

Portfolio Holder decision record sheet

Name of decision maker: Cllr Margaret Griffiths

Portfolio: Housing Property Services

Date of Portfolio Holder decision:

Title of decision: To award a contract to Riverside Environmental to undertake asbestos surveying, inspections and analysis for all Dacorum Borough Council stock

Part II: N/A

Part II reason:

Decision made and reasons:

To award a contract to Riverside Environmental to undertake asbestos surveying, inspections and analysis for all Dacorum Borough Council (DBC) stock following a mini tender via the South East Consortium (SEC) Framework Agreement.

Background:

DBC has a statutory duty to manage asbestos, which is defined under Regulation 4 of the Control of Asbestos Regulations 2012. In order to satisfy the regulation we are required to keep an up to date register of all known Asbestos Containing Materials within non-domestic assets and re-inspect periodically. In line with our internal Asbestos Management Plan we commit to undertake the re-inspections annually.

Domestic assets are not affected by the duty to manage, however appropriate asbestos inspections are required to be undertaken prior to works commencing that are likely to disturb the fabric of the building. This is in accordance with the Health and Safety at Work Act 1974.

We currently hold an asbestos register that covers 100% of our non-domestic properties and approximately 70% of our domestic assets. As we are required to complete annual re-inspections of our non-domestic properties, as well as additional domestic surveys for responsive and planned works, there is a need to procure an asbestos surveying contractor to satisfy the demand and statutory regulation requirements.

Procurement process:

In order to demonstrate value for money DBC approached South East Consortium (SEC) to carry out a mini competition from their Asbestos Inspections Framework. The tender procedure followed the Public Contract Regulations 2015 and was advised through request for quotation on www.mytenders.co.uk. An expression of interest was issued to the Nine (9) contractors appointed to the framework. The tender deadline was 11th July 2022 and six (6) contractors submitted a tender by the deadline stated.

The tender was evaluated in accordance with Most Economically Advantageous Tender (MEAT) methodology, with the apportionment set as 40% cost, 60% quality. The written responses (quality element 60%) were evaluated by Dacorum Borough Council and John Rowan and Partners (JRP) representatives and the cost evaluation (cost element 40%) was carried out by SEC. The final scores for the quality and cost elements of the tender were combined, to give an overall final score for each submission. With the tender procedure complete and based on an overall score of 84.44%, Riverside Environmental were the highest ranking contractor.

The tender process and recommendation to award a contract to Riverside Environmental was

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approved at Commercial Delivery Board on 10 October 2022.

Finance:

The cost of the contract will be paid for by the existing KC130 2001 budget. The annual revenue budget for asbestos surveys is £350k and this is based on spend in previous years. The annual budget will be used to ensure we remain compliant with non-domestic re-inspection surveys, managing an up to date asbestos register and producing new surveys when required.

Contract Management:

A JCT Measured Term Contract will be the form of contract awarded and Fairthorn Farrell & Timms (FFT) will assist us as our CDM co-ordinator. JRP in their current capacity as asbestos management advisors will assist with the mobilisation of the contract where KPI's and service level agreements will be established. The contract can also be utilised by Corporate Property Services.

The term of the contract is a maximum of four (4) years with additional years being awarded following the successful completion of the previous year. The Council will withhold the right to terminate the contract at the end of every 12 month period. Contract KPI's will be agreed between both parties during contract mobilisation and will focus on areas such as tenant satisfaction, health and safety, survey turnaround time and data management.

Reports considered: (here reference can be made to specific documents)

Commercial Delivery Board - Asbestos Consultancy Report (10/10/22)

Officers/Councillors/Ward Councillors/Stakeholders consulted:

Commercial Delivery Board
Mark Pinnell – Assistant Director (Compliance)
Ricky Lang – Compliance Team Leader, Property & Place
Andrew Linden – Team Leader of Commissioning, Procurement & Compliance

Financial comments:

There is an identified budget to the value of £750,000 with the HRA for the purpose of asbestos surveys and removal covering the cost of this contract.

Monitoring Officer comments:

This contract will enable the Council to meet its statutory obligations and therefore subject to an appropriate service contract being agreed I have no further comments to add.

Chief Financial Officer comments:

The cost of this contract award will be met from within existing approved budgets.

Implications:

Finance: The cost of the contract will be paid for by the existing KC130 2001 budget. The annual revenue budget for asbestos surveys is £350k and this is based on spend in previous years.

Risk: In order to satisfy the Control of Asbestos Regulations 2012 and the Health and Safety

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at Work Act 1974 the Council need to regularly undertake asbestos surveys. Riverside Environmental are a UKAS accredited contractor who can satisfy this requirement.

Value for money: Riverside Environmental were the top ranked contractor following a transparent and robust tender process that was weighted 60% quality, 40% cost.

Options considered and reasons for rejection:

Portfolio Holder's signature:

Date:

Details of any interests declared and any dispensations given by the Standards Committee:

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Date decision record sheet received from portfolio holder:

Date decision published:

Decision no:

Date of expiry of call-in period:

Date any call-in received or decision implemented: