



Cabinet

9 July 2024

Report of Councillor Virginia Moran,
Cabinet Member for Housing

Contract Award for Disabled Adaptations at Council Owned Properties

Report Author

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Purpose of Report

To seek approval to enter into a contract with Foster Property Maintenance Ltd for the provision of carrying out disabled adaptation works to Council owned dwellings. The contract would be awarded for an initial period of 2 years with the option to extend for a further 1 year plus 1 year.

Recommendations

That Cabinet approves the award of a contract to Foster Property Maintenance Ltd for carrying out disabled adaptation works to Council owned dwellings with an annual contract value of up to £520k 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
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Housing that meets the needs of all residents Healthy and strong communities
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 £150k and a total indicative budget for 2025/26 – 2026/27 of £0.738m and the 2024/25 HRA Revenue budget has an approved budget of £350k and a total indicative budget for 2025/26 – 2026/27 of £0.80m for Disabled Adaptation Works which can both be used to fund the cost of this contract.

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.

Completed by: Jame Welbourn, Democratic Services Manager and Deputy 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, pre-construction information was provided for all bidders to review and consider the aspects of health & safety associated with the proposed disabled adaptation works.
- 1.6 When the contract is awarded to the successful bidder, a Construction Phase will be requested and must be provided before works commence by the Principal Contractor, and this will detail how all the health & safety risks associated with the construction phase of the works will be implemented to minimise the risks where possible or eliminate them. This will be monitored through the management of the contract.

Reviewed/Completed by: Phil 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 for the provision of completing disabled adaptation works on the 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 adaptation requests which the Council receives from the Occupational Therapists at Lincolnshire County Council are wide and varied. These range from a simple hand or grabrail through to bathroom conversions to provide level access showering facilities, door widening for wheelchair access, ramps and on rare occasions where alternative solutions cannot be found small extensions to create ground floor bedrooms and shower facilities.
- 2.4 The Council is committed to meeting the needs of its tenants and their household to live independently with privacy and dignity. The Council aims to support people to continue to live independently and comfortably in their homes for as long as possible or, if this is not possible or practical, the council will assist them in finding suitable alternative accommodation typically within its own housing stock.

2.5 The procurement opportunity was originally tendered as a mini competition using the Fusion 21 Framework. Unfortunately, no tender submissions were received so the decision was taken to advertise this procurement opportunity to the open market.

2.6 The tender opportunity was advertised on Contracts Finder on 10 May 2024. A total of 44 expressions of interests were initially received which resulted in 8 tender submissions being received to be evaluated.

2.7 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	60%
Price	40%

2.8 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 three evaluators and their scores, and comments recorded.

2.9 Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on 19 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.

2.10 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	82.75%
2	Bidder 2	76.00%
3	Bidder 3	63.27%
4	Bidder 4	62.12%
5	Bidder 5	60.12%
6	Bidder 6	48.24%
7	Bidder 7	46.19%
8	Bidder 8	45.38%

2.11 It is therefore recommended that the contract is awarded to Foster Property Maintenance Ltd for the provision of disabled adaptation on the Council's Housing Stock.

3. Key Considerations

3.1 Key areas for consideration are that the disabled adaptation works are required to allow the Council's tenants to continue to live in their homes whilst maintaining independence and to have the ability to carry out day to day activities within their home. Without the adaptation works, some tenants may not be able to safely reside in their home and use basic facilities such as cooking, bathing or bedrooms. 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 The option of utilising the Council's own labour resource has also been considered, but given the current demand on resources, this is not considered a viable option.

5. Reasons for the Recommendations

5.1 The proposed contract award has followed compliant procurement processes and shall provide the Council with the appropriate contract to 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 – Disabled Adaptation Award Report.