

## PT8 - Tender Award Report

This document is used to summarise the procurement process

<b>Report Title</b>	Avondale Square Estate – Window Overhaul (Project 11549)
<b>Report Author</b>	Michael Harrington
<b>Report Date</b>	28/11/2018
<b>Procurement Reference</b>	16/173aPS

### High Level Summary

This contract in the most part entails the replacement of the landlord’s electrical distribution equipment to meet compliance and ensure residents’ safety.

<b>Key Area</b>	<b>Outcome</b>
<b>Purpose of Report</b>	Authorisation to award tender
<b>Tender Process</b>	Sub OJEU – RfQ
<b>Proposed Provider</b>	Metwin Limited
<b>Cost (inc. VAT)</b>	<b>£254,400</b> <b>Pre-tender estimate - £143,500k</b>
<b>Potential Risks</b>	<p>City Procurement see no foreseen risks in the tender process.</p> <p>Value for Money – This was the third time that this tender has been let, and on each occasion, only one tender quotation has been received. The tender is based on a schedule of rates and the estimated cost calculated based on an exercise undertaken by a consultant to estimate the amount of repairs. The receipt of 1 quotation does not demonstrate value for money to the extent that might otherwise be expected by a competitive process required by City Procurement Rules. The department advises that the higher than expected cost remains within budget allocation and is considered acceptable. City Procurement accepts that the case to progress the work without delay can prevail, and that lessons learnt be noted for the future.</p>

### Detailed Summary

#### 1. Summary

Details of what needs to be approved and a list of key areas covered by the report

The works contract will cover the basic repairs and overhaul of windows to most blocks at Avondale Square estate, to prolong their life and improve residents’ safety and comfort.

#### 2. Recommendations

Details of who the contract is to be awarded to, proposed contract term, extensions and other relevant details

After a competitive tender process, Metwin Limited have been identified as able to deliver this project.

##### Overhaul and repair of windows:

- Remove existing faulty gasket and clear away.
- Thorough clean of window edges (Not Glazing) and internal parts window parts.
- Clean trickle vent and check to ensure operational.
- Supply and fit new gasket.
- Ease, oil and adjust pivot hinges to ensue correct operation. The programme for this project is to be identified by the Contractor after appointment.
- Check and tighten all fittings as required. ( Handles, Safety Catch and Storm Catch)
- Handle - Supply and fit new handle. Satin chrome finish
- Hinge and safety catch replacement.
- Test on completion and leave in good working order.

#### 3. Current Service Provision

Details of current supplier, contract arrangements, expiry dates and potential exit issues.

There is no current service provision.

#### 4. Evaluation Summary

Overview of the tender process including SQ and ITT outcomes; evaluation criteria and weighting, evaluation outcomes including overview of the top 3 ranked suppliers.

The tender was identified as a Below OJEU, restricted procedure inviting 3 suppliers to respond.

- Tender Publication Date 03/08/2018
- Tender Response Date 31/08/2018
- Tender Evaluation completed 12/11/2018
- Tender Recommendation 28/11/2018

#### 4.2 – Tender Results

One response received and was deemed appropriate and capable to deliver the project.

1. Rank 1: Metwin Limited

#### 5. Savings, efficiencies and benefits

Pricing overview, including cost type (fixed cost, schedule of rates etc) and cashable and non-cashable savings achieved.

This is a requirement as the works are required for Health and Safety reasons. Efficiencies will be obtained through prolonging the life of the windows.

As there was only one tender received, the ranking exercise was not undertaken.

As there was only one tender received there is no average price calculation available.

#### 6. Lessons Learnt

- The residents at the estate asked that Crittall Window accredited suppliers be invited to tender. This limited the invitation scope to three suppliers, two of whom did not return estimates.
- The department must ensure award of contract is not delayed due to management of compliance risk arising from a risk the Metwin are a capable organisation to deliver this project.

#### 7. Contract Management Plan

Details of persons managing the contract covering roles and responsibilities of individual staff.

Lochlan MacDonald and Neil Clutterbuck for DCCS Housing will be responsible for management of the works when the main contract is awarded. City Procurement retains an interest in the basis for a subsequent recommendation and award of a main contract in due course.

#### 8. Approval Sign Off

<b>Name of Approver</b>	Andrew Carter
<b>Position</b>	Director of Community and Children's Services
<b>Date approved</b>	28/11/2018
<b>Approver comments</b>	

## 9. Appendices

None