

Report of the Cabinet Member for Communities and Housing

Cabinet – 17 March 2015

CONTRACT AWARD REPORT FOR SUPPLY OF KITCHEN UNITS AND WORKTOPS

Purpose:	The purpose of this report is to obtain approval to utilise the London Housing Consortium (LHC) K5 Framework agreement for the supply of Kitchen Units and Worktops. A mini competition with capable suppliers was run. The result of this competition will allow for direct orders and stock maintenance projects in line with WHQS.
Policy Framework:	Council Constitution.
Reason for Decision:	To comply with Contract Procedure Rule 13, as set out in the Council Constitution.
Consultation:	Legal, Democratic Services and Procurement, Finance, Access to Services.
Recommendation(s):	<ol style="list-style-type: none">1) Cabinet authorises the award of the contract, as recommended in this report to supplier B. 2) Cabinet authorises the Head of Legal, Democratic Services and Procurement to enter into a contract as a result of a mini competition under the framework without the need for further approval from Cabinet.
Report Author:	Mark O'Neill/Maz Ward
Finance Officer:	Jayne James
Legal Officer:	Deborah Howell
Access to Services Officer:	Phil Couch

1.0 Introduction

- 1.1 As part of the Council's objectives to achieve the Welsh Housing Quality Standard, provision has been made within the forward Business Plan for the renewal of kitchens to all relevant houses within the HRA portfolio.

Following the completion of a series of pilot schemes, the Council has reviewed the various options for procurement and established the most efficient and effective way for delivering this element is by utilising an existing purchasing consortium to procure the supply of the kitchens. The installation will be undertaken on a “labour only” basis via a separate completion to ensure consistency of product and maximising the opportunities for local contractors to deliver part of the works.

After reviewing the various exiting consortia the decision was to proceed to the LHC as outlined in this report.

- 1.2 The LHC’s Kitchen Cabinets, Worktops and Associated Products framework (K5) arrangement provides public sector organisations easy access to a complete range of kitchen cabinets and worktops. The framework is for four years, with an option to review at two years.
- 1.3 The potential use of the LHC’s K5 framework following the results of the mini competition will be for direct orders for WHQS works and stock maintenance projects.

2.0 Tender Process

- 2.1 The mini competition was conducted by Officers from Procurement and Corporate Building and Property Services. Invitations to tender were issued on 5th December 2014 with a return date of 2nd January 2015.
- 2.2 Invitations to tender were issued to five suppliers under the mini competition:

Supplier A
Supplier B
Supplier C
Supplier D
Supplier E

3.0 Scoring Matrix

- 3.1 Tenders were evaluated using a matrix based on:

Award Criteria	Weighting %
Beyond Bricks and Mortar	10%
Waste Management	5%
Resource Efficiency	5%
Design Service	10%
Management of Information	10%
Price	60%

- 3.2 Tenders from each supplier were scored as shown in **Appendix A**.

3.3 A summary of scores indicating the recommended supplier for award are detailed in **Appendix B**.

4.0 Equality and Engagement Implications

4.1 An EIA screening form was completed and the agreed outcome was no full EIA is required. There are no Equality implications involved in this process, the process will take into account disabled people and young children. The procurement process to residents, whatever contractor is chosen, would have the same outcome.

5.0 Financial Implications

5.1 The budget for the works is included within the HRA and fully funded accordingly.

6.0 Legal Implications

6.1 The Responsible Officer is satisfied that the tender process has been undertaken in accordance with Contract Procedure Rules and recommends approval in accordance with those Rules.

6.2 The Council were named in the Contract Notice as a Contracting Authority having the ability to call off from the framework.

6.3 The contract will be awarded applying the Terms and Conditions of the LHC Framework Agreement.

Background Papers: None.

Appendices:

Appendix A: Scoring matrix

Appendix B: Scoring Summary