



ADUR & WORTHING
COUNCILS

Executive Members for Customer
Services
26 September 2019

Decision to be taken on or after
4 October 2019

Key Decision: Yes

Community Alarm System Replacement Contract Award

Report by the Director for Communities

Executive Summary

1. Purpose

1.1 Adur District Council (the Council) has thirteen Sheltered Housing Schemes under its management and control. The Councils intention is to replace the existing community alarm and door control systems that are at the end of their economic life and take advantage of new technology and infrastructure.

1.2 The Council's intention is to enter into a contract with the successful contractor for a period of 48 months for the design, supply, installation, service and repair of new Tyntec community alarm and door entry systems for each sheltered housing scheme.

1.3 The design, supply and installation element of the contract will run for approximately 12 months with the balance of the term undertaking the service and repair element to each scheme. A further period of 24 months for the service and repair of the new systems will be granted subject to satisfactory completion of the first term.

1.4 This report outlines the process that has been undertaken to tender and evaluate potential providers of this service and recommends that a contract is awarded to ABBA Mechatronics

2. Recommendations

- 2.1 To award this contract to the highest scoring tender from the evaluation process, ABBA Mechatronics.
- 2.2 That this contractor be appointed as Principal Contractor, subject to the placement of a contract and development of the Construction Phase Health & Safety Plan, prior to commencement of any works on site.
- 2.3 Approve a virement of £65,200 from the Adur Homes External Works Unallocated Budget Provision to the Adur Homes Sheltered Accommodation Community Alarms Systems Budget.
- 2.4 That delegated authority be provided to the Head of Housing to enter into the contract and execute it on behalf of Adur District Council

3. Context

- 3.1 Adur District Council (the Council) has thirteen Sheltered Housing Schemes under its management and control. The Council's intention is to replace the existing community alarm and door control systems that are at the end of their economic life and take advantage of new technology and infrastructure in doing so.
- 3.2 The Council's intention is to enter into a contract with the successful contractor for a period of 48 months for the design, supply, installation, service and repair of new Tyntec community alarm and door entry systems for each sheltered housing scheme.
- 3.3 The design, supply and installation element of the contract will run for approximately 12 months with the balance of the term undertaking the service and repair element to each scheme. A further period of 24 months for the service and repair of the new systems will be granted subject to satisfactory completion of the first term.
- 3.4 This report outlines the process that has been undertaken to tender and evaluate potential providers of this service and recommends that a contract is awarded to ABBA Mechatronic

4. Issues for consideration

4.1 On the 28th March 2019 the Council invited tenders via the e-tendering portal, In-tend, on an open book basis, using essential criteria to ensure those contractors who decide to submit a bid for these works are Tyntec approved contractors. The contract can only be awarded to a contractor that is within a maximum two hour time frame of being able to attend any one of the Sheltered Housing Scheme sites in the Adur District should an emergency call out arise.

4.2 The tender return date was initially set as 26th April 2019. During the course of the tender period two extensions were granted extending the final tender return date to 31st May 2019. The first extension to the tender process was granted to give more time for bidders to put together their tender response due to the complexities of this project. The second and final extension to the tender period was granted due to a tender addendum being issued that related to an amended pricing document. The Council felt the remaining time left was not sufficient for the contractors to be able to complete a compliant tender.

4.3 All contractors were informed via the Invitation to Tender (ITT) that their tender submission will be scored using a 60% Quality and 40% Price assessment. A higher percentage on quality has been allocated to not only ensure the Council receives value for money but that the weighted quality questions contained within the ITT provide the Council with a level of confidence in terms of how the contractor(s) intend to carry out and complete the works.

4.4 Six tenders were received. All tender submissions have been evaluated on both quality and price carrying a weighting of 60% for quality and 40% for price. The price was further evaluated by splitting the 40% score into two. 25% of the score would be allocated to the contractor who submitted the lowest sustainable price in terms of design, supply and installation of the new systems and 15% of the price scoring would be allocated to the contractor that submitted the lowest sustainable price for servicing and repairing the new systems.

4.5 A full review of the six tenders was completed by competent assessors which included a review and evaluation of the following factors:

- Cost for supply and installation of system
- Cost of ongoing repair and maintenance of systems
- Quality of submission including sustainability of service and future proofing of their service
- Knowledge and understanding of the service delivery required given the nature of the client group and end users.

- Relevant insurances
- Knowledge and ability to comply with relevant legislation e.g Health and Safety requirements and asbestos management

4.6 Having scored all six tenders, it is the opinion of the evaluation team that ABBA Mechatronic meets all requirements and offers the best option in terms of both cost and quality of service.

4.7 Other options considered

4.8 Do not award a contract - Adur District Council has a duty to its tenants and residents within sheltered housing to provide and maintain the most appropriate levels of support, this includes the provision of community alarm and door entry systems to support and maintain the safety of our residents. Given that six tenders were received and ABBA Mechatronics provided a good quality tender within budget, there is no reason not to proceed.

5. Engagement and Communication

5.1 As described above the Invitation to Tender for this contract was appropriately issued via the Council's portal and ongoing engagement has taken place with interested parties throughout the process.

6. Financial Implications

6.1 The 2019/20 Adur Homes Capital Investment Programme includes a budget provision of £239,800 for the replacement of community alarm systems in the Council's Sheltered Accommodation.

6.2 The cost of all the works is estimated at £305,000.

6.3 The shortfall of £65,200 in the allocated budget provision for these works can be funded from the unallocated Adur Homes External Works Budget provision.

6.4 The proposed solution will incur annual maintenance costs of £14,170 which will be recouped via the annual service charge.

7. Legal Implications

7.1 Section 1 Local Government Act 1997 provides that every statutory provision conferring or imposing a function on a local authority confers powers on the local authority to enter into a contract with another person for the provision or making

available of assets or services, or both for the purposes of, or in connection with, the discharge of the function by the local authority.

7.2 The Council has adopted Contract Procedure Rules as part of their constitutions. These standing orders provide that a contract of this value requires Executive Member approval.

Background Papers

Tender evaluation report (exempt)

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Sustainability & Risk Assessment

1. Economic

- Issues considered not directly relevant

2. Social

2.1 Social Value

- An updated community alarm system will enable our residents to be safe in their homes and remain independent for longer

2.2 Equality Issues

- An updated community alarm system will enable our residents to be safe in their homes and remain independent for longer and engage more fully in society

2.3 Community Safety Issues (Section 17)

- An updated community alarm system will enable our residents to be safe in their homes and remain independent for longer

2.4 Human Rights Issues

- This supports the ongoing rights of our residents living in sheltered accommodation to independent and private lives

3. Environmental

- Issues considered no impact

4. Governance

- Continued governance via contract management and council decision making processes