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| Meeting of: | CABINET |
| Date of Meeting: | 22 OCTOBER 2024 |
| Report Title: | DISABLED FACILITIES GRANT FRAMEWORK |
| Report Owner / Corporate Director: | CHIEF OFFICER – FINANCE, HOUSING AND CHANGE |
| Responsible Officer: | MARTIN MORGANS HEAD OF PARTNERSHIPS AND HOUSING |
| Policy Framework and Procedure Rules: | There is no impact on the Policy Framework or the Procedure Rules |
| Executive Summary: | This report details a tender process which has taken place to procure a Framework to award works funded through Disabled Facilities Grants in the capital programme. Approval is requested to appoint winning suppliers to the Framework, following an evaluation process, which has now been completed. |

1. Purpose of Report

1.1 The purpose of the report is to:

- Seek approval from Cabinet to award a Framework and enter into a Framework Agreement with successful bidders detailed in this report to deliver works required and funded through Disabled Facilities Grants (DFGs).

2. Background

2.1 In March 2022 Cabinet approved the commencement of a tender process to tender for a Framework of suppliers to deliver works under the DFG service. This followed a report to Cabinet in January 2021, which supported an in-house delivery model of the DFG service.

2.2 DFGs help disabled individuals through adapting a property in which they live. Any works must be necessary to meet the specific needs of the disabled person as identified by Bridgend County Borough Council's (BCBC's) appointed Occupational Therapist (OT) or Trusted Assessor. DFGs are processed in line with BCBC's Private Sector Housing Renewal and Disabled Adaptations Policy.

- 2.3 A Framework will enable the Council to work with suppliers who are qualified and skilled in the relevant fields, to allow the Council to work directly with suppliers on a rotational basis to deliver those works funded by DFGs in a timely manner that will meet relevant deadlines, meet service and standards and will ensure that the Council is able to provide a service that is focused on quality, safeguarding and responsiveness. By working directly with suppliers under the Framework Agreement, the Council will collaboratively provide a responsive and person-centred approach to provide works to individuals.
- 2.4 As detailed in the report to Cabinet in March 2022, prior to the tender exercise pre-market engagement took place, including workshops and one to one discussions with potential suppliers. This was aimed at harnessing interest for the tender process and to support potential bidders with the process.

3. Current situation / proposal

- 3.1 Following approval from Cabinet, work has been undertaken, alongside colleagues in the corporate procurement and legal teams to develop the necessary tender documents, including an Invitation to Tender and Framework Agreement Terms and Conditions.
- 3.2 The overall value of the Framework Agreement over a 4-year Framework period is estimated to be £7,800,000. This is an estimate of the potential spend going forward. The framework does not guarantee such expenditure at this level. Works will be allocated based on a need basis and in line with available budget, linked to funding from Welsh Government.
- 3.3 The Framework has been split into five separate Lots, as detailed in Table 1 below. The intention is to appoint up to six suppliers per Lot, plus three reserves where possible, to provide the works. The estimated annual spend per Lot is also detailed in Table 1 below. This is estimated and based on historic spend.

| TABLE 1 - ESTIMATED ANNUAL AND FRAMEWORK EXPENDITURE | | | |
|---|-------------------------------------|--------------------------|---------------------------------------|
| Lot Number & Description | Price Cap Per Individual Job | Est. Annual Spend | Est. Four Year Framework Spend |
| Lot 1 – Level Access Showers (Bathrooms). | £13,000 | £1,079,000 | £4,316,000 |
| Lot 2 – Kitchens | £10,000 | £30,000 | £120,000 |
| Lot 3 – External Ramps | £15,000 | £450,000 | £1,800,000 |

| | | | |
|--|--|-------------------|-------------------|
| Lot 4 – Extensions | £36,000 | £216,000 | £864,000 |
| Lot 5 – Stairlifts | 1. Straight - £3,500 2. Curved - £6,000 | £175,000 | £700,000 |
| Estimated Total Spend Breakdown | N/A | £1,950,000 | £7,800,000 |

- 3.4 The Framework Agreement was advertised using an “Open” Procedure and advertised on Sell2Wales with publication of the requirement in the Official Journal of the European Union (OJEU) using the link between Sell2Wales and the Find a Tender Service (FTS). The Tender process was conducted entirely on ETenderWales.
- 3.5 Evaluation of the Tenders was designed to ensure suppliers evidenced the necessary trade knowledge, skills, experience, competency, qualifications and certification to undertake the requirements of the Council.
- 3.6 A Qualification Questionnaire, consisting of a series of mandatory Pass / Fail, Yes / No / Information questions was set to assess the general compliance and suitability of the suppliers to provide the works.
- 3.7 Quality and price evaluation was then undertaken with the Most Economically Advantageous Tenders (MEAT) successful. Tenders were published, received, and evaluated as follows:
- Technical / Quality Questionnaire (60% (600-points): Project specific Method Statement questions requiring bidders to describe and evidence how they would meet the various requirements of the Contract, if successful.
 - Commercial / Price 40% (400-points): The bidder was required to fully complete the Authority’s Schedule of Works which provided a full breakdown of the requirements and costs associated with the Contract.
- 3.8 Tenders were received and opened on ETenderWales on 25th July 2024. 39 valid Tenders were received across all five Lots. Quality and price evaluations were carried out on a Lot-by-Lot basis. The Tender Evaluation process was conducted to ensure that bids received were evaluated fairly and in accordance with the published Tender Documentation and Evaluation Criteria to ascertain the winning bidders. As highlighted at paragraph 3.3 the intention is to appoint up to six suppliers per Lot, plus three reserves where possible.
- 3.9 The Tables below show the top six bidders per Lot, following the evaluation process, which has now been completed. Please note that bids which did not rank in the top 6 or were disqualified have not been included in the Tables below.

| Table 2A – Summary of Evaluation Lot 1 (Level Access Showers / Bathrooms) | |
|--|-------------|
| BIDDER / SUPPLIER | RANK |
| Manning Construction Ltd | 1 |
| Property Building Maintenance Wales Ltd | 2 |
| R&M Williams (Holdings) Ltd | 3 |
| Kingfisher Developments (Wales) Ltd | 4 |
| TJ Services Wales Limited | 5 |
| Warmserve Plumbing & Heating | 6 |

| Table 2B – Summary of Evaluation Lot 2 (Kitchens) | |
|--|-------------|
| BIDDER / SUPPLIER | RANK |
| Manning Construction Ltd | 1 |
| R&M Williams (Holdings) Ltd | 2 |
| TJ Services Wales Limited | 3 |
| M Delacey & Sons (Holdings) Limited | 4 |
| Greenow Limited | 5 |

| Table 2C – Summary of Evaluation Lot 3 (External Ramps) | |
|--|-------------|
| BIDDER / SUPPLIER | RANK |
| Property Building Maintenance Wales Ltd | 1 |

| | |
|-----------------------------|---|
| Manning Construction Ltd | 2 |
| R&M Williams (Holdings) Ltd | 3 |
| TJ Services Wales Limited | 4 |

| Table 2D – Summary of Evaluation Lot 4 (Extensions) | |
|--|-------------|
| BIDDER / SUPPLIER | RANK |
| Manning Construction Ltd | 1 |
| TJ Services Wales Limited | 2 |
| AJT Builders Ltd | 3 |

| Table 2E – Summary of Evaluation Lot 5 (Stairlifts) | |
|--|-------------|
| BIDDER / SUPPLIER | RANK |
| Norse Commercial Services Ltd. | 1 |
| Stannah Lift Services Ltd | 2 |
| TJ Services Wales Limited | 3 |
| South Wales Stairlifts Ltd | 4 |
| TPG Disable Aids Ltd | 5 |

3.10 The top six qualifying bidders (or less if fewer than six qualifying bidders) for each Lot are highlighted in the Tables at paragraph 3.9. It is proposed that a Framework Agreement be entered into with these suppliers. Those suppliers who are appointed to the Framework will be required to comply with the Framework Terms and Conditions. These also set out the process for awarding individual call-off contracts with suppliers for the duration of the Framework.

- 3.11 Once suppliers are appointed to the Framework, a call-off contract for individual works will be entered into via a direct award procedure. Works will be offered on a sequential basis to suppliers who have been appointed to the appropriate Lot, according to ranking. For example, the first job to be issued for Lot 2 (kitchens) will be offered to the highest ranking for that Lot i.e. Manning Construction Ltd. The next job to be issued for Lot 2 will first be offered to R&M Williams (Holdings) Ltd. On each occasion, should the initial Supplier that is offered the job be unable to take up the order for the works, then the works will be offered to the supplier next in line, until the Council has identified a supplier who can fulfil the requirements to undertake those works.
- 3.12 For ease of administration, due to a higher volume of requirements in certain Lots, the Council will batch and allocate groups of the same type of works for those Lots together.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The report contributes to the following goals within the Well-being of Future Generations (Wales) Act 2015:
- A prosperous Wales – the works provided through Framework will support individuals to be prosperous, whilst also supporting the local economy, through the award of works to appointed suppliers.
 - A resilient Wales – DFGs help to ensure the best use of available accommodation allowing citizens to live safely in their own homes, preventing escalation to other services, such as hospital.
 - A Wales of cohesive communities – DFGs help to ensure individuals can remain within their communities providing an array of benefits including stability through the maintaining of local support networks.
 - A globally responsive Wales – evaluation of this Framework has considered the social value that can be delivered by suppliers and works delivered, including how suppliers can minimise carbon emissions and manage waste.

- 5.2 It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change Implications

- 6.1 The evaluation process has considered climate change, including a specific method statement question around social value, including prompting responses around how carbon emissions can be reduced and waste best managed.

7. Safeguarding and Corporate Parent Implications

7.1 The implementation of a Framework Agreement will enable the Council to be satisfied that it delivers works in line with relevant safeguarding legislation and practice, with this a key consideration in the tender evaluation process.

8. Financial Implications

8.1 As detailed at paragraph 3.2 the overall value of the Framework Agreement over a 4-year Framework period is estimated to be £7,800,000. The estimated annual and 4-year value of each Lot is detailed at paragraph 3.3. The cost of works will be met from the Council's annual capital budget for DFGs, which is currently £1.750 million per annum. Works will be allocated based on a need basis and in line with available budget.

9. Recommendations

9.1 It is recommended that Cabinet:

- Note the contents of this report;
- Approves the award of a DFG Framework and authorises the Council to enter into a Framework Agreement with successful bidders detailed in this report to deliver works required from Disabled Facilities Grants (DFGs).

Background documents

None