



ADUR DISTRICT  
COUNCIL

Executive Member for  
Customer Services  
Date 28 October 2021  
Ref: CSE/005/21-22  
Decision to be taken on or after  
5 November 2021

Key Decision: Yes

Ward(s) Affected:

**Award of Inner Rooms remedial works contract**

**Report by the Interim Chief Executive**

**Executive Summary**

**1. Purpose**

- To update the Executive Member on proposed works to remedy the inner rooms within Adur District Council's social housing stock (Adur Homes).
- To request approval to award the contract for inner rooms to two contractors D M Habens Limited and Cheesmur Building Contractors.

**2. Recommendations**

- 2.1 That contracts for the works are awarded to the two highest scoring tenders from the evaluation process, D M Habens Limited and Cheesmur Building Contractors.
- 2.2 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 Following a review of the fire safety provisions within Adur Homes stock, it was identified that some flats within specific block types have an inner room layout; i.e. the bedrooms are accessed through a high risk room such as a living room or kitchen.

- 3.2 A review into the flat layouts within Adur Homes stock was undertaken which identified at least 18 blocks with inner rooms.
- 3.3 Immediate action was taken to install enhanced smoke detection systems to these flats to provide early awareness in the event of fire. Void flats with inner rooms had remedial work undertaken before they were re-let.
- 3.4 The Council has written to all 171 residents still living in properties with an inner room advising them of this issue and that the Council intends to undertake remedial works to correct this risk. The remedial programme is expected to take three years, starting with the highest risk properties.
- 3.5 To rectify the inner rooms, the properties will be reconfigured and a protected route/hallway constructed which leads directly to a final exit door without passing through another room. Protected routes will be formed with fire rated partitions, doorsets and means of fire detection systems installed to the newly formed corridors.
- 3.6 Having completed a tender process, the Council proposes to enter into a contract with two firms to carry out the remedial works on the 42 properties which are classified as high risk and therefore comprise the first phase of the remedial works.
- 3.7 Due to the extent of the works and requirements for them to be completed in the shortest time frame possible, the Council is seeking to appoint two contractors to undertake these works. The appointment of the contractors and award of the contracts will be independent of one another but these works will run concurrently.
- 3.8 This report outlines the process that has been undertaken to tender and evaluate potential providers for this service, and upon which a recommendation is been made that the contract is awarded to D M Habens Limited and Cheesmur Building Contractors

#### **4 Issues for consideration**

- 4.1 The Council invited tenders through the e-tendering portal, In-Tend, on 27 July 2021 with a 25 day tender period, with the tender return date being 20th August 2021. The tender received 15 expressions of interest, however only three tender submissions were received by the tender deadline.

- 4.2 The works were tendered on a JCT Measured Term Contract 2016, which included an option for the contract to roll over to a three year programme, which would also include the year two and year three works (medium and low risk works).
- 4.3 All contractors were informed via the Invitation to Tender (ITT) that their tender submission will be scored using a 70% price and 30% quality assessment for a project of this nature.
- 4.4 Following review of the tender submissions, it was established that all contractors had submitted a schedule of rates, however, only D M Habens and Cheesmur Building Contractors submitted a response to the quality section of the tender.
- 4.5 All tendering contractors failed to submit various supporting documents within their tender submission. As all three tendering contractors failed to submit various documents, tender queries were raised to all three contractors requesting the missing information, and additional information on various costs and anticipated programme submissions.
- 4.5 The quality responses were assessed separately by two Council officers and a moderation meeting was held to discuss the findings and agree the final scores.
- 4.7 Following an intensive review of the cost and quality information provided, it is the opinion of the evaluation team that D M Habens Limited and Cheesmur Building Contractors meet all requirements and offer the best option in terms of both cost and quality of service.
- 4.8 Do not award a contract - As a landlord, Adur District Council has a legal duty under the Regulatory Reform (Fire Safety) Order 2005 to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire in any of the properties for which it is responsible. Given that these works are already approved, planned and budgeted for in the current Capital Investment Programme and the two recommended contracts, D M Habens Limited and Cheesmur Building Contractors provided the most economically advantageous tender in overall cost and quality, between the sums of £721,618.80 and £844,695.18 (cost for phase 1 works only) respectively.

## 5. Engagement and Communication

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

## 6. Financial Implications

6.1 There is an overall Fire Safety Budget of £4,889,290 in the Adur Homes 2021/22 Capital Investment Programme and the contract for the first phase of the inner rooms works for £721,618.80 and £844,695.18 can be accommodated within this budget.

## 7. Legal Implications

- The purpose of contract standing orders is to establish the framework under which the Councils will enter into contracts for works goods or services with a view to obtaining value for money. Where contract standing orders have been followed it will be an indication that the contract is capable of giving value for money. This report indicates that contract standing orders have been followed.

### Background Papers

- [Tender Report Fire Safety Improvement Works Inner Rooms Project](#)
- [Adur District Council - Housing Revenue Account \(HRA\) Capital Programme 2021-2023](#)

### Officer Contact Details:-

**Name:** Akin Akinyebo  
**Role:** Head of Housing  
**Tel:** 01273 263 232  
**Email:** [Akin.Akinyebo@adur-worthing.gov.uk](mailto:Akin.Akinyebo@adur-worthing.gov.uk)

## **Sustainability & Risk Assessment**

### **1. Economic**

- 1.1 These programmes and projects demonstrate economic investment into assets owned by Adur District Council

### **2. Social**

#### **2.1 Social Value**

2.1.1 The work to the housing stock outlined in the report will have a beneficial impact on the health and wellbeing of the residents, many of whom are more disadvantaged in terms of health and income than other residents.

#### **2.2 Equality Issues**

2.2.1 The programme contains an element for adapting properties for tenants with a disability.

2.2.2 Consultation with residents as part of all other programmes will identify where any reasonable adjustments need to be made.

#### **2.3 Community Safety Issues (Section 17)**

- Matter considered and no specific issues identified.

#### **2.4 Human Rights Issues**

- Matter considered and no specific issues identified.

### **3. Environmental**

- Matter considered and no specific issues identified.

### **4. Governance**

4.1 The progress is regularly monitored via the Capital Working Group. Progress is reported to members 4 times a year.

4.2 The procurement of works will comply with the procurement regulations and contract standing orders.