

**CABINET**  
**8 APRIL 2021**

**Vinyl Flooring Renewal Contract 2021-2024, Award**

**Cabinet Member:** Cllr Bob Evans, Cabinet Member for Housing & Property  
**Responsible Officer:** Mike Lowman Repairs Manager

**Reason for Report and Recommendations:** To advise Members on the results for the tendering of the Vinyl Flooring Renewal Contract 2021-2024 and confirm the award of the contract.

**RECOMMENDATION: It is recommended that the new three year Vinyl Flooring Renewal Contract is awarded to Contractor 2**

**Financial Implications:** The budget for the works is £200,000.00 per annum. The funding will come from the individual budgets to which the works apply. The contract will be administered on a call off basis, and only those 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 our housing stock and meet the Decent Homes Standard. The contract is a JCT Measured Term Contract 2016, combined with the specific contractual requirements.

**Risk Assessment:** The principal risk is failing to limit costs due to additional works. The performance of the contract shall be monitored monthly; corrective action will be taken where performance falls below Key Performance Indicator Targets. These include: 1) Customer satisfaction; 2) Variations and extras; 3) Number of defects; 4) Managing Health and Safety.

**Equality Impact Assessment:** All staff have received Equality and Diversity awareness training. MDDC discuss equality and diversity at the progress meetings and encourage the contractor to carry out awareness training.

**Relationship to Corporate Plan:** To contribute towards meeting the Decent and Affordable Homes target by making best use of the existing stock.

**Impact on Climate Change:** The contractor is part of a recycling scheme for the existing vinyl sheet flooring that is removed, so reducing the amount of waste taken to landfill.

## **1.0 Introduction**

1.1 The contract will deliver the renewal of vinyl sheet flooring to Council properties, supporting the Responsive Repairs Works, the Disabled Facilities Grant works and the Void process within Mid Devon during the financial years from 2021-2024.

1.2 The term of this contract is three years, with the option to terminate the contract at the end of each year, subject to performance.

- 1.3 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means that anyone who expressed an interest in the contract would be invited to tender.
- 1.4 To ensure quality of contractors, a number of minimum requirements were set out within the ITT. Any contractor failing to meet these would be disqualified.

## 2.0 Procurement Process

2.1 Expressions of interest were invited via a notice in the Supplying the South West Procurement Portal published on the 11 December 2020, with a closing date set at the 15 January 2021, but because we only received one submission by the original closing date, the contract was advertised again and the closing date extended to the 19 February 2021.

2.2 We received 16 Expressions of Interest, 1 contractor opted out due to a lack of resource, 12 did not respond and 3 submitted a tender.

2.3 Evaluation criteria set out in the ITT:

2.4

|  |            |
|--|------------|
| <b>Quality</b>                         | <b>60%</b> |
| Mobilisation of the works              | 20%        |
| Diversity, challenges and complaints   | 20%        |
| Product life expectancy and guarantees | 10%        |
| Membership of trade organisations      | 5%         |
| Works to void properties               |            |

|              |            |
|--------------|------------|
| <b>Price</b> | <b>40%</b> |
|--------------|------------|

2.5 Evaluations were carried out during February and March 2021, by representatives from Mid Devon District Council's Building Service.

2.6 The price was based a schedule of rates within the tender. The lowest priced tender was awarded 40% and the higher priced tenders were awarded the percentage difference.

2.7 The outcome of the evaluation is shown below:

| CONTRACTOR   | SCORE  |         | TOTAL  |
|--------------|--------|---------|--------|
|              | PRICE  | QUALITY |        |
| Contractor 1 | 40.00% | 16.00%  | 56.00% |
| Contractor 2 | 39.70% | 46.00%  | 85.70% |
| Contractor 3 | 22.85% | 26.00%  | 48.85% |

### **3.0 Conclusion**

- 3.1 The outcome of the tender process shows Contractor 2 as the winning bidder.
- 3.2 Approval is required from Cabinet for this contract to be formally awarded.
- 3.3 Following the decision, there will be a compulsory 10 day standstill period after which the contract will be awarded.
- 3.4 The contract will not commence until 21 April 2021

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**Circulation of the Report:** Leadership Team, Cllr Bob Evans, Cabinet

**List of Background Papers: PART II - Confidential**