



Report of the Cabinet Member for Homes and Energy

Cabinet – 20 September 2018

General Building Materials Framework

Purpose:	The purpose of this report is to obtain approval to award a framework for the supply of General Building Materials that will allow for direct orders for housing stock maintenance and public building projects.
Policy Framework:	Council Constitution/Contract Procedure Rules
Consultation:	Legal Democratic Services and Business Intelligence, Finance, Procurement and Corporate Building Services, Access to Services.
Recommendation(s):	It is recommended that Cabinet: 1) The Suppliers listed in Appendix 1 are appointed to the Framework 2) Authority is delegated to the Head of Corporate Building Services in conjunction with the Chief Legal Officer to determine how any call off contracts are to be entered into and executed by the Council
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Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Background

1.1 The Council is proposing to establish a framework agreement with the successful bidders to supply General Building Materials, split over 9 Lots that will allow CBS to continue to carry out works to properties within the housing stock and public buildings.

- Lot1 – Heavy side
- Lot2 – Timber

- Lot3 – Doors
- Lot4 – Paint
- Lot5 – Ironmongery
- Lot6 – Roofing
- Lot7 - Screws and Fixings
- Lot8 – Miscellaneous
- Lot9 – Roofline

2.0 Procurement Process

- 2.1 The estimated value of the new framework is £3.4m per annum, this is based on historical spend.
- 2.2 The Council's intention was to enter into a Framework Agreement with all suppliers who met the minimum requirement set out in the supplier suitability questionnaire.
- 2.3 The opportunity was advertised in the Official Journal of the European Union (OJEU) via Sell2Wales using the open procedure
- 2.4 The tender process was conducted by officers from Procurement and Corporate Building Services. Invitations to tender were issued on 7th June 2018 with a return date of 13th July 2018.
- 2.5 The following suppliers submitted tenders
- Tenderer 1
 - Tenderer 2
 - Tenderer 3
 - Tenderer 4
 - Tenderer 5
 - Tenderer 6
 - Tenderer 7
 - Tenderer 8
 - Tenderer 9
 - Tenderer 10
 - Tenderer 11
 - Tenderer 12
 - Tenderer 13
 - Tenderer 14
 - Tenderer 15
 - Tenderer 16
 - Tenderer 17
- 2.6 Tenders were evaluated by officers of the Council from The Corporate Building Services department (**Appendix A**).
- 2.7 Tenderer 9, 10 and 13 all failed to return the required documentation. They were informed via etenderwales of the council's decision not to allow them participate further in the Tender process.

3. Call-off Procedure

- 3.1 Due to the complexity and variation of items/products, orders will be evaluated against the tendered rates submitted and awarded on the basis of the lowest priced bid in relation to that particular item/products. All Call offs will be conducted using 100% price.
- 3.2 If the lowest priced tenderer cannot supply the required goods then the council will request the goods from the next lowest tenderer and so on.
- 3.3 Due to the complexity and variation of items/products, the Council will at all times reserve the right to make the commercial decision to collect goods from any of the contracted supplier's dependant on the location of works in relation to the supplier's premises. This may result in goods being collected from the supplier who has not offered the lowest rate.

4. Equality and Engagement Implications

- 4.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

- 4.2 The Access to Services Team has confirmed that an Equality Impact assessment (EIA) is not required for the purposes of this report, following review of the completed Equality Impact Assessment screening assessment form (**Appendix B**)

5. Financial Implications

- 5.1 There are no financial implications associated with this report. There are various funding streams for the framework but it will be predominately from the Housing Revenue Account.
- 5.2 There are no savings identified in the framework , however there are terms within the framework that allow the Council to seek an annual rebate of 3% against all spends under this agreement. This will be claimed by the client department.

6. Legal Implications

- 6.1 The Responsible Officer is satisfied that the tender process has been undertaken in compliance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules, and recommends approval in accordance with those Rules.
- 6.2 Framework Agreements are to be prepared by the Chief Legal Officer. All contractual liabilities and obligations will be covered by the contract documentation, which will consist of the over-arching Framework Agreement together with the terms of the call-off contract.
- 6.3 It is recommended that authority is delegated to the Responsible Officer to determine how each call off contract is entered into and executed by the Council. This is likely to be through the use of purchase orders referencing the framework's call off terms and conditions. A Contract Award Report may be necessary depending on the value.

Background Papers: None.

Appendices:

Appendix A: Tender Evaluations

Appendix B: EIA Screening Form

Appendix A:

Company	Lot 1 - Heavy Side	Lot 2 - Timber	Lot 3 - Doors	Lot 4 - Paint	Lot 5 - Ironmongery	Lot 6- Roofing	Lot 7 - Screws and Fixings	Lot 8 - Miscellaneous	Lot 9 - Roofline
Tenderer 1		x							
Tenderer 2				x					
Tenderer 3		x					x	x	
Tenderer 4	x	x		x	x	x	x	x	x
Tenderer 5	x				x		x	x	
Tenderer 6									x
Tenderer 7	x	x	x	x	x	x	x	x	x
Tenderer 8	x	x		x	x	x	x	x	
Tenderer 11				x					
Tenderer 12	x	x	x	x	x	x	x	x	x
Tenderer 14						x			
Tenderer 15								x	
Tenderer 16	x	x	x	x	x	x	x	x	
Tenderer 17					x		x	x	

Appendix B:

Equality Impact Assessment Screening Form

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).

Section 1

Which service area and directorate are you from?

Service Area: Corporate Building Services

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

We are looking to set up a framework agreement with the successful bidders to supply General Building Materials, split over 9 Lots that will allow CB&PS to continue to carry out works to properties within the housing stock and public buildings.

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line
service delivery

(H)

Indirect front line
service delivery

(M)

Indirect back room
service delivery

(L)

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they
internal
need to

(H)

Because they
want to

(M)

Because it is
automatically provided to
everyone in Swansea

(M)

On an
basis
i.e. Staff

(L)

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Welsh Language		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Q4 HAVE YOU / WILL YOU UNDERTAKE ANY PUBLIC CONSULTATION AND ENGAGEMENT RELATING TO THE INITIATIVE?

- YES NO (If NO, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility (H) <input type="checkbox"/>	Medium visibility (M)	Low visibility <input checked="" type="checkbox"/> (L)
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(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk <input type="checkbox"/> (H)	Medium risk <input type="checkbox"/> (M)	Low risk <input checked="" type="checkbox"/> (L)
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Q6 Will this initiative have an impact (however minor) on any other Council service?

- Yes No If yes, please provide details below

Q7 HOW DID YOU SCORE?

Please tick the relevant box

MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q8 followed by Section 2

Q8 If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council's commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.

There are no Equality implications involved in this process.

Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:
Name: Maz ward
Job title: Category Manager
Date: 24.08.2018
Approval by Head of Service:
Name:
Position:
Date:

Please return the completed form to accesstoservices@swansea.gov.uk