

**CABINET**  
**23 NOVEMBER 2017**

**ASBESTOS SURVEYING & REMOVAL 2018 - 2021**

**Cabinet Member:** Cllr Ray Stanley  
**Responsible Officer:** Andrew Pritchard, Director of Operations

**Reason for Report:** To advise Cabinet of the outcome of the recent tender of the Asbestos Surveying and removal of Licensed and Unlicensed asbestos for the period 2018 – 2021. The scope of this work extends to Council Homes and Corporate properties. This contract has two lots; one for Licensed Work (Lot 1) and the other for Unlicensed Work (Lot 2).

**RECOMMENDATION:** It is recommended that Cabinet award;

- Lot 1, Licensed Work, to **Supplier L** with a forecast annual budget of £100,000
- Lot 2, Unlicensed Work to **Supplier N** with a forecast annual budget of £100,000.

Budgets are pro-rata for year one.

The tender for both Lots was run on the basis of 60% price and 40% Quality.

**Contracted Works:** The contract will be for works to remove asbestos associated with responsive repairs, disabled adaptations, void works and planned maintenance, whilst also providing a call off contract for other service areas of the Council.

Phase 1	Start 2 January 2018	Completion 31 March 2018
Phase 2	Start 1 April 2018	Completion 31 March 2019
Phase 3	Start 1 April 2019	Completion 31 March 2020
Phase 4	Start 1 April 2020	Completion 31 March 2021

**Relationship to Corporate Plan:** To contribute towards meeting the Decent and Affordable Homes target and our legal obligations relating to Health and Safety, by making best use of the existing properties, managing asbestos and delivering value for Money.

**Financial Implications:** The budget for these contracts is £200,000 per annum, with year one pro-rata at the tendered rates. The funding will come from the individual budgets to which the works apply. The contract will be administered on a call off basis, and the works required will be carried out as per the schedule of rate prices within the tender.

**Legal Implications:** We have a legal duty to maintain the Council's Housing Stock, meet the Decent Homes Standard and manage asbestos within our properties. The conditions of engagement are based on a JCT Minor Works Building Contract 2016, combined with the contractual requirements. This provides a robust framework for managing and controlling the performance of the contractor to meet our legal obligations.

**Risk Assessment:** The principal risk is overspending against the annual budget as this is a call off contract driven by need. The performance of the contract will be monitored monthly and corrective action will be taken, as necessary, where performance falls below the following Key Performance Indicator:-

- Financial Performance,
- Customer satisfaction,
- Variations and extras,
- Managing Health and Safety,
- Delivery against programme.

## 1 Introduction

- 1.1 The term of this contract is 4 years subject to funding; with the option to terminate the contract at the end of each year subject to performance.
- 1.2 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means anyone who expressed an interest in the contract was invited to tender.
- 1.3 To ensure the quality of contractors, a number of minimum requirements were set out within the ITT. Any contractor failing to meet these would be disqualified.

## 2 Procurement Process

- 2.1 Expressions of interest were invited through notices in the “Supplying the Southwest” Procurement Portal published on the 31 July 2017.
- 2.2 Evaluation criteria set out in the ITT:

<b>Quality</b>	<b>40%</b>
Ability to meet timescales for delivery	Pass/Fail
Management Structure and Method Statement	30%
Delivery of timescales	5%
Trade Association Membership	5%
<b>Price</b>	<b>60%</b>

- 2.3 Responses were required by midday on 15<sup>th</sup> September 2017.
- 2.4 There were a total of 57 expressions of interest of which 14 submitted their tenders on time, 13 opted out and 30 did not respond. Of the 14 who submitted their complete tenders 9 submitted tenders for both lots. The supplier list is attached as Annex A to this report as a Part II document.
- 2.5 Evaluations were carried out between 18<sup>th</sup> and 30<sup>th</sup> September 2017 by representatives from Planned Maintenance and Procurement.

The outcome of the evaluation is shown below

#### Lot 1 – Licensed Works

Supplier	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Quality	19.50	23.50	28.00	22.00		22.50	14.00	22.00	19.50			18.00		
Price	30.83	29.16	45.42	51.38		29.69	23.08	36.36	26.43			60.00		
<b>TOTAL</b>	<b>50.33</b>	<b>52.66</b>	<b>73.42</b>	<b>73.38</b>		<b>52.19</b>	<b>37.08</b>	<b>58.36</b>	<b>45.93</b>			<b>78.00</b>		

Not all contractors submitted a tender for Lot 1, where this is the case gaps have been left in the evaluation scores above; however all contractors submitted a tender for Lot 2.

#### Lot 2 – Unlicensed Works

Supplier	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Quality	19.50	23.50	28.00	22.00	8.00	22.50	14.00	22.00	19.50	19.00	16.50	18.00	12.00	32.00
Price	34.76	34.39	60.00	39.65	50.62	36.28	29.80	52.05	43.29	43.24	16.31	48.00	36.12	56.31
<b>TOTAL</b>	<b>54.26</b>	<b>57.89</b>	<b>88.00</b>	<b>61.65</b>	<b>58.62</b>	<b>58.78</b>	<b>43.80</b>	<b>74.05</b>	<b>62.79</b>	<b>62.24</b>	<b>32.81</b>	<b>66.00</b>	<b>48.12</b>	<b>88.31</b>

### 3 Conclusion

The outcome of the tender process for Lot 1 shows Supplier L as the successful bidder.

The outcome of the tender process for Lot 2 shows Supplier N as the successful bidder.

3.1 Approval is required from Cabinet for contract award.

3.2 Mobilisation will take 4 weeks and the soonest the contract could commence, pending approval, would be 2 January 2018.

**Contact for more Information:** Rebecca Addis, Procurement and Contracts Officer (01884) 234378 / raddis@middevon.gov.uk

**Circulation of the Report:** Leadership Team, Cllr Stanley, Cabinet