

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 04 February 2019

Portfolio:	Housing
Subject:	Void Property Works and Component Improvement Package Works Contract 2019 to 2022
Report of:	Managing Director of Fareham Housing
Corporate Priority:	Dynamic, prudent and progressive Council

Purpose:

To consider the tenders received and to award a contract for the provision of void property works and component improvement package works to council properties.

Executive summary:

This report provides the Executive with information on the Council's obligation to maintain its properties to a lettable standard and provide improvements. It provides details on a new contract to provide void property maintenance and component improvement works on a 3-year term, with option to extend for a further 2 years.

Recommendation:

It is recommended that the Executive awards a contract to the contractor achieving the highest scoring tender based on cost/quality/service as detailed in confidential Appendix A to this report.

Reason:

To ensure void repair works are delivered to the lettable standard effectively and efficiently. To provide improvements and disabled adaptations to occupied properties effectively and efficiently. To provide additional support to deliver responsive repairs.

Cost of proposals:

The costs of these proposals are outlined in confidential Appendix A to this report.
They will be met from existing Housing Revenue Account budgets

Appendices:

Confidential Appendix A: Summary of tender evaluation

Confidential Appendix B: Detailed tender evaluation process

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	04 February 2019
Subject:	Void Property Works and Component Improvement Package Works Contract 2019 to 2022
Briefing by:	Managing Director of Fareham Housing
Portfolio:	Housing

INTRODUCTION

1. Fareham Borough Council's Housing stock will have an average of 215 empty properties a year, these are referred to as voids. The reasons for properties becoming void are due to terminations of tenancy, death of tenants and repossessions. As a landlord, the Council has a legal responsibility to maintain the properties to a lettable standard prior to re-occupation.
2. Void works are delivered in conjunction with the incoming tenants to ensure the property is right for the person. This bespoke approach to the works statistically show that it prevents future demand on the maintenance service.
3. Fareham Housing also provides kitchen and bathroom modernisations to its stock. The demand comes either direct from tenants who feel that an upgrade is due or via the Responsive Repairs operatives who determine that components are beyond economical repair.
4. Fareham Housing provide disabled adaptations to its stock. The demand comes either direct from tenants or via Hampshire County Council's Occupational Therapy Departments. Minor adaptations are undertaken by Responsive Repairs operatives.
5. The works on this contract include:
 - All aspects of void repairs and improvements.
 - Component improvement package works and disabled adaptations to occupied properties, which include kitchens, bathroom, wet-rooms, over the bath showers, ramps, handrails, etc.
 - Occasional responsive repairs.
6. This new contract will be for an initial period of three years with the option to extend the contract by a further two years subject to satisfactory performance.

TENDER PROCESS

7. A 'contract notice' was issued on the 4th July 2018 in accordance with Publication of Supplement to the Official Journal of the European Union (OJEU) and available on the Tenders Electronic Daily website (TED).
8. A Restricted OJEU procurement process was used that included a two-stage process; Stage 1 is the pre-qualification section whereby eligible candidates are invited to tender in Stage 2. Those candidates who fail the Stage 1 are rejected from the process. 21 expressions of interest were received and assessed for suitability. A select list of 6 contractors were chosen to be invited to tender.
9. Four tenders were received electronically by the return date of the 3rd August 2018.

EVALUATION PROCESS

10. The evaluation process consisted of a six-stage process as detailed below:

Stage 1 - Evaluation of the financial aspects of the submissions primarily considering the tendered maintenance rates, percentage adjustments and tendered contract preliminary costs.

Stage 2 - An assessment of quality and performance based on an evaluation of the bidders submitted method statement - including the bidder's organisation, management systems, proposals for carrying out the works, customer care and IT systems.

Stage 3 - At the completion of stages 1 and 2 an overall assessment was undertaken based on the quality to price ratio to determine which tenderers should be invited for interview.

Stage 4 – A site visit to the organisation's premises to understand how they operate, view their systems and meet the personnel involved in delivery the service. This assessment is considered within the final moderation stage.

Stage 5 - A further assessment of quality and performance by means of an interview. This is designed to examine in more detail the issues, tenderers Method Statement and the impact in terms of the successful day to day operation and management of the Contract. A tenant representative joined Fareham Housing representatives on the interview panel.

Stage 6 - Final moderation review of all bids under final consideration.

11. The results of the six-stage evaluation process are detailed in Appendices A and B to this report.

FINANCIAL IMPLICATIONS

12. The works will be funded annually through the Housing Revenue Account. Budgets are approved by the Executive prior to the expenditure as part of the annual Housing Revenue Account Budget and Capital Plans report.

CONCLUSION

13. It is recommended that a contract be awarded to the contractor who submitted the best scoring tender for the value detailed in the confidential Appendix A to this report.

Enquiries:

For further information on this report please contact Shaun Barnett. (Ext 4825)

Reference papers:

- (a) Executive 4 February 2019 - Policy and Resources Housing Revenue Account Budget and Capital Plans 2019/20.