
To: Finance, Resources and Customer Services Policy Board

On: 23 November 2023

Report by: The Director of Finance and Resources, the Director of Environment, Housing and Infrastructure and the Chief Officer of the Health & Social Care Partnership

Heading: Contract Awards: Adaptation and Small Repair Service (RC-CPU-21-231);

Contract 1: Renfrewshire Council – Adaptation related service

Contract 3: Renfrewshire Council – Small repair/handyperson service

1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award two contracts for Adaptation and Small Repair Service (RC-CPU-21-231) to Bridgewater Housing Association Limited as follows;

Contract 1: Renfrewshire Council – Adaptation related service

Contract 3: Renfrewshire Council – Small repair/handyperson service

- 1.2 The recommendation to award these two contracts follows a procurement exercise for four related and similar Contracts, conducted by Renfrewshire Council, as the Lead Council in collaboration with East Renfrewshire Council. This procurement exercise has been conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts 22 June 2023 for an above Government Procurement Agreement (GPA) Threshold Open Procedure relating to a Services contract.

- 1.3 A Contract Strategy for these requirements was approved by 30 November 2022. An amendment to the Contract strategy was approved by 17 August 2023.
- 1.4 A Minute of Agreement in respect of this collaboration was entered into between Renfrewshire Council and East Renfrewshire Council on 13 October 2023.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:

- (a) Authorises the Head of Corporate Governance to award two contracts for an Adaptation and Small Repair Service (RC-CPU-21-231) to Bridgewater Housing Association Limited to Renfrewshire Council as follows;

Contract 1; Renfrewshire Council – Adaptation related service

Contract 3; Renfrewshire Council - Small repair/ handyperson service

- (b) Authorises a Contract Value to Renfrewshire Council of £693,144 (excluding VAT) as follows:

Contract	Value
Contract 1 - Renfrewshire Council Adaptation related service	£423,144
Contract 3 – Renfrewshire Council – Small repair/handyperson service	£270,000
TOTAL	£693,144

- (c) Authorises contract periods for the Renfrewshire Council contracts (Contract 1 and Contract 3) of one year with the option to extend each of the two contracts for up to 12 months on two separate occasions to a total Contract period of three years. The two contracts are anticipated to commence on 1 April 2024, the actual date of commencement for each of the two contracts will be stated in the Council's Letter of Acceptance.
- (d) Notes the award of the Renfrewshire Council contracts (Contract 1 and Contract 3) require a Data Processor Agreement as indicated within the tender documentation.

- (e) Notes the award of these contracts is subject to the approval of the evidence received to confirm that the required insurance levels are in place prior to the award of the contracts, as indicated within the tender documentation.
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3. Background

- 3.1 From April 2009, under regulations in The Housing (Scotland) Act 2006, Local Authorities have had a duty to provide financial assistance to owner occupiers with a disability to enable the owner occupier to have adaptations carried out to their home to support and make them more accessible. The Duty applies where individual owner occupier's needs have been assessed, and the Council has deemed it a priority for those owner occupier's needs to be met and, after assessment adaptations are agreed as the best way to meet these needs. The financial assistance for these adaptation from the Council is offered through grants.
- 3.2 Renfrewshire Council ("the Council") presently provides support and assistance to eligible owner occupiers and private landlords who are deemed eligible for grant assistance, to apply for grants and to provide appropriate support to assist them in having the necessary adaption works carried out in an acceptable and cost-effective manner.
- 3.3 Additionally Renfrewshire Council provides a Small Repairs Service, including a Handyperson Service, for owner occupiers, private landlord tenants and local authority Registered Social Landlords (Handyperson service only). This provides support to carry out minor repairs and assistance to eligible individuals.
- 3.4 These services are currently provided to both Renfrewshire Council and East Renfrewshire Council, under a collaborative contract, with Bridgewater Housing Association Limited, which ends on 31 March 2024.
- 3.5 The following two contracts are for East Renfrewshire Council;
- Contract 2: East Renfrewshire Council – Adaptation related service
 - Contract 4: East Renfrewshire Council – Small repair/handyperson service

It has been agreed that Renfrewshire Council will make the contract award on behalf of East Renfrewshire Council to conclude the procurement exercise.

- 3.6 There is a continuing requirement for the adaptation and small repair services. Both Renfrewshire Council and East Renfrewshire Council collaborated in this procurement exercise for Adaptation related services and small repairs services. One procurement exercise was conducted by Renfrewshire Council as the Lead Council in a collaboration with East Renfrewshire Council for four distinct Contracts.
- 3.7 To initiate this procurement process, a Contract Notice was published on Find a Tender Service via the Public Contracts Scotland advertising portal on 18 August 2023 with the tender documentation available for downloading from the Public Contracts Scotland – Tender portal from this date.
- 3.8 During the live tender period, ten organisations expressed an interest in this Invitation to Tender. By the closing date set for the return of electronic tender submissions, 12 noon on 26 September 2023, one organisation submitted a tender response tendering for all 4 contracts, three declined to respond and six provided no response.
- 3.9 The one tender submission was evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (Scotland) (SPD (Scotland)), covering all four Contracts, by representatives from East Renfrewshire Council and the following Renfrewshire Council Services: Environment, Housing & Infrastructure, the Corporate Procurement Unit, Health and Social Care Partnership, and Corporate Health & Safety.
- 3.10 The one tender submission received complied with the minimum selection criteria of the SPD (Scotland).
- 3.11 The one tender submission was evaluated against the published Award Criteria which was based on a weighting of 45% Technical and 55% Commercial for each of the four contracts.
- 3.12 For the purposes of the technical evaluation, the total of the Technical Scores for each of the four Contracts was added together to achieve an Overall Total of the Technical Scores.
- 3.13 For the purpose of the commercial evaluation, the total of the Prices for each of the four Contracts was added together to achieve a Tender Total of the Prices for year 1.
- 3.14 The scores relative to the Award Criteria for the one tender submission for 45% Technical and 55% Commercial are noted below;

	Technical (45%)	Commercial (55%)	Total (100%)
Bridgewater Housing Association Limited	30.18%	55.00%	85.18%

- 3.15 Following the tender evaluation in accordance with the criteria set out in the procurement documents, the tender submission received by Bridgewater Housing Association Limited for the Renfrewshire Council Contracts (Contracts 1 and 3) is within the Council's set budget and was therefore deemed to be value for money.
- 3.16 The Terms and Conditions being utilised for these contracts are NEC3 Professional Services Short Contract and the 'Z' clauses contained herein for Contracts 1 and 2 and NEC3 Terms Service Short Contract (April 2013) and the 'Z' clauses contained herein for Contracts 3 and 4.
- 3.17 The cost of the Renfrewshire Council Contracts will be met by a combination of revenue, capital and reserve funding.
- 3.18 Community Benefits were required and Bridgewater Housing Association Limited confirmed that the following Community Benefits would be made available to Renfrewshire Council for the four Contracts:

Community Benefit Description	No of People / Activity
Industry Awareness Events	1
Industry transfer to schools	1

Implications of the Report

1. **Financial** – The total cost of these contract requirements for Renfrewshire Council only is £693,144 (excluding VAT) and will be met from existing revenue and capital budgets as well as ring-fenced reserves.
2. **HR & Organisational Development** – None arising directly from this report..
3. **Community/Council Planning** –
 - **Our Renfrewshire is thriving** – maximising economic growth, which is inclusive and sustainable

- **Our Renfrewshire is well – supporting the wellness and resilience of our citizens and communities**
 - **Our Renfrewshire is fair - addressing the inequalities which limit life chances**
 - **Our Renfrewshire is safe – protecting vulnerable people and working together to manage the risk of harm.**
 - **Place**
 - Working together to enhance wellbeing across communities.
 - **Economy**
 - Linking opportunities to enhance economic benefits for Renfrewshire.
 - Supporting people into Fair Work.
 - **Fair**
 - Reducing inequalities in Renfrewshire
 - **Green**
 - Integrating climate considerations into our long-term strategic planning as an organisation.
 - **Living Our Values**
 - Delivering Best Value for our citizens and customers
4. **Legal** – The Procurement of these contracts was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts 22 June 2023.
5. **Property/Assets** – The delivery of these contracts will ensure that an adaptations and small repairs service is delivered to meet the requirements of the;
- Renfrewshire's Environment, Housing and Infrastructure Services – Service Improvement Plan 2023-2026, and
 - Renfrewshire's Health and Social Care Partnership IJB's Strategic Plan 2022-2025
6. **Information Technology** – None arising directly from this report.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

f required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Bridgewater Housing Association Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency, and modern Government. The following two contracts are for East Renfrewshire Council;
 - Contract 2: East Renfrewshire Council – Adaptation related service
 - Contract 4: East Renfrewshire Council – Small repair/handyperson service

It has been agreed that Renfrewshire Council will make the Contract award for East Renfrewshire Council to conclude the procurement exercise;

The Minute of Agreement in respect of collaboration between Renfrewshire Council and East Renfrewshire Council will require to be updated due to the recent change in management within the procurement function.
10. **Risk** – Bridgewater Housing Association Limited has formally committed to the required insurance levels being in place prior to the award of the two contracts. The award of each contract is subject to approval of the evidence received.
11. **Privacy Impact** – Data Processor Agreements will be in place for the *service period* for both Councils. These will cover the Data Protection elements of the contracts.
12. **Cosla Policy Position** – None arising directly from this report.
13. **Climate Risk** - The Scottish Government Sustainability Test was carried out as part of the Contract Strategy for this procurement. The impact is considered low risk. The Scottish Procurement Document (SPD) Environmental Management question 4C.7 was utilised with the following response. Bridgewater Housing Association Limited will;
 - Implement and maintain a structured Environmental Management System based on continual improvement and regular review this to ensure that it remains relevant to operations and compliant with Regulations.

- Use 1 fully electric vehicle (zero emissions) for the delivery of the small repair service.
- Ensure material wastage is kept to a minimum as far as is reasonably practicable.
- Ensure recycling of materials is promoted in every possible way.
- Ensure water and energy are conserved as far as is reasonably practicable.

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