



Key Decision Report of the Corporate Director of Housing

Officer Key Decision	Date: 3 January 2020	Ward(s): All
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THE APPENDIX TO THIS REPORT IS NOT FOR PUBLICATION

SUBJECT: Contract Award - Supply and Installation of Scaffolding for Housing Repairs

1. Synopsis

- 1.1 This report seeks approval for the award of the contract for the Supply and Installation of Scaffolding for Housing Repairs. On 30 April 2019 the Corporate Director of Housing approved the procurement strategy for the Supply and Installation of Scaffolding for Housing Repairs.
- 1.2 The Contract for the Supply and Installation of Scaffolding for Housing Repairs will be awarded to one contractor for an initial period of 24 months, with options for two possible extensions of up to 12 months each (a total of 48 months). The estimated total value of this contract is £1,800,000 over the maximum period of forty-eight (48) months. This is based on an estimated value of £450,000 per annum.

2. Recommendations

- 2.1 To award the contract for the Supply and Installation of Scaffolding for Housing Repairs to:
 - Griffin Scaffolding Ltd.

3. Date the decision is to be taken:

13 January 2020.

4. Background

- 4.1 The Housing Repairs Service delivers responsive repairs to Council properties within the borough to approximately 29,000 properties. This contract will provide scaffolding in order to facilitate the in-house repairs service undertaking essential repairs to, for example, roofs, gutters and high-level windows. The service will apply to residential properties and communal areas. The contractor will be required to maintain the scaffolding during use, ensuring that associated legislative requirements are met. This contract is for the replacement of an existing contract that is expiring.
- 4.2 On 30 April 2019, the Corporate Director of Housing approved a strategy for the procurement of a single contractor for the Supply and Installation of Scaffolding for Housing Repairs. The contract was advertised by the council on the London Tenders Portal and Contracts Finder. As the contract value was below the threshold for EU purposes, a notice was not required to be posted in the Official Journal of the European Union (OJEU).
- 4.3 The procurement was conducted in line with the Council's procurement rules and the Public Contracts Regulations 2015. The procurement was undertaken using a competitive tender under the Open Tender Procedure.
- 4.4 Following the advertisement of the contract, four submissions were received. Two organisations did not pass the compliance stage as they failed to submit the correct tender documents. The two remaining organisations were required to achieve a minimum standard scoring of 3 or above for each of the suitability assessment questions in order to have their remaining submission evaluated. Only one organisation successfully achieved the minimum requirement at the suitability assessment stage and progressed to have their method statement evaluated. The organisation scored 3 or more at the method statement stage and progressed to have the cost element of their tender evaluated.
- 4.5 The contract will be awarded to the Most Economically Advantageous Tender (MEAT) based on the award criteria set at 60% cost and 40% quality.

The 40% quality element was divided into the following sub-criteria:

- Proposed approach to managing the delivery of services, meeting work volumes and having the necessary resources to deliver the contract 10%
- Proposed approach to cost and quality during the contract period to ensure quality standards are met and value for money is achieved 10%
- Proposed approach Health and Safety in the working environment and ensuring staff training is maintained in keeping with current legislation 10%
- Proposed approach to customer services, considering equality and including communication with the client and residents to enable access for works 5%
- Proposed approach to delivering social/added value, including the reduction of carbon footprint and minimising the impact of the service on the environment 5%.

4.6 The 60% cost element was divided into the following sub-criteria:

Percentage breakdown	Description
40%	Percentage adjustment to prices stated in paragraph 2.5 (applicable to work undertaken inside and outside normal working hours and emergency and non-emergency work)
2.5%	Rates for common tasks not included in the schedule of rates -- Prices and rates tendered in section 3.1
5%	<p>DAY WORK – HOURLY CHARGES</p> <p>Inside normal working hours</p> <p>Roofing operative / general building multi trade / skilled tradespeople</p>
5%	<p>DAY WORK – PERCENTAGE ADDITIONS</p> <p>Percentage adjustment for materials</p>
5%	<p>DAY WORK – PERCENTAGE ADDITIONS</p> <p>Percentage adjustment for plant and equipment</p>
2.5%	Percentage adjustment for directing and supervising approved Specialists
TOTAL 60%	

4.7 A two stage leaseholder consultation took place as part of this procurement.

Four observations were received. One leaseholder asked to review the tender response and was provided with the information to secure an appointment to view the documentation. One leaseholder’s observation related to the tendering of individual programmed works packages. This did not directly relate to this procurement, which is for scaffolding to facilitate emergency and day-to-day responsive repairs. However, the observation was noted and passed onto the appropriate team. The remaining observations related to individuals’ historical experiences of the erection and dismantling of scaffolding and their observations will be used to improve the day-to-day operational management of these works. All leaseholders received a response to their observations.

4.8 The results of the tender evaluation are set out in the attached exempt Appendix 1.

5. Implications

5.1 Financial implications:

The Supply and Installation of Scaffolding for Housing Repairs is funded by the Housing Repairs budget. The budget for 2019-20 is £32.93m; of which £3.45m is allocated for spend on subcontractors.

It is anticipated that the current budget provision will continue to be available in the foreseeable future. The cost of the contract will therefore be contained within the existing and future resources without causing additional pressure to the Council.

5.2 Legal Implications:

The Council is responsible for undertaking the repair, maintenance and improvement of its housing properties and installations therein (Part 2 of the Housing Act 1985 and section 111 of the Local Government Act 1972). The Council has power to enter into contracts with suppliers of scaffolding services under section 1 of the Local Government (Contracts) Act 1997.

The proposed contract is a contract for scaffolding supply and installation works which is classified as a 'works' contract for purposes of the Public Contracts Regulations 2015 (the Regulations). The total estimated value of the contract is £1,800,000. The threshold for application of the Regulations is currently £4,551,413 for works contracts. Contracts below this threshold need to be procured in compliance with the principles of equal treatment, non-discrimination and transparency underpinning the Regulations. The council's Procurement Rules also require works contracts over the value of £1,000,000 to be subject to a formal competitive tender process.

The procurement of this contract was carried out in compliance with the principles underpinning the Regulations and the council's Procurement Rules. Only one tender was received that met all the requirements of the Council. Therefore, the contract may be awarded to Griffin Scaffolding Ltd as recommended in the report. In deciding to award this contract the Corporate Director should have regard to the attached appendix and also satisfy themselves that the tender price represents value for money for the council.

The contract is for a period in excess of 12 months and therefore will be qualifying long term agreements under section 20 of the Landlord and Tenant Act 1985. Accordingly, the leaseholder consultation requirements applicable to long term qualifying agreements set out in the Service Charges (Consultation Requirements) (England) Regulations 2003 (as amended) have been complied with.

5.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030:

Environmental implications from this contract include CO2 emissions, congestion from vehicle use, as well as possible disturbance to habitat for wildlife and noise.

The bid process included scoring for minimising the service's environmental impact and carbon footprint. The contractor has committed to optimising travel routes to minimise journey lengths, has low emissions and anti-idling policies in place, and has ULEZ-compliant vehicles. Where there is likely to be disturbance to habitats, particularly bird nesting spaces, an alternative scaffolding design plan will be considered and the Nature Conservation Team consulted for advice and guidance. Noise pollution from scaffolding works must also be considered by the contractor, particularly as affecting residents of properties where scaffolding is being erected. The contractor is required to work within agreed hours and consider measures to minimise the impact of noise pollution.

5.4 Resident Impact Assessment:

The Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

A Resident Impact Assessment was completed on 27 March 2019. This procurement will not have any negative impact on any persons within the protected characteristics groups. This contract will have a positive impact on vulnerable groups, as it will ensure that their properties are maintained to a high standard. Diversity and equality were considered during the procurement process. Potential service providers were asked a scored question during the procurement process about how they assess and manage repairs for customers with any of the equalities characteristics. It is a contractual requirement for service providers to work to Islington Council's policies and procedures, where health and safety, equality, diversity and an accessible service for all are factored into service delivery procedures.

6. Reasons for the decision:

- 6.1 The successful contractor selected for the contract award for the Supply and Installation of Scaffolding scored the highest overall score and met or exceeded the minimum requirements of all of the quality criteria of their tender.

7. Record of the decision:

7.1 I have today decided to take the decision set out in section 2 of this report for the reasons set out above.

Signed by:

Corporate Director - Housing

Date

Appendices

- Appendix 1 – Exempt
- Appendix 2 – Resident Impact Assessment

Background papers: None

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