

Report to	Cabinet	Item
	12 December 2018	
Report of	Director of neighbourhoods	12
Subject	Procurement for the supply, installation and commissioning of new boilers and associated equipment at Meadowsweet sheltered housing.	

KEY DECISION

Purpose

To advise cabinet of the procurement process for installing a new heating system at Meadowsweet sheltered housing and to seek approval to award the contract.

Recommendation

To delegate approval to the director of neighbourhoods in consultation with the deputy leader and portfolio holder for social housing to award the contract for supply, installation and commissioning of new boilers and associated equipment at Meadowsweet sheltered housing.

Corporate and service priorities

The report helps to meet the corporate priority a healthy city with good housing.

Financial implications

The costs arising from this decision will be met from the approved budgetary provision within the HRA capital and revenue programme for 2018/19.

Cabinet member: Councillor Harris - deputy leader and social housing

Contact officers

Lee Robson, head of neighbourhood housing 01603 212939

Carol Marney, interim operations director NPS Norwich 01603 227904

Background documents

None

Report

Introduction

1. Meadowsweet sheltered housing site consists of 30 bungalows and a communal centre. It is situated off Bussey Road, Fiddlewood, Norwich, NR6 6JG
2. The existing boiler plant is in need of replacement due to its age and discontinuation of the product.
3. A mechanical heat recovery plant is proposed for the communal centre together with a combined heat and power (CHP) unit as these are recognised technologies to reduce CO2 emissions and running costs. There are four units currently on site. Works will also include an upgrade to the hot water storage facility; insulation to the district heating pipework which is routed through the roof and the radiators in the dwellings which are the original units. These need replacing, as do the hot water cylinders which currently use electric immersion heaters to heat the hot water. The budget estimate for the works is £425,000.
4. The new boilers will be more energy efficient resulting in a lower cost of heating and a lower carbon footprint for the centre. The new radiators will allow the low surface temperature system to heat the dwellings more effectively, and the new hot water system will be more cost effective than using immersion heaters.

Procurement Process

5. The opportunity was advertised on the council's e-procurement portal on 5 November 2018 with a return date of 26 November 2018. Delegated authority is requested to provide officers with time to evaluate tenders returned. If the process is completed by 12 December a revised recommendation will be made.
6. 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 be evaluated to ensure that suppliers met the Council's basic requirements.
7. At the same time suppliers will be 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 once it had been confirmed that the supplier has met the Council's basic requirements.

Tender evaluation

8. 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.

9. The supplier with the highest cumulative score is deemed the best value submission. The results will be reported to the Director of neighbourhoods and the Portfolio holder for social housing.

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:	12 th December 2018
Director / Head of service	Lee Robson
Report subject:	Procurement for the supply, installation and commissioning of new boilers and equipment at Meadowsweet sheltered housing
Date assessed:	19 th November 2018
Description:	New boilers, radiators, pipework insulation and hot water cylinders.

	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will result in reduced CO2 emissions.
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	