Dear Sir/Madam,

The Cabinet Member for Housing (Councillor A.A. Lloyd) is to consider the following report and make a decision on Monday, 5th September, 2011, at 12.00 noon in Committee Room C, Town Hall, Nuneaton.

Yours faithfully,

PHILIP RICHARDSON
Assistant Director – Governance and Recreation

AGENDA

PART 1

PUBLIC BUSINESS

1. EVACUATION PROCEDURE

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Yorkshire Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.
2. **PUBLIC CONSULTATION** - Members of the public will be given the opportunity to speak on specific agenda items if notice has been received.

3. **DECLARATIONS OF INTEREST** - To receive declarations of personal/prejudicial interests in accordance with the Members' Code of Conduct.

   **Note:** Following the adoption of the new Code of Conduct, members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the member must withdraw from the room unless dispensation has been given by the Standards Committee.

4. **APPROVAL OF A PREFERRED CONTRACTOR FOR THE MAINTENANCE AND SERVICING OF SHELTERED HOUSING EMERGENCY ALARM SYSTEMS** - Report of the Assistant Director – Housing and Communities attached. *(Page 2).*
INDIVIDUAL CABINET MEMBER DECISION

Report Summary Sheet

Date: 5 September 2011
Subject: Approval of a Preferred Contractor For the Maintenance and Servicing of Sheltered Housing Emergency Alarm Systems

Portfolio: Customer Services (Councillor A Lloyd)

From: Assistant Director – Housing and Communities

Summary: To seek approval for the preferred contractor to carry out the maintenance and servicing of the Council’s sheltered housing emergency alarm systems.

The Council is a member of the Northampton Consortium, a group made up of other social housing landlords with Northampton Borough Council as lead Authority for the procurement of a maintenance and service contract for sheltered housing emergency alarm systems.

Suitably qualified contractors were invited to submit tender bids for the work under OJEU No. 2010-s 243-370767. This report seeks approval of the preferred contractor.

Recommendations: That the contract be awarded to the preferred contractor.

Reasons: To ensure emergency alarm systems in all sheltered housing schemes are adequately maintained and serviced.

Options: 1. To accept the recommendation.

2. Failure to approve the contractor with the lowest compliant tender bid would mean the contract renewal could not proceed as planned.
**Subject to call-in:**  Yes

**Forward Plan:**  Yes

**Corporate Priorities:**  Aim 1 priority 1

**Relevant Statutes or Policy:**  None

**Equal Opportunity Implications:**  Contract renewal ensures an important service for older and more vulnerable people continues, thus enabling them to maintain independent living in accommodation of their choice.

**Human resource Implications:**  None

**Financial Implications:**  Yes, within existing resources

**Health Inequalities Implications:**  Contract renewal is essential to ensure emergency lifeline services are maintained for residents in sheltered housing schemes who have health problems and may need emergency medical assistance.

**Risk Management Implications:**  Contract renewal is essential to ensure continuation of service to help sustain independent living for vulnerable residents of sheltered housing.

**Environmental Implications:**  None

**Legal Implications:**  The Council will enter a formal contract as a member of the Northampton Consortium under the terms of the PaSA/Buying Solutions Framework, reference number RM784/L2.

**Contact Details:**  Dawn Dawson - Assistant Director Housing 024 76376408
Steve Pedley - Area Housing Manager 02476 376702
AGENDA ITEM NO. 4

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Councillor A Lloyd – 5 September 2011
From: Assistant Director – Housing and Communities
Subject: Approval of a Preferred Contractor For The Maintenance and Servicing of Sheltered Housing Emergency Alarm Systems
Portfolio: Housing

1. **Purpose of Report**

1.1 To seek approval of a contractor to carry out the maintenance and servicing of emergency alarm systems in sheltered housing.

2. **Background**

2.1 The Council is a member of the Northampton Consortium, a group of 10 local Authorities and Registered Social Landlords. Northampton Borough Council is the lead Authority for contract renewal, negotiation and administration. The Consortium was formed to take advantage of value for money that a larger contract could bring and to share the costs involved in contract tendering and contract administration.

2.2 The consortium currently contract with a service provider for the maintenance and servicing of the emergency alarm systems in sheltered housing. The existing contract expires on 30 September 2011. Northampton Borough Council, as lead Authority commenced the procurement process to tender a contract using the PaSA/Buying Solutions Framework to appoint a suitably qualified and experienced contractor at the most competitive price. The new contract will be awarded for a period of up to 4 years.

2.4 Tenders were received from five suitable contractors. The tenders have undergone relevant checks by Northampton Borough Council as lead Authority including initial evaluation. Consortium members meet recently to consider further the tender bids for compliance of tender submission.

2.5 Evaluation of the five tenders identified the following:

- Tender bid A – second highest bid
- Tender bid B – Non compliant bid
- Tender bid C – highest bid price
- Tender bid D – lowest bid price
- Tender bid E – Non compliant bid
2.6 The lowest priced tender bid would achieve substantial savings across the Consortium. The price for Nuneaton and Bedworth Borough Council’s element of the tender price is significantly lower in value than that of the existing contract price. Annual savings would be £3228.

All Consortium members must agree one tender bid to complete the tender procurement process and award the contract to the successful contractor. Failure to agree would significantly delay the renewal of the contract and put at risk vulnerable residents who rely on a fully functioning emergency alarm service to maintain independent living.

3. **Options**

3.1 To accept the recommendation.

   Not to accept the lowest priced tender bid, thereby jeopardising the renewal of the contract before the current contract end.

4. **Recommendation**

4.1 That approval is given for the acceptance of Tender bid D as the preferred contractor for the renewal of the maintenance and servicing of sheltered housing emergency alarm systems.

Dawn Dawson
Assistant Director – Housing & Communities

Steve Pedley – Area Housing Manager