



RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

DELEGATED OFFICER DECISION TAKEN BY:	Martin Eden, Director of Place
PORTFOLIO AREA:	Environmental Services

SUBJECT:

Proposed re-roofing scheme to Mill Hill Community Centre and Library due to defective existing roof covering. Contract award.

1. DECISION

To award to the successful contractor who has submitted a tender to provide a new roof covering system that will solve current and historic issues with the existing leaking roof.

The proposed works will include for a new interlocking tile system to the whole of the roof area, new soffit and fascia details at eaves level and new rain water goods. This system provides a ten year guarantee and will reduce both current and future maintenance costs to the existing defective roof.

2. REASON FOR DECISION

The project was advertised online via the Chest as an open tender.

The evaluation criteria was based on 75% pricing and 25% quality, included was a list of pass/fail questions and references relating to the delivery of this and similar schemes.

All tenders were evaluated and scored against criteria approved by the Council. Seven responses were received to the ITT which were all reviewed and scored jointly by two Building Surveyors and a Procurement Officer.

Following the tender analysis, it was agreed by all parties that West Houghton Roofing and Pointing Services provided the best value tender return and they obtained the highest score on the scoring matrix. Therefore the intention is to award the contract to West Houghton Roofing and Pointing Services.

The tender returns were as follows:

Criteria	Scoring %
Price	75%
Quality	25%
Social Value	

Suppliers
Bidder A
Bidder B
Bidder C
Bidder D
Bidder E
Bidder F
Bidder G

Scoring %		Bidder A	Bidder B	Bidder C	Bidder D	Bidder E	Bidder F	Bidder G
Price	75%	46.40%	75.00%	51.97%	65.21%	55.72%	29.53%	73.11%
Quality	25%	18.75%	15.00%	15.00%	17.50%	25.00%	21%	20.00%
Social Value	0%	0%	0%	0%	0%	0%	0%	0%
Total score		65.15%	90.00%	66.97%	82.71%	80.72%	50.78%	93.11%

Evaluators
 Heather Bailey - Procurement
 Rebecca Nicholson Building Estates Surveyor
 Matthew Oddie Assistant Surveyor

3. BACKGROUND

Following investigations carried out by the maintenance team, it was deemed that the current roof covering was beyond viable repair and that the money spent on continuous maintenance solutions was not sustainable.

3. KEY ISSUES AND RISKS

Risks to the scheme involve working at height, working on a live building and working in close proximity to the public.

The successful contractor has provided an outline method statement for the works along with references relating to similar schemes. The contractor will provide all risk assessments, method statements and a construction phase plan before works commence on site and the works will be project managed by BwDBC.

The site will be fully fenced and separated from public transit routes as per contract details and the works will be phased to ensure that the building will be unoccupied below the areas of the roof where the work is taking place.

5. FINANCIAL IMPLICATIONS

A £32,000.00 increase in budget has been requested due to the scope of works involved.

6. LEGAL IMPLICATIONS

The contract is to be undertaken under the JCT Minor Works Contract as in the ITT.

7. OPTIONS CONSIDERED AND REJECTED

The option to continue maintaining the roof was considered but rejected as it is no longer proving effective and provides an ongoing maintenance cost.

The only available option to ensure that the building is wind and water resistant moving forwards is to replace the defective roof covering.

Further information is available via the following link [] or from the report author

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
CONTACT OFFICER:	Matt Oddie
DATE:	18/05/2022
BACKGROUND DOCUMENTS:	Available via the CHEST if required.

Signed: 

Director Martin Eden

Date: 19-05-22