



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Cabinet

Tuesday, 9 July 2024

Report of Councillor Virginia Moran,  
Cabinet Member for Housing

# Contract award supply and install of Stairlifts, through floor lifts and external modular ramps

### Report Author

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### Purpose of Report

To obtain approval to enter into a contract with EMS Lifts Ltd for the provision, installation and maintenance of stairlifts, through floor lifts, step lifts and ramps for the Disabled Facility Grants Team and Council Adaptations service covering both private and council owned properties for a period of 3 years with the option to extend by a further 1 year plus 1 year.

### Recommendations

**That Cabinet approves the contract award for the supply, installation and maintenance of stairlifts, through floor lifts, step lifts and external modular ramps to EMS Lifts Ltd with an annual contract value of £120k for a period of 3 years with the option to extend by a further 1 year plus 1 year**

### Decision Information

Is this a Key Decision?	Yes – included on the forward plan
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Housing Effective council
Which wards are impacted?	All wards

## **1. Implications**

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance***

- 1.1 The financial implications are set out within the report. The contract costs can be met from the existing Disabled Facilities Grant capital budget.

Completed by: Paul Sutton Interim Head of Finance (Deputy 151)

### ***Procurement***

- 1.2 This tender was a compliant process with no risk to challenge.

Completed by: Helen Baldwin – Procurement Lead

### ***Legal and Governance***

- 1.3 There are no significant legal and governance implications arising from this report.

Completed by: Graham Watts, Monitoring Officer

## **2. Background to the Report**

- 2.1 The Council has a legal obligation under The Housing Grants, Construction and Regeneration Act 1996 to provide adaptations to disabled individuals' properties where they meet the eligibility requirement. This obligation is undertaken via the Disabled Facility Grants Team for those living in the private sector and the Council Adaptations Service for those living in a Council owned property.
- 2.2 The current contract for the Council Adaptations service expires on 30 June 2024 and the pilot for the Private Sector Housing adaptations is not delivering as expected and therefore will not be continuing so the Council there is a requirement to procure a new contractor.
- 2.3 The purpose of this report is to seek approval to enter into a contract with EMS Lifts Ltd for the supply, installation and maintenance of stairlifts, through floor lifts, step lifts and external modular ramps. The contract value is £120,000 per year, with an initial term of 3 years and with the option to extend for two subsequent

years. This totalling a possible contract length of 5 years and a full value of £600,000.

- 2.4 Welland Procurement established that no frameworks were available which met the specification for the contract so an open tender process was followed. The tender opportunity was advertised on Contracts Finder which resulted in 5 tender submissions being received to be evaluated.
- 2.5 The tender was made up of two questionnaire sets: one questionnaire for the selection criteria questions and one for award criteria questions. The award criteria questions were evaluated as follows:

Evaluation Criteria	Weighting
Quality	60%
Price	40%

- 2.6 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by four evaluators and their scores, and comments recorded.
- 2.7 Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on the 16 May 2024. This was attended by both the evaluators and Welland Procurement to review the scores and also to ensure that the scoring had been consistent and the key points in each question had been accounted for. As the scoring was consistent between the evaluators, average scoring was not used.
- 2.8 Following the moderation meeting one bidder was rejected as they had not met the minimum threshold for the award criteria. The scores awarded to the remaining 4 tenders are as follows:

Rank	Bidder	Overall Score
1	EMS Lifts Ltd	79.02%
2	Bidder 5	74.20%
3	Bidder 4	72.76%
4	Bidder 1	63.55%

- 2.9 It is therefore recommended that EMS Lifts Ltd be awarded the contract with a proposed start date of the 15 July 2024. The full procurement summary report can be found at Appendix A.

### **3. Key Considerations**

- 3.1 The provision of the supply and install of stairlifts, modular ramps, through floor lifts and step lifts is a legal requirement on the Council, in order to meet the needs of or disable residents. This is in accordance with the Housing Grants, Construction and Regeneration Act 1996.
- 3.2 The Council is unable to undertake this provision internally therefore the only consideration is to award to a suitable external contractor.

### **4. Other Options Considered**

- 4.1 No other options have been considered, this function cannot delivered in house and the current arrangements are due to end. Therefore this is the only option considered.

### **5. Reasons for the Recommendations**

- 5.1 The current contractual arrangements are ending and following a robust procurement process the successful supplier. Due to the contract value and in accordance with the Constitution, the contract award requires cabinet approval.

### **6. Appendices**

- 6.1 Appendix A – Procurement report summary