



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**



## Cabinet

9 July 2024

Report of Councillor Virginia Moran,  
Cabinet Member for Housing

## Contract Award for HRA Roofing Services

### Report Author

Andrew Garner – Senior Project Officer – Technical Services

 [andy.garner@southkesteven.gov.uk](mailto:andy.garner@southkesteven.gov.uk)

### Purpose of Report

To obtain approval to enter into a contract with Foster Property Maintenance Limited for the provision of replacing both pitched and flat roof coverings to Council owned dwellings for South Kesteven District Council. The contract would be awarded for an initial period of 2 years with an option to extend for a further 1 plus 1 year.

### Recommendations

#### That Cabinet:

1. Approves the award of a contract to Foster Property Maintenance Limited for the replacement of pitched and flat roof coverings at South Kesteven District Council owned dwellings with an annual contract value of up to £1.5m for a period of 2 years with the option to extend for a further 1 year plus 1 year.

Decision Information	
Is this a Key Decision?	Yes, this is a Key Decision. Yes, has been 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Does the report contain any exempt or confidential information not for publication?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
Which wards are impacted?	Grantham, Bourne, Stamford & The Deepings.

## 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 2024/25 HRA Capital Budget includes an approved budget of £1.5m for re-roofing and a total indicative budget for 2025/26 – 2026/27 of £2.46m which can be used to fund the cost of this contract.

Reviewed/Completed by: Paul Sutton, Interim Head of Finance and Deputy S151 Officer

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

- 1.2 There are no significant legal and governance implications arising from the report which are not already reflected elsewhere in the report, particularly in relation to procurement and compliance with the Council's Contract Procedure Rules.

Reviewed/Completed by: Graham Watts, Monitoring Officer

### ***Procurement***

- 1.3 It is confirmed that a fully compliant procurement process has been completed and the Council's Procurement Lead has been consulted throughout the process.

Reviewed/Completed by: Helen Baldwin, Procurement Lead

## ***Risk and Mitigation***

- 1.4 Any risk will be monitored as part of the contract management process.

Reviewed/Completed by: Tracey Elliott, Governance and Risk Officer

## ***Health and Safety***

- 1.5 As part of the tender documentation, a comprehensive Pre-Construction Information document was provided for all bidders to review and consider the aspects of health & safety associated with the proposed roofing contract.
- 1.6 When the contract is awarded to the successful bidder, a Construction Phase will be requested and must be provided prior to works commencing by the Principle Contractor and this will detail how all the health & safety risks associated with the construction phase will be implemented to minimise the risks or where possible or eliminate them. This will be monitored regularly through the management of the contract

Reviewed/Completed by: Philip Swinton Health, Safety and Compliance Manager

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

- 2.1 The Council has a clear commitment in its Corporate Plan 2024 – 2027 to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.
- 2.2 The purpose of this report is to seek approval to enter into a contract with Foster Property Maintenance Ltd. the provision of replacing existing roof coverings on South Kesteven District Council's housing stock. The contract would be awarded for an initial period of 2 years with an option to extend for a further 1 year plus 1 year.
- 2.3 The existing roof coverings on the Council dwellings have been in place for a considerable amount of time, many for 60+years, but they are starting to show signs of wear and have become porous. Repair works have been carried out over the years, but they are now coming to the point where they are beyond economical repair and materials are difficult to source to complete effective, lasting repairs.

Flat roof coverings were predominantly of mineral felt with poor levels of thermal performance. The replacements to these roof coverings will be of an improved standard which will both last longer and have a thermal efficiency to a modern standard.

- 2.4 The procurement opportunity was originally tendered as a mini competition using a framework run by Efficiency East Midlands (EEM), for Roofing Services EEM0070. Unfortunately, no tender submissions were received due to suppliers on the framework being unable to tender at the time. This feedback was given to the EEM Framework, and the decision was taken to advertise this procurement opportunity to the open market.
- 2.5 In accordance with the Public Contract Regulations 2015, this Tender opportunity was advertised on the Find a Tender Service (FTS). The Contract Notice (2024/S 000-012041) was dispatched on 12 April 2024 and advised that award of the contract would follow an open procedure. The opportunity was also advertised on Contracts Finder. A total of 36 expressions of interests were initially received which resulted in 10 tender submissions being received to be evaluated.
- 2.6 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	Weighting
Quality	40%
Price	60%

- 2.7 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 at least two evaluators and their scores, and comments recorded.
- 2.8 Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on the 11 June 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.

- 2.9 Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Rank	Bidder	Overall Score
1	Foster Property Maintenance Limited	88.38%
2	Bidder 2	86.00%
3	Bidder 3	78.61%
4	Bidder 4	76.39%
5	Bidder 5	64.54%
6	Bidder 6	54.85%
7	Bidder 7	52.73%
8	Bidder 8	50.57%
9	Bidder 9	42.89%
10	Bidder 10	Disqualified

- 2.10 It is therefore recommended that the contract is awarded to Foster Property Maintenance Ltd for the provision of replacing existing roof coverings on The Council's Housing Stock.

### **3. Key Considerations**

- 3.1 Key areas for consideration are that the existing roof coverings are becoming porous and difficult to effectively maintain which is having a detrimental impact on the structure of Council properties. The replacement of the roof coverings and associated thermal improvements such as increased loft insulation will improve heat retention within the dwellings and potentially lower heating costs. The procurement has gone through a formal process and established a competitive outcome with a best value for money and quality of product.

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

- 4.1 Consideration has been given to the option of maintaining the roof coverings, with replacement of failed components and replacing sections of tiles and felt, but these are not cost effective in the long term with replacement being inevitable.

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

- 5.1 The proposed contract award has followed compliant procurement processes and shall provide the Council with the appropriate contracts to aid enable it to deliver the commitment to ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.

### **6. Appendices**

- 6.1 Appendix 1 - Roofing Tender Award Report.