



Havering
LONDON BOROUGH

Notice of NON KEY Executive Decision containing exempt information

This Executive Decision Report is part exempt and Appendix A is not available for public inspection as it contains exempt information within the meaning of paragraph 3 of Schedule 12A to the Local Government Act 1972. It is exempt because it/ refers to contract details and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

Subject Heading:	Sheltered Housing Community Hubs – Dementia Friendly Decoration and the creation of treatment rooms/meeting rooms/laundry rooms.
Cabinet Member:	Councillor Joshua Chapman
SLT Lead:	Bernadette Marjoram – Interim Director of Housing
Report Author and contact details:	Daniel Hadrava Tel: 01708 432 979 Email: Daniel.Hadrava@havering.gov.uk
Policy context:	<p>This executive decision is required to provide permission to award this contract to undertake work to create community hubs at the retained sheltered housing schemes</p> <p>The work is to be funded by the 2019/20 HRA Capital Programme.</p> <ul style="list-style-type: none"> • Cottons Court • Cole Court • Bards Court • Holsworthy House • William Tansley Smith House • Garrick House • Cockabourne Court • Thomas Sims Court

	<ul style="list-style-type: none"> Charlbury Crescent
Financial summary:	The contract cost is £433,228.64 which will be funded from the Housing Revenue Account Capital Programme, Project Code: A2850 task 1.0.
Relevant OSC:	Overview and Scrutiny Board
Is this decision exempt from being called-in?	Yes it is exempt, as it is a Non-Key Decision by a Member of Staff

The subject matter of this report deals with the following Council Objectives

Communities making Havering	[x]
Places making Havering	[X]
Opportunities making Havering	[]
Connections making Havering	[]

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

Officer seeking approval to award a contract via the Cap E system to undertake Sheltered Housing Community Hub works for Dementia Friendly Decoration, including the creation of treatment rooms/meeting rooms/laundry rooms.

Following a review of the remaining sheltered schemes within Havering it was decided to create community hubs at the 9 schemes listed below, The schemes have all been identified for improvements with architects commissioned to produce plans to maximise the useable space available within the schemes.

We consulted with our internal fire safety project manager prior to the release of tender and have included.

- Installing/upgrade doors & frames to FD30-S to rooms housing the CCTV servers/stacks we have also allowed for Fisk to install smoke detectors and update the zone charts /commission certificate for each area.
- The carpet specified is zero flame retardant.
- Dulux have also tested/sampled the sheltered scheme's walls and provide us with a specification to achieve the required class zero finish in accordance with U.K Building Regulations.

- We have also considered and allowed for new fire directional signage within the tender.
- Within the specifications for the working areas the specification includes the required emergency lighting, fire alarm systems, double plaster boarding around stacks that must achieve a 30 min fire rating. The specification also allows for all penetrations through walls to be fire sealed using intumescent fire rated mastic.

The new areas created are designed to create multiple communal hubs accessible for all local residents to enjoy and benefit from.

This executive decision is required to provide permission to award a contract to undertake Dementia Friendly Decoration to 7 x sheltered schemes, including replacing or cleaning carpets. The contract also includes creating 2 x laundry rooms/ 3 x meeting room/ 3 x treatment room/ modernising 11 x shower-bathrooms for DDA access/ 2 x wheelchair stores to the 9 sheltered schemes listed below.

- Cottons Court
- Cole Court
- Bards Court
- Holsworthy House
- William Tansley Smith House
- Garrick House
- Cockabourne Court
- Thomas Sims Court
- Charlbury Crescent

The contractor to be awarded the works is Ongar Building Services for the sum of £433,228.64 (excluding VAT).

The contract form proposed is the JCT 2016 Minor Works Contract which is an industry standard for contracts of this size and type.

Please note, we have consulted with the New Business Team on all the above properties and they have confirmed that this work does not affect the 12 Estates Regeneration Programme.

**Part 3, Section 3.4 Powers of Second Tier Managers;
Contract powers**

To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

	must be for a minimum of 10 days
Expected date of award of Contract(s)	06/09/2019
Add to Contract Register	11/09/2019
TUPE Consultation period (if applicable)	N/A
Place award notice in official Journal of European Union (OJEU)	11/09/2019
Contract commencement	16/09/2019
Initial Contract completion date	01/03/2020

STATEMENT OF THE REASONS FOR THE DECISION

1. Housing Services has identified the above sheltered schemes as future community hubs
2. The works will improve the available facilities for the Council's residents and create a more usable space for all senior residents within the borough, in line with the community hub project.
3. This contract was procured via the **Capital E-sourcing Procurement System** through a single stage tender using approved contractors listed on **Construction line**. Financial checks were undertaken prior to advertising the contract to ensure the proposed bidders are financially viable for this project. The quality/price threshold for bidder evaluation was set as 70% Price 30% quality in line with Havering Councils Corporate Procurement Guidelines. The award is based on the most economically advantageous tender, following the review of cost and quality.
4. The pre-tender estimate for the works was £450,000.00 and the submitted tender from the proposed bidder Ongar Building Services is £433,228.64 which is £16,771.36 (3.72%) below the pre tender estimate.
5. We invited five bidders and received four tender submissions which is considered sufficient for a competitive tender for this type of contract. The evaluators were two members of the Program Delivery Team within Housing Services and the moderator was a member of the OneSource Procurement Team.

6. Performance of the contract will be managed and monitored throughout the project by the Programme Delivery Project Surveyor.
7. It is anticipated that works will commence on the 16th September 2019 however, this is subject to approval of this report. The works program is anticipated to run for 32 weeks.
8. Details of the scores achieved by each bid are set out in the table below:

	Quality /Technical Score 30%		Price / Commercial Score 70%		Total score	Rank
Ongar Building Services Ltd	81.675 / 100 *30	24.50	100/100 * 70	70	94.50	1 ST
Contractor 1	80 / 100 *30	24	92.025/100 * 70	64.41	88.41	2 ND
Contractor 2	66.67 / 100 *30	20	93.271 / 100 *70	65.38	85.30	3 RD
Contractor 3	55 / 100 *30	16.5	96.968/ 100 * 70	67.87	84.37	4 TH

*Minimum weighting requirement

9. Amber Construction declined to tender for these works.
10. The successful bidder's total tendered amount for the works is £433,228.64 from Ongar Building Services.
11. This report seeks approval to award the contract for Dementia Friendly Decoration and the creation of treatment rooms/meeting rooms/laundry rooms, to Ongar Building Services in the sum of £ 433,228.64 (excluding VAT).

OTHER OPTIONS CONSIDERED AND REJECTED

Tendering this work through an Open tender process: Rejected on the grounds that the work is specialist in nature and the quality of contractors must be assured.

PRE-DECISION CONSULTATION

Building Regulation Notices will be applied for and strictly adhered to.

Asbestos and Fire Safety Regulations will be applied and strictly adhered to.

All affected residents have been consulted regarding the impact of the works.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Mark Howard

Designation: Programme Delivery Manager

Signature:



Date: 2nd August 2019

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS TO BE CONFIRMED.

Under section 3.4 [Powers of Members of Second Tier Managers] of Part 3 [Responsibility for Functions] of the Council's constitution (the "Constitution") Second Tier Managers, i.e. those managers reporting directly to a Senior Leadership Team (SLT) Director, have delegated authority to approve the award of all contracts below a total contract value of £500,000 but above the EU procurement threshold for Supplies and Services (£181,302).

The total value of the proposed contract is £433,228.64 and is below the EU threshold for Works contracts (£4,551,413). The contract is not therefore caught by the full regime of the Public Contracts Regulations 2015

Officers selected contractors via Constructiononline, in line with the Contracts Procurement Rules (CPR) 13. Five organisations were invited to bid, four of which submitted tenders.

The Local Government Act 1999, requires the Council to make arrangements to achieve best value in the exercise of its functions. The tenders received were evaluated in accordance with CPR 18.4 against a pre-determined best price-quality ratio of 70% cost and 30% quality. Officers are satisfied that the successful bid (which is the lowest) represents the most economically advantageous tender for the Council overall.

Housing Services seek to award this Works contract to comply with the Council's responsibilities as a public sector landlord and all relevant legislation.

As the contract value is above £150k, the contract must be sealed.

FINANCIAL IMPLICATIONS AND RISKS

The total contract cost for the project is £433,228.64 (excluding VAT). This is fully funded from Housing Revenue Account Capital Programme, Project Code: A2850 task 1.0.

As required by the Councils Contract Procedure Rules a financial check has been carried out on Ongar Building Services and their rating is recorded by Experian as low risk.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

APPENDICES

Appendix A	Contract evaluation	Exempt
-------------------	----------------------------	---------------

Part C –Exempt Information

This information is exempt under schedule 12a of the Local Government Act 1972

Appendix A

Part D – Record of decision

I have made this executive decision in accordance with authority delegated to me by Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed.

Details of decision maker

Bernadette Marjoram

Signed:

Name: Bernadette Marjoram

Cabinet Portfolio held:

CMT Member title:

Head of Service title: Interim Director of Housing

Other manager title:

Date:

Lodging this notice

The signed decision notice must be delivered to the proper officer, Andrew Beesl Committee Administration & Interim Member Support Manager in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 5/9/19

Signed A. N. M.

