



Award a contract to eight supplier to install disabled facility grant adaptations in domestic properties, specifically those relating to disabled access to toilet facilities, washing facilities and associated work. The contract is for a framework agreement using a priced schedules of rates.

Cabinet Member for Planning and Housing Services

November 2014

Deadline date: 30 November 2014

Cabinet portfolio holder: Responsible Director:	Cllr Peter Hiller, Cabinet Member for Planning and Housing Services Wendi Ogle-Welbourn, Director Communities & Targeted Services
Is this a Key Decision?	YES If yes has it been included on the Forward Plan : Yes Unique Key decision Reference from Forward Plan : KEY/18DEC12/01
Is this decision eligible for call-in?	YES
Does this Public report have any annex that contains exempt information?	NO
Is this a project and if so has it been registered on Verto?	NO

RECOMMENDATIONS

The Cabinet Member is recommended to authorise the award of a framework contract for the installation of disabled facility grant adaptations in domestic properties, for a two year period commencing on 30th November 2014 with an option to extend for a further one year to the following contractors.

Allworks Home Improvements Ltd
BSG Property Services Ltd
Casbon Building Services
Gaswise Services Ltd
Morley Building Service Ltd
Nadeem Construction Ltd
PFS Builders & Contractors
Trevor Benton Construction Ltd

The contract value is estimated at £2,400,000 for the initial and extended contract period.

1. SUMMARY OF MAIN ISSUES

1.1 This reports seeks approval to award a contract to a framework of contractors to deliver the majority of disabled facility grant installations for a two year period with an option of a 1 year extension.

1.2 The Care & Repair section within the Council delivers disabled facility grant work in the form of arranging installations to enable Peterborough City Council to meet a statutory duty. The adaptations are essential to enable elderly, frail, sick and disabled adults and children to remain living independently in their homes. The work prevents accidents and untimely moves into care, whilst promoting independence and improving quality of life.

1.3 A schedule of works has been developed to cover all elements of disabled adaptation work surrounding access to bathroom/toilet facilities. A pre-priced schedules of rates operated on a framework agreement ensures installations are completed in a timely manner, at a high quality and for good value.

2. PURPOSE OF THIS REPORT

2.1 The purpose of this report is to provide background information for the Cabinet Member for Planning and Housing Services to consider exercising delegated authority under paragraph 3.4.8(a) of Part 3 of the constitution in accordance with the terms of their portfolio at paragraph (c)

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	
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4. DETAILS OF DECISION REQUIRED

4.1 Care & Repair delivers over 300 disabled adaptations per year. Installations are undertaken in domestic properties following a referral from Adult Social Care Occupational Therapy. The work enables both clients and their carers to have access to facilities within their homes, along with access in, out and around the property. A large percentage of the adaptations are for the provision of suitable, safe and accessible washing and toilet facilities and associated works. They most commonly include the installation of level access showers (wet rooms) but can also include installing specialist toilets, support frames and rails, door widening, wall removals and much more.

4.2 In line with good practise guides Care & Repair developed a comprehensive schedule and specification. It itemises almost every elements of work associated with the disabled adaptations.

4.3 The existing framework agreement has expired. The new framework agreement subject to this report will continue to enable priced schedules and specifications to be produced immediately following a visit by a Care & Repair surveyor. The successful contractors that form the framework will be allocated work based on availability, quality and price and delays in commencing the work will be minimised

4.4 The decision required is to allow Care & Repair to deliver the majority of the disabled facility grant adaptations on a new framework agreement.

5. PROCUREMENT

5.1 The procurement process was carried out in accordance with the Council's contract rules due to the estimated value of the works falling below the threshold value set out in the Public Contracts Regulations 2006. A competitive Contract Notice was published through the Council's e-sourcing portal which publishes the opportunity to a number of tendering

journals, such as Contract Finder and the Councils website. Contractors on the Care & Repair list were also notified of the tendering opportunity.

- 5.2 The open procurement process comprised of a qualification stage where bidders were assessed against criteria covering finance, insurance, quality assurance, health and safety, and specific requirements relating to the Agency's vulnerable client base.
- 5.3 The second stage consisted of two elements, key quality and price.
- 5.4 The specification and price schedule includes 147 items and has been developed over several years by Care & Repair. The schedule has been updated for the procurement exercise and framework agreement. It was tendered as one of three lots. The other lots were minor aids & adaptation and heating installation work. The disabled adaptation bathroom work is a significantly larger budget than the other lots. The lots were advertised together. A total of twenty six applicants returned the Pre-Qualification Questionnaires (PQQ). Invitations to Tender (ITT) were dispatched and twenty one returned. All the submissions have been evaluated for price and quality on a 70/30 ratio and clarifications sent to address anomalies.
- 5.5 The scores for all contractor were assessed in line with the ITT scoring mechanism and placed in a grid. The top 8 combined price and quality scorers have been selected for the framework contract.

Contractor	Combined Total	Rank	Successful Yes/No
A	93.33%	1	Yes
B	74.57%	2	Yes
C	74.51%	3	Yes
D	70.66%	4	Yes
E	70.34%	5	Yes
F	68.77%	6	Yes
G	67.72%	7	Yes
H	66.51%	8	Yes
I	66.21%	9	No (reserve)
J	63.97%	10	No
K	62.26%	11	No
L	62.14%	12	No
M	61.62%	13	No

- 5.6 Four of the successful contractors have delivered this service for Care & Repair previously, and one further contractor has undertaken similar work for Care & Repair. The remaining three contractors are new to Care & Repair but deliver similar or the same services for other local authorities.

6. CONSULTATION

- 6.1 In order to provide an efficient and effective service Care & Repair has consulted Foundations (Home Improvement Agency National Coordinating Body), national good practice guides, and other local authorities as to the best way to deliver the service. The customer feedback results in respect of the previous Framework were reviewed and demonstrated a satisfaction rate of over 99%.

7. ANTICIPATED OUTCOMES

- 7.1 The aim of the framework is to work with a number of contractors to deliver certain disabled facility adaptations in a timely manner. The number of contractors ensures capacity exists to cope with fluctuations in demand. The framework enables work to be priced immediately avoiding lengthy delays relating to individual tender periods. Work allocation is based on an availability to reduce start date delays. The allocation procedure will also take into account quality, responsiveness and price. This should result in the work continuing to be completed at a high quality and at a competitive prices.

8. REASONS FOR RECOMMENDATIONS & ANY RELEVANT BACKGROUND INFORMATION

- 8.1 Peterborough City Council has a statutory responsibility to provide Disabled Facility Grants (The Housing Grants Construction & Regeneration Act 1996 c.53). There are also several Government and Practitioner guidance Manuals that give indicative delivery times. Failure to provide disabled facility grants adaptations, completing them in a timely manner can result in accidents, falls, and injuries and in the most serious cases fatalities. Delays result in individuals needing more home care, postpone hospital discharge, and increase the number of untimely moves into full time care. Delay can lead to disabled adults and children experiencing increased pain, increased anxiety and a deteriorations in physical /mental health. The Council could be considered culpable for a delay or failure in delivery which could result in complaints, challenges, Ombudsman involvement and legal proceedings.
- 8.2 The previous schedule of rates framework has operated successfully for several years. Care & Repair's performance is in the top quartile nationally. The Agency has received multiple national awards in recognition of its performance. The previous framework has been a significant factor contributing to the Agency's success and it's 99%+ satisfaction rates.
- 8.3 The tender process was in line with the Council's contract rules to develop a new framework to replace the expired framework. It will refresh the contractors, show best value, provide additional capacity and maintain standards.
- 8.4 The disabled adaptations are a very important prevention work which results is huge saving for health and social care services.

9. ALTERNATIVE OPTIONS CONSIDERED

- 9.1 Extend the current contract again:
The contract has already been extended. A further extension is not acceptable.
- 9.2 Do nothing:
Not appropriate as the Council has a statutory duty in relation to the works.
- 9.3 Tender the jobs individually.
This would result in several hundred additional tenders during the proposed contract period and has huge resource implications for the Council and its contractors. It would lead to

delays specifically in respect to the tender period. It may lead to increased prices paid, in addition to increased costs.

- 9.4 Discontinue using a framework and tender all the work to one contractor: This would potentially reduce capacity and flexibility. The ability to deal with delivery problems would be reduced. Relying on a single contractor potentially increases risk on the Council in its ability to meet its duties.

10. IMPLICATIONS

- 10.1 The legal and financial considerations of this Cabinet Member Decision Notice have been set out in the main body of the report.

11. DECLARATIONS / CONFLICTS OF INTEREST & DISPENSATIONS GRANTED

None

12. BACKGROUND DOCUMENTS

Prequalification questionnaire
Invitation to tender