from customers, staff and suppliers it was decided to change the specification of arrangement to a smaller contract framework of 15 suppliers for general works and a single supplier for windows and door plus a single supplier providing a minor works service for very small jobs.
- 5 The single minor works supplier will be especially helpful to applicants as it will ensure they receive the help they need as fast as possible. This is likely to significantly improve service response times (we expect a typical response times to be 4 times faster).
- 6 The opportunity was openly and competitively tendered. A total of 23 completed tenders were returned and evaluated. The results of the evaluation showing the names of the suppliers submitting the winning tenders in each category are shown in Appendix A. Of these the majority are SMEs and based locally.
- 7 In accordance with good practice the contract framework will remain valid for four years. The council will not be bound to always using a supplier from the standing list; thus covering eventualities where specialist works are required. Once formed, the contract framework, associated rotas, requests for quotes, the raising of requisition orders and the receipting of invoices will be administrated by the HIA team.
- 8 In line with council policy all selected contractors have agreed to pay the living wage when carrying out work on our behalf.

Selected suppliers subject to successful completion of final verification checks

	A - General Building Works
1	CLC Contractors Ltd
2	Foster Property Maintenance Ltd
3	Novus property Solutions
4	Ark Property Services
5	M Ryder Building & Roofing Ltd
6	Steven Holdings Ltd
7	Thrower and Rutland LTD
8	Gaswise Services Ltd
9	JKA Home Solutions
10	John Russen Builders Ltd
11	BLC Builders Ltd
12	Cookes Company Ltd
13	P Casey Builder Ltd
14	Wyatt Building Services
15	Silenster Building Services Ltd
	B – Windows and Doors
1	Novus Property Solutions
	C – Handy Person service
2	Norse Commercial Services Ltd

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

Committee:	Cabinet
Committee date:	11 March 2015
Head of service:	Andy Watt
Report subject:	Award of contracts for the standing list of suppliers to provide minor building works in connection with the home improvement agency initiative.
Date assessed:	17 February 2015
Description:	To advise cabinet of the tender process for creation of a contract framework of suppliers carried out by the strategic housing and procurement teams and to seek authority to award the contract to the selected suppliers.

	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 framework contract agreement should provide the opportunity to manage the arrangements with contractors more effectively and realise cashable savings of scale.
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is the potential for other services to use the list of contractors for one-off works. An example would be the private sector housing team carrying out works in default following non-compliance with a housing improvement notice.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local suppliers (including third sector suppliers, SMEs and sole traders) have been given the chance to join the list.
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The terms and conditions of the contract with suppliers include the requirement to pay the national minimum living wage.
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"/>	
S17 crime and disorder act 1998	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The following risks have been identified:</p> <p>(a) Challenge to the award of the contract by unsuccessful suppliers. The likelihood of this happening is low as an open, fair and transparent procurement process has been followed. If a challenge was made then the impact would also be low as the opportunity is below the works threshold specified by the Public Contracts Regulations 2015 and opportunities to disrupt the award and mobilisation process are limited.</p> <p>(b) Tendering suppliers may have colluded to set an artificially high schedule of rates for the Category A works requirements. The averaged rates have been checked against current market trends and are confirmed as competitive.</p>

Recommendations from impact assessment

Positive

The formation of the contract framework has a positive effect in terms of financial, financial inclusion, local economic development and risk management considerations.

Negative

No negative effects have been identified.

Neutral

N/A
Issues
None