

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director of Housing

**Service Area:** Property & Place

**Title of Decision:** To award a contract for improvement works at Supported Housing Schemes

**Decision made and reasons:**

**Decision:** To award a contract to Fortem Solutions Ltd to carry out improvement works at three Supported Housing Schemes.

**Reason:** In July 2017, Cabinet approved supplementary capital funds to create three new wheelchair accessible homes at three supported housing sites along with improvements to office spaces, laundry facilities and communal areas.

The three schemes are at Great Sturgess Road, The Driftway and Old House Court. The three schemes have been tendered as separate lots meaning each scheme was tendered and evaluated separately.

Fortem Solutions Ltd have been successful in winning all three lots.

**Reports considered:**

Cabinet report – Creation of additional units in supported housing schemes & the upgrade of communal facilities (25<sup>th</sup> July 2017)

Tender report

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Assets and Business Improvement Team Leader  
Commissioning, Procurement & Compliance Team Leader  
Assistant Director of Housing  
Portfolio Holder for Housing

**Financial Comments:**

The total project budget for this scheme is £817,000. The total cost is expected to be some £146k higher than this at £963,181. This is due to the budget being set based on estimates which are now out of date and costs have risen in the interim.

The budget is funded from usable capital receipts generated by the sale of HRA properties on the open market. The current balance on these receipts is £4.46m, so there is available funding for the additional expenditure, however additional budget funded from capital receipts will be required to set up the necessary budgets. This can be factored into the budget setting process for 2019/20 as the bulk of the expenditure will now be in 2019/20.

**Monitoring Officer Comments:**

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On 25<sup>th</sup> July 2017 Cabinet delegated authority to award the contracts to the Assistant Director (Housing) in consultation with the Portfolio Holder for Housing and therefore the Assistant Director (Housing) is authorised to award this contract.

Officers must ensure that an appropriate form of works contract is in place before the works commence

**Deputy S151 Officers Comments:**

The tender prices for this project are higher than originally projected, due mainly to the timing delay in procuring the works, there are funds available in the capital receipts to offset this additional funding and the increased budget requirement for this project will be approved as part of the wider 2019/20-22/23 capital programme of works.

**Implications:**

**Value for Money:** The Council carried out the compliant tender process using both price and qualitative criteria. This ensures that the Council does not look solely at the lowest priced tender, but takes into consideration other aspects of the requirement to ensure true value for money.

**Financial:** The winning bidders pricing for each of the schemes is as follows:

Great Sturgess - £350,652  
Old House Road - £253,442  
The Driftway - £273,221  
TOTAL - £877,314

Project management costs of £85,867 are also expected from John Rowan and Partners.

The total cost of the scheme will therefore be £963,181.

**Risk:** If this contract is not awarded then the Council will be unable to make the required amendments which will enhance the quality of life for the residents at the supported housing schemes.

**Officer Signature:**

Date: