



Contract award for Structural Surveying & Associated works

Report Author

Andy Garner, Planned Works Manager – Technical Services

andy.garner@southkesteven.gov.uk

Purpose of Report

To seek approval to enter into a contract with Millward Partnership for the provision of structural surveys and associated works to Council owned dwellings for South Kesteven District Council.

The contract will be awarded for an initial period of 3 years with an option to extend for an additional 1 year +1 year, giving a total duration of 5 years

Recommendations

That Cabinet approves the award of a contract to Millward Partnership for the provision of carrying out structural surveys and associated works at South Kesteven District Council owned dwellings with an annual value of £50k for a period of 3 years with the option to extend annually for up to 2 years.

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Does the report contain any exempt or confidential information not for publication?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
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 and Procurement

- 1.1. There is sufficient budget within the Housing Revenue Account to fund this contract. The survey works will be funded from the structural survey revenue budget and the associated structural works will be met from the Technical Services Structural Refurbishment capital budget.

Completed by: David Scott – Assistant Director of Finance (Deputy s151 officer).

Procurement

- 1.2. This contract was compliantly tendered via a mini competition through the EEM DPS0010 framework. Full details of the tender process can be found in Appendix 1.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.3. Cabinet is the correct body to consider this contract award.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 The purpose of this report is to provide assurance to Cabinet that relevant procedures were followed in the selection of a provider to carry out structural surveys and associated works and to ask for approval to enter into contract Millward Partnership. The contract would be awarded for an initial period of 3 years with an option to extend annually for up to 2 years, giving a total duration of 5 years.
- 2.2 Structural surveys enable building defects to be investigated and remedial work identified. The associated works include the provision of providing structural calculations along with specifications/drawings when required. All surveying and associated works that would be undertaken on the Council's housing stock would be done to meet the industry standards and requirements that are set out by the relevant governing bodies. This ensures that our residents reside in a safe home.

- 2.3. Typically, around 45 structural surveys and 12 associated projects are carried out each year. The annual cost for this service is anticipated at £50,000 per annum. The survey works will be funded from the structural survey revenue budget and the associated works will be met from the Technical Services Structural Refurbishment capital budget.
- 2.4. The procurement opportunity was tendered as a mini competition using a framework run by Efficiency East Midlands (EEM). Following publication of the opportunity 8 Expressions of Interest were received which resulted in 4 Tender Submissions.
- 2.5. The Tender was made up of two questionnaire sets: one for the selection criteria and one for the award criteria. The award criteria questions were evaluated as follows:

Evaluation	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 at least two 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 11 May 2025. 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 completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Rank	Bidder	Overall Score
1	Millward Partnership	94%
2	Bidder 2	79.71%
3	Bidder 3	73.65%
4	Bidder 4	59.71%

- 2.9. It is therefore recommended that the contract is awarded to Millward Partnership for the provision of structural surveys and associated works on the Council's Housing Stock.

3. Key Considerations

- 3.1. Structural surveys and the associated works are a specialist field of work, they are needed to ensure building defects are identified and rectified in a timely manner while preventing additional building defects manifesting. This in turn will reduce future repair costs and ensure the Council's housing stock is maintained to a good, safe standard while retaining their market value.

All works would be designed to meet the industry requirements and standards. The procurement has gone through a formal process and established a competitive outcome with a best value for money and quality of service.

4. Other Options Considered

- 4.1. Consideration has been given to the option of carrying out the works "in-house", but due to the specialist nature of the work this is not a viable option.
- 4.2. The second option to not carry out the work is also not practicable as this would lead to further building defects, increased repair costs and a housing stock with a low market value.

5. Reasons for the Recommendations

- 5.1. After the tender exercise and evaluation, Millward Partnership have given the best tender submission through the combination of price and quality to carry out structural surveys and associated works on the Council's housing stock and to ensure the Council has a contract in place which is compliant with procurement requirements.

6. Appendices

- 6.1. Procurement Summary Report – Welland Procurement