

VINYL FLOORING RENEWAL 2017 - 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 Vinyl Flooring Renewal 2017 – 2021 to Council houses and confirm the award of the contract.

RECOMMENDATION: It is recommended that Cabinet award the Vinyl Flooring Contract to **Supplier A** with a forecast annual budget of £200,000. Two tender opportunities were advertised and on both occasions only one compliant tender submission was received.

Both tenders were run on the basis of 60% price and 40% Quality.

Contracted Works: 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 2017-2021

Phase 1	Start 2 Oct 2017	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 by making best use of the existing stock.

Financial Implications: The budget for this contract is £200,000 per annum, with year one pro-rata. 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 the stock and meet the Decent Homes Standard. 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 Key Performance Indicator Targets. These include: 1) Financial Performance, 2) Customer satisfaction, 3) Variations and extras, 4) Number of defects; 5) Managing Health and Safety

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 was disqualified.

2 Procurement Process

- 2.1 Expressions of interest were invited through notices in the “Supplying the Southwest” Procurement Portal published on the 19th May 2017 and 23rd June 2017
- 2.2 Evaluation criteria set out in the ITT:

Quality	40%
Ability to meet timescales for delivery	Pass/Fail
Management Structure and Method Statement	15%
Subcontracting	10%
Life Expectancy and guarantees	10%
Trade Association Membership	5%
Price	60%

- 2.3 Tender 1 was open to submissions from the 19th May 2017 to the 19th June 2017.
A total of 17 expressions of interest; 3 submitted their tenders on time but 2 were disqualified for failing to meet the minimum requirements.

Tender 2 was open to submissions from 23rd June 2017 to the 28th July 2017.
There were a total of 11 expressions of interest; only 1 submitted their tender on time.
- 2.4 Evaluations were carried out as follows:-
Tender 1 was evaluated between 19th and 28th June 2017 by representatives from the Planned Maintenance and Procurement teams.
Tender 2 was evaluated between the 31st July and 2nd August by representatives from Planned Maintenance and Procurement teams.

2.5 The outcome of the evaluation is shown below

SUPPLIER	PRICE	SCORE		TOTAL
		PRICE	QUALITY	
Supplier A	£287,030.00	60	28	88

The works are responsive in nature, therefore the Price is made up of a schedule of rates, which is not a true indication of the amount that will be spent each year, but it will be used to determine individual costs per property.

3 Conclusion

The outcome of the tender process shows Supplier A as the successful bidder being the only compliant tenderer following two procurement opportunities.

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 2nd October 2017.

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

Circulation of the Report: Management Team, Cllr Stanley, Cabinet