



ADUR & WORTHING  
COUNCILS

Executive Members for  
Customer Services  
26 September 2019

Decision to be taken on or after  
4 October 2019

Key Decision: Yes

## **Fire Safety Improvements Works to Sheltered Housing Schemes**

### **Report by the Director for Communities**

#### **Executive Summary**

Adur District Council has thirteen Sheltered Housing Schemes under its management and control. The Council's intention is to undertake Fire Safety Improvement Works to eleven of these schemes in line with the recommendations as set out in the current Fire Risk Assessment to each individual property.

This report outlines

- the process to procure a specialist contractor for this work and
- The Council's intention is to enter into a contract with the successful contractor for the supply and installation of various fire safety components so as to achieve full compliance one scheme at a time

#### **1. Recommendations**

That the contract for Fire safety Improvement Works to Sheltered Housing Schemes be awarded to Gunite (Eastern) Ltd subject to contract and the provision of a Construction Phase Health & Safety Plan, all prior to commencement of any works on site.

To delegate the authority to the Head of Housing to enter into the contract with Gunite (Eastern) Ltd on behalf of Adur District Council.

## **2. Context**

2.1 Adur District Council has thirteen Sheltered Housing Schemes under its management and control. Clearly the Council has a duty to all of its residents to ensure that properties are fully compliant with all health and safety test and it the Council's intention is to undertake Fire Safety Improvement Works to eleven of these schemes, in line with the recommendations as set out in the current Fire Risk Assessment to each individual property.

2.2 The project comprises

- upgrading as well as replacing existing fire door sets to common parts,
- replacement of existing electric meter cupboard doors with new bespoke made doors and frames to achieve correct fire resistance and various compartmentation works.

2.3 The estimated date of commencement is October / November 2019, with a completion date of March 2020. The recommended contractor is Gunite (Eastern) Ltd.

## **3. Issues for consideration**

### **3.1 Tender Process**

3.2 A single stage tendering process was implemented on the 12th February 2019, whereby the Council invited tenders via the e-tendering portal, In-Tend. The tender used an open book basis using essential criteria to ensure those contractors who decide to submit a bid for these works are BM Trada Q-Mark approved accredited and are within a maximum two hour time frame of being able to attend anyone of the Sheltered Housing Scheme sites in the Adur District should an emergency call out arise

3.3 The tender return date was initially set as 15th March 2019. During the course of the tender period three tender addendums were issued. The first and second tender addendums set out some alterations to the proposed air extraction system for one of the Sheltered Housing Schemes. The third and final tender addendum set out some cable containment to the same proposed air extraction system.

3.4 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 Adur District Council with a level of confidence in terms of how the contractor(s) intend to carry out and complete the works

3.5 Final tenders were opened on the 15th March 2019. During the course of the process sixteen expressions of interest were received, however only two full bids were submitted.

3.6 All tender submissions have been evaluated on both quality and price carrying a weighting of 60% for quality and 40% for price.

3.7 The tender responses, in terms of price, were scored using a preset formula: lowest price tender divided by tender being evaluated multiplied by the relevant percentage (40%) to give their relative score.

3.8 The quality section of the tender was fully evaluated using a pre-informed evaluation matrix that calculates points available against percentage weighted questions.

3.9 The tender submissions have been analysed and evaluated by four competent valuations including a fire safety risk advisor, to give an average score against the quality aspect of the evaluation.

3.10 Further detail was required of both tenders regarding prices and their schedule of rates. Both responded in full.

3.11 Upon completing the tender evaluation in terms of both quality as well as price, combining the scores, the tender as received from Gunite (Eastern) Ltd scores the highest.

3.12 Their tender sets out in good detail how they would intend to complete the works and manage it for the term of the contract, and their cost modelling provided the evaluation team with a higher degree of confidence that value for money would be achieved.

3.13 It is therefore recommended that the tender as submitted by Gunite (Eastern) Ltd be accepted, subject to contract and the provision of a Construction Phase Health & Safety Plan, all prior to commencement of any works on site.

### 3.14 Other options considered

3.15 Not to award a contract - this is an important and critical contract to ensure the ongoing safe management of our buildings and residents. Given that two compliant tenders were received this was not a necessary option.

3.16 To award to the other compliant tender - given the over score for price and quality for Gunite (Eastern) Ltd was higher than the alternative and they appear to understand the contract and can meet all of the necessary requirements, this is not deemed a necessary option

## 4. Engagement and Communication

4.1 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.

## 5. Financial Implications

5.1 Contained within the HRA capital programme are the following budgets for fire safety works:

	£
2019/20	1,550,000
2020/21	1,550,000
	3,100,000

The contract value can be accommodated within the overall budget set.

5.2 Under the Councils Financial Regulations schemes in excess of £250,000 require a report to be presented to the Executive Member outlining details of the scheme, the method of procurement and the capital and revenue implications. This requirement was met by the report on the Adur Homes Capital Investment Programme approved by the Joint Strategic Committee.

5.3 This report specifically deals with the contract award to a contractor for the delivery of Fire Safety works for Adur Homes tenants.

## 6. Legal Implications

6.1 Section 1 Local Government Act 1997 provides the Council with the power to enter into contracts for goods and services related to its functions.

6.2 The Council's Contract Procedure Rules provide that the award of a contract of this value requires Executive Member approval.

### Background Papers

Tender evaluation report - (exempt)

Report to the Joint Strategic Committee dated 5th October 2018 - Adur District Council - Housing Revenue Account Capital Programme 2019-2022

### Officer Contact Details:-

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

Name:           Kevin Smith  
Role            Principal Building Surveyor  
Email           [Kevin.Smith@adur-worthing.gov.uk](mailto:Kevin.Smith@adur-worthing.gov.uk)

## **Sustainability & Risk Assessment**

### **1. Economic**

- Contract opportunity offered to local and wider contractors on the Councils intend portal

### **2. Social**

#### **2.1 Social Value**

- Fire, health and safety are critical to supporting our communities

#### **2.2 Equality Issues**

- As above

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

- Fire, health and safety are critical to supporting our communities

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

Fire, health and safety are critical to supporting our communities

### **3. Environmental**

- Fire, health and safety are critical to supporting our communities

### **4. Governance**

- The procurement process has followed all relevant procedures
- The delivery of the contract will be subject to relevant contract management and quality assurance processes