

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 4 MARCH 2014

Title of report	MAJOR AIDS AND ADAPTATIONS CONTRACT - DELEGATION OF AUTHORITY TO AWARD
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Housing 01530 454780 chris.lambert@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegate authority to award the aids and adaptations framework agreement to the Director of Services in consultation with the Housing Portfolio holder to the most economically advantageous tenderers for each lot. This work is to be funded from the Housing Capital / Revenue Budgets that has been allocated to deal with these issues.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation. To ensure the delivery of service provision.
Council Priorities	Value for Money Business and Jobs Homes and Communities
Implications:	
Financial/Staff	Financial implications contained within existing budgets, no staffing implications
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Assessment	Not applicable
Human Rights	None discernible

Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	Procurement, Legal Services , Audit
Background papers	None
Recommendations	THAT CABINET DELEGATES AUTHORITY TO AWARD THE CONTRACTS FOR THE PROVISION OF AIDS AND ADAPTATIONS WORKS TO THE DIRECTOR OF SERVICES IN CONSULTATION WITH THE HOUSING PORTFOLIO HOLDER.

1. BACKGROUND

- 1.1 In certain circumstances, some of our older and/or disabled tenants may require aids and adaptations to their homes, to help them live more comfortable lives. The provision of alterations to Council Tenants' homes is not a statutory duty, but as a responsible landlord we make an annual budget provision to carry out this work. The Council also offer a Disabled Facilities Grant service, which is predominantly aimed at owner occupiers and people in the private rented sector.
- 1.2 Before completing work to a property, an assessment is made in line with our Aids and Adaptations Policy, to ascertain if the requested improvement is appropriate for the tenants and the property. Where possible we encourage tenants to move to empty properties that are already converted, and in a very limited number of cases we have to refuse adaptations, because they are not economically viable (such as fitting a level access shower in a three bedroom house where there is no disabled access to the first floor).
- 1.3 The aids and adaptations work to each property is normally specified by a medically trained Occupational Therapist and is prioritised based on the assessed level of medical need.
- 1.4 Work required under the Aids and Adaptations Programme is currently delivered by our In-house Repairs Team, and whilst this is proving successful it is considered that given the value and nature of the work, delivery through a contract would be a more cost effective option.
- 1.5 A procurement exercise is therefore currently underway which will be concluded before April 2014 to select a number of contractors who will be best able to carry out this work. The process used to determine the procurement route is described in section 2.

2. PROCUREMENT ROUTE

- 2.1 In order to procure contractors to deliver the required Aids and Adaptations Programme in a timely way various procurement options were considered in accordance with the Council Contract Procedure Rules. Following this appraisal, it was agreed to undertake a full procurement exercise and let the required work as four separate lots based on geographical areas of the District with three contractors per lot. Details of these lots are attached in Appendix 1. This approach was designed to offer local contractors the opportunity to bid for the work, in support of the Councils "Buy Local" initiative and this approach will also allow the opportunity to conduct mini tenders between contractors for appropriate items of work to ensure value for money is obtained. By procuring the work required in smaller Lots, this will enable local SME's who do not meet the qualification criteria and/or do not have the capacity to deliver the whole contract, the opportunity to submit bids based on their preferred geographical areas of work. It also retains the opportunity for larger contractors to bid for multiple Lots, so a direct comparison in terms of cost and quality can be made as part of the evaluation process.
- 2.2 A restricted tendering process is therefore being used, and the required notice has been published on Source Leicestershire, North West Leicestershire District Council's website and the Delta eSourcing Portal.
- 2.3 The proposed contract period will be four years, on the basis of an initial two years with two further single year options to extend.
- 2.4 In order to award the contracts arising from this procurement exercise in a timely manner, Cabinet is requested to delegate authority to do this to the Director of Services in consultation with the Housing Portfolio holder.

3. RESOURCE IMPLICATIONS

- 3.1 The maximum anticipated expenditure for the Aids and Adaptations contract, over a two year initial term with two single year options to extend is £1.43 million. This is illustrated in Table 1 below on an annual basis, with the funding requirement having been included in the Housing Revenue Account Business Plan financial modelling.

Table 1 – Four Year Funding Profile for Aids and Adaptations Works

Year	Budget
2014/15	£380,000
2015/16	£350,000
2016/17	£350,000
2017/18	£350,000
TOTAL	£1,430,000

4. PROCUREMENT EVALUATION

- 4.1 All acceptable bids will be evaluated against the criteria set out within the Invitation to Tender. The scoring criteria which will underpin this process has been devised to award the most economically advantageous tender. The evaluation process will be adjudicated by an officer panel which included a tenant representative.
- 4.2 The award of these contracts will achieve financial efficiencies through having completed a robust market testing process to identify the best prices available for this work in the market. The evaluation will assess a composite mixture of quality and price, 60% for quality and 40% price. The detailed scoring criteria have been devised to ensure the award of the most economically advantageous bids submitted for specific lots defined in the tender.

Appendix 1

DETAILS OF GEOGRAPHICAL LOTS TO BE USED FOR THE AIDS AND ADAPTATIONS PROCUREMENT

Lot One	Lot Two	Lot Three	Lot Four
Castle Donington,	Bardon,	Coalville,	Oakthorpe & Donisthorpe,
Kegworth & Whatton,	Hugglescote,	Ashby Holywell,	Measham,
Thringstone,	Greenhill,	Ashby Ivanhoe,	Appleby
Whitwick	Snibston	Valley	Ibstock & Heather.
Breedon.	Ravenstone & Packington.	Moria.	