

**To: Finance, Resources and Customer Services Policy Board**

**On: 30 August 2017**

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**Report by: Chief Executive and the Chief Officer Renfrewshire Health & Social Care Partnership**

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**Heading: Contract Authorisation Report: Contract for the Provision of Adaptations and Small Repair Services for Renfrewshire Council**

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## **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 a Contract for the Provision of Adaptations and Small Repair Services to Bridgewater Housing Association Limited for an initial period of two (2) years, with the option to extend the Contract for up to one (1) year. The anticipated commencement date of this contract is the 1<sup>st</sup> November 2017. The Council, in collaboration with East Renfrewshire, has a current contract with Bridgewater Housing Association Limited, for the provision of these services, which is due to end on 31 October 2017.
  - 1.2 The procurement exercise has been conducted by Renfrewshire Council, as the lead Council in collaboration with East Renfrewshire Council, in accordance with the 'above EU Threshold Open Procedure (Services)' and Renfrewshire Council's Standing Orders Relating to Contracts 2017.
  - 1.3 A Contract Strategy for the collaborative tender was approved by the Strategic Commercial and Procurement Manager and Director of Community Resources in June/July 2017 respectively and a Collaboration Agreement was entered into between Renfrewshire Council and East Renfrewshire Council on 24 July 2017.
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## **2. Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
    - 2.1.1 Authorise the Head of Corporate Governance to award the Contract for the Provision of Adaptations and Small Repair Services for Renfrewshire Council to Bridgewater Housing Association Limited.
    - 2.1.2 Note that the total contract value across both Councils will be £1,095,000, excluding VAT, including the maximum option period, with spend pertaining to Renfrewshire Council being £630,000, excluding VAT.
    - 2.1.3 The Contract is anticipated to commence on 1 November 2017 for a period of two (2) years with the Council's option to extend the Contract for up to one (1) year. The actual date of commencement will be stated in the Council's Letter of Acceptance.
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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 from the Council is offered through grants.
- 3.2 Renfrewshire 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 Since 1 November 2012 this service has been provided to both Renfrewshire Council and East Renfrewshire Council, under a collaborative Contract, with Bridgewater Housing Association Limited which ends on 31 October 2017.

- 3.5 As there is a continuing requirement for the services an Invitation to Tender was published on Public Contracts Scotland-Tenders using the Open Procurement Procedure, for an above EU threshold, for Services, in accordance with the Council's Standing Orders Relating to Contracts 2017. A Contract Notice advertising the opportunity was sent to the Public Contracts Scotland Portal and the Official Journal of the European Union (OJEU) on 20 June 2017. Tender documentation was available for immediate download through the online e tender system.
- 3.6 Eleven (11) organisations noted an interest of which one (1) tender submission was received by the closing date for the receipt of tender submissions at Noon on 27 July 2017.
- 3.7 As only one (1) tender was received the tender response was considered against a test of the effectiveness of the Invitation to Tender exercise, acceptability of the tenderer organisation and the tender proposals received. The Tender submission was assessed by representatives from the Corporate Procurement Unit, Health & Safety, Corporate Risk, Renfrewshire Housing & Health and Social Care Partnership and East Renfrewshire personnel and is deemed acceptable on both Commercial and Technical grounds subject to minor clarifications and subject to the Health and Safety and Insurance proposals being deemed acceptable.
- 3.8 The tenderer offered community benefits as follows;
- i. organisations participation in Community events ;
  - ii continuing links with other community organisations including the Community Council and Community Action for Erskine, Engage Renfrewshire while the Chief Executive sits on Renfrewshire Council's Empowering Communities Board and Social Care Strategic Planning Group ;
  - iii. the organisation will continue its registration as a Community Jobs Scotland (CJS) employer;
  - iv employment of at least 1 person per year through the Renfrewshire Employer Recruitment Initiative;
  - v. provision of employment to, and assistance to seek employment, under Capability Scotland's Work Choice initiative;
  - vi. commitment to provide a minimum of 2 work placements per year for pupils from Park Mains and Trinity High Schools;
  - vi the establishment of cross referral relationships with other organisations to improve clients' wellbeing and social connections, safety and security and the provision of assistance and advice with other tasks not included in the Contract.
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## Implications of the Report

1. **Financial** - The financial status of Bridgewater Housing Association has been assessed and it is confirmed that the company satisfies the Council's requirements
  2. **HR & Organisational Development** – None to the Council as this is a new Contract with the incumbent provider. In the circumstances there are no TUPE issues.
  3. **Community Planning** – Bridgewater Housing Association has committed to delivering a number of Community Benefits as detailed in Paragraph 3 .8 above.
  4. **Legal** - The procurement procedures were in accordance with Renfrewshire Council's Standing Orders relating to Contracts for above EU Threshold Services Contracts and the requirements of the Public Contracts (Scotland) Regulations 2015.
  5. **Property Assets** - None
  6. **Information Technology** – None.
  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 because for example it is for noting only. If 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** – the submission received was assessed by Renfrewshire Council's Health and Safety Officers. The recommended Provider's Health and Safety policy and procedures are considered to meet the necessary requirements.
  9. **Procurement** – The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government
  10. **Risk** – Bridgewater Housing Association Limited's submission has been assessed by Renfrewshire Council's Risk Officer and is considered acceptable.
  11. **Privacy Impact** – None
  12. **Cosla Policy Position** -None
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## List of background papers - None

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