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|------------------------------------|--------------------------------|--|--|
| Item No. | Classification: open | Date: 6 August 2018 | Meeting Name: Strategic Director of Housing and Modernisation |
| Report title: | | Gateway 2 - Contract Award Approval Responsive Repair and Maintenance - Communal Repairs Chargeable Contracts (North & South) | |
| Ward(s) or groups affected: | | All | |
| From: | | Director of Asset Management | |

RECOMMENDATIONS

1. That the strategic director of housing and modernisation approves the carrying out of communal repairs in the north of the borough by its own direct labour organisation, Southwark Building Services (SBS) in accordance with the tender documentation for the estimated sum of £700,000 per annum for a period of two years from 1 October 2018 with the option to extend by a further 12 months making a total estimated contract value of £2,100,000.
2. That the strategic director of housing and modernisation approves the award of Contract B - Communal Repairs Chargeable Contract to BuildTrust Ltd (BuildTrust) for the estimated sum of £600,000 per annum for a period of two years from 1 October 2018 with the option to extend by a further 12 months making a total estimated contract value of £1,800,000.
3. That the strategic director of housing and modernisation notes that both Southwark Building Services and BuildTrust Ltd will operate as a backup contractor to each contract area in the event of the failure to deliver the service, using their own tendered rates should this be required.

BACKGROUND INFORMATION

4. The planned procurement strategy was the subject of a Gateway 1 report approved by the strategic director of housing and modernisation on 12 October 2017. The approved competitive tendering procurement strategy was followed.
5. The scope of works for the two new contracts will include the following:
 - roads, pavements, soft and hard standings and associated works.
 - below and above ground drainage and associated works
 - water mains – repair and replacement, including all enabling and associated ground works,
 - boundary walls and fences
 - masonry repairs and redecoration works
 - windows, doors, glazing and associated works
 - all scaffolding, mobile towers, hydraulic lifts and working platforms to facilitate the works.
6. The two new contracts are based on a geographical split (north and south) of the borough (Contract A – north - Walworth, Borough and Bankside, Bermondsey and

Rotherhithe and Contract B – south - Camberwell, Peckham, Nunhead and Peckham Rye, Dulwich) each providing all of the works noted at paragraph 5 above.

7. The total estimated value for the contracts stand at £3.9m, broken down as follows: - total cost for the initial two year period: £2.6m - total cost for the additional 12 month period: £1.3m.
8. The prices are fixed until 1 April 2020 but the contracts contain a general maintenance index adjustment that is applied annually thereafter.

Procurement project plan (Key Decision)

| Activity | Completed by/Complete by: |
|--|---------------------------|
| Forward Plan for Gateway 2 decision | 20/03/2018 |
| Approval of Gateway 1: Procurement Strategy Report | 12/10/2017 |
| Issue Notice of Intention (Applies to Housing Section 20 Leaseholder Consultation) | 18/10/2017 |
| Invitation to tender | 05/01/2018 |
| Closing date for return of tenders | 12/02/2018 |
| Completion of evaluation of tenders | 26/02/2018 |
| Issue Notice of Proposal (Applies to Housing Section 20 Leaseholder Consultation) | 28/03/2018 |
| DCRB Review Gateway 2: | 23/07/2018 |
| Notification of forthcoming decision – Five clear working days | 03/08/2018 |
| Approval of Gateway 2: Contract Award Report | 06/08/2018 |
| Scrutiny Call-in period and notification of implementation of Gateway 2 decision | 15/08/2018 |
| Contract award | 16/08/2018 |
| Add to Contract Register | 16/08/2018 |
| Publication of award notice on Contracts Finder | 22/08/2018 |
| TUPE Consultation period (if applicable) | 30/09/2018 |
| Contract start | 01/10/2018 |
| Contract completion date | 30/09/2020 |
| Contract completion date – if extension(s) exercised | 30/09/2021 |

KEY ISSUES FOR CONSIDERATION

Description of procurement outcomes

9. These works will ensure that the council has arrangements for communal repairs and will contribute to maintaining the surrounding areas of the council's housing stock complementing the council's warm, dry and safe works already undertaken and future Quality Housing Improvement Programme (QHIP). These works will fall

within the scope of the Right to Repair Regulations 1994. Residents rely on the council to ensure that all communal and external areas are maintained to a standard to sustain the appearance of homes and communal areas. The council also needs to ensure that preventative ground drainage maintenance is undertaken to reduce the demand on responsive repairs. The provision of these works will contribute to the health and safety and quality of life of council residents.

Key/Non Key decisions

10. This report deals with a key decision.

Policy implications

11. The works provided through these contracts will contribute to the council's Fairer Future Promise of quality affordable homes, improving housing standards and revitalising neighbourhoods.

Tender process

12. As outlined in the Gateway 1 report approved on 12 October 2017, contract standing orders (CSOs) require a minimum of 5 contractors to be invited to tender from the council's works Approved List. On this occasion, 6 contractors were invited to tender for these works taken from the general building maintenance and ground works categories of the council's works Approved List as well as Southwark Building Services (SBS). No nominations were made by leaseholders

13. The seven companies invited to tender are detailed below:

- SBS
- BuildTrust Ltd (Build Trust)
- Tenderer 3
- Tenderer 4
- Tenderer 5
- Tenderer 6
- Tenderer 7

14. Prior to tendering, all companies were contacted via email and telephone, outside of the e-portal, in order to notify them of the opportunity and to ensure that they had access to the pro-contract system and the tender documents.

15. Tenders were issued on 5 January 2018 with a return date by 1pm on 5 February 2018. However, an extension was issued due to e-portal access issues experienced by one of the bidders and a revised return date of 1pm on 12 February 2018 was set. 5 signed confidentiality undertakings were received and both Tenderer 6 and Tenderer 7 withdrew from the process without giving reasons despite showing initial interest.

Tender evaluation

16. Five bids were returned via the e-portal on or by 1pm on 12 February 2018 and were opened the same day. These were then checked for compliance.
17. Tenders were evaluated on the basis of M.E.A.T (most economically advantageous tender) using a weighted model of 70:30 price and quality.
18. The price was evaluated by two quantity surveyors. The quality evaluation was assessed individually by five council officers consisting of a procurement officer, head of repairs and maintenance, a contracts manager, a communal repairs manager and a technical officer.
19. All tenders were initially checked for completeness and compliance with the tender documents as set out in the Tender Evaluation Methodology (TEM) before the price evaluation was carried out. The TEM is attached as Appendix 1.
20. A price evaluation model was used that contained various annexes covering the different work streams and hourly rates. This tendering approach was intended to preclude tactical tendering of any work streams and reduce the risk of uncontrolled expenditure.
21. Each annex contained a pre-priced schedule of rates and estimated indicative quantities for each annex based on historical data and the tenderers were required to put either a +/-% against each annexe, including their hourly rate.
22. Price evaluation was marked out of 70%, composed of 40% for the lowest price and 30% award on the basis of proximity to the mean average price of all tendered prices.
23. During evaluation, a clarification was noted on SBS' scaffolding work stream percentage adjustment within their submission. This clarification was raised with SBS via email however their response was not seen until after the Notice of Proposals were served on 6 April 2018. This clarification led to an adjustment in SBS' tender percentage from 15% to -15%. Following this adjustment, a further Notice of Proposal was served 15 June 2018, as highlighted in paragraph 68 below.
24. As a measured term contract is proposed, the figures and quantities used in the price evaluation were indicative only, to enable an evaluation of the relative prices of the tenders. Final expenditure will be demand led in accordance with the available budget. Each tendered price was scored against Best (Lowest) Price and Proximity to the Mean Average of all tendered prices. Tender prices submitted and the respective scores are as follows.

| Position | Contractors | *Tender Sum | Best Price % Weighting | Mean Average Price % Weighting | Combined Price Total |
|----------|-------------|-------------|------------------------|--------------------------------|----------------------|
| 1 | SBS | £673,142.65 | 40.00 | 27.69 | 67.69 |
| 2 | BuildTrust | £683,503.86 | 39.39 | 28.04 | 67.43 |
| 3 | Tenderer 3 | £756,522.05 | 35.59 | 30.00 | 65.59 |
| 4 | Tenderer 4 | £761,790.05 | 35.35 | 29.79 | 65.14 |
| 5 | Tenderer 5 | £857,063.17 | 31.42 | 26.48 | 57.90 |

* Note tender sum figures are for evaluation purposes only.

25. The quality assessment was based on the information received from bidders who were required to provide information to support their quality submission in response to Method Statements (MS) covering resources, service delivery, quality control and compliance, London Living Wage and Modern Slavery Act.

26. A summary of results from the quality evaluation is shown in the table below:

| Tender Quality Score Summary 0~5 Scores | MS 1 - Resources | | MS 2 - Service Delivery | | | | MS 3 - Quality Control and Compliance | MS 4 - London Living Wage (LLW) | MS 5 - Modern Slavery Act | | |
|--|-------------------------------|---|---|------------------------------------|-----------------------|------------------|---|---|---|---|---|
| | A. Resources for Mobilisation | B. Information Technology & Communication | i. Out of hours emergency responsive services | ii. Managing Multiple Work streams | iii. Right First Time | iv. Leaseholders | A. Quality and compliance during and after the Works B. Improving Service Delivery | A. Administer of LLW B. Identification of Productivity Gains | Confirm you are compliant with annual reporting | | |
| Tenderer 4 | 3 | 2 | 2 | 3 | 3 | 4 | 4 | 2 | 3 | 3 | 5 |
| Tenderer 3 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 1 | 3 | 3 | 5 |
| BuildTrust | 3 | 2 | 2 | 2 | 3 | 4 | 3 | 3 | 3 | 3 | 5 |
| Tenderer 5 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 5 |
| SBS | 3 | 4 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 1 | 5 |

27. Bidders were required to submit a method statement proposal answering the questions contained within the Quality Submission Schedule attached. This MS will be incorporated into each contract as the contractors' planned way of working/operating throughout the contract period.

28. All submissions were scored against the same criteria / sub criteria and sub-weightings as set out in this schedule.

29. The quality assessment was weighted in relation to the level of importance put upon each criterion and is detailed in the TEM. In addition, the council reserved the right to reject any tender that scored below 3 (good) for MS questions two (2), three (3) and four (4).

30. However as four (4) of the five (5) tenderers scored a two (2) or below, at least once in their MS responses, the council used its discretion and did not reject any bids. This is detailed in paragraph 25 above.

31. The 0~5 scores shown at paragraph 25 above resulted in the weighted scores shown below:

| Tenderer | MS 1: Resources | MS 2: Service Delivery | MS 3: Quality Control and Improving Service Delivery | MS 4: London Living Wage (LLW) | MS 5: London Living Wage Modern Slavery | Total |
|------------|--------------------|------------------------------|--|--|--|-----------------------|
| | Max Score of 4 | Max Score of 20 | Max Score of 4 | Max Score of 1 | Max Score of 1 | Max Score of 30 |
| Tenderer 5 | 2.40 | 16.00 | 2.80 | 0.60 | 1.00 | 22.80 |
| Tenderer 4 | 2.00 | 11.80 | 2.40 | 0.60 | 1.00 | 17.80 |
| BuildTrust | 2.00 | 10.60 | 2.40 | 0.60 | 1.00 | 16.60 |
| SBS | 2.80 | 9.80 | 2.40 | 0.40 | 1.00 | 16.40 |
| Tenderer 3 | 2.00 | 10.00 | 1.20 | 0.60 | 1.00 | 14.80 |

32. The table below shows the tenderers combined price and quality scores and identifies the two successful tenderers:

| Tenderer | Combined Price Score Total | Quality Score | Total Score | Position |
|----------------------------|-------------------------------------|-------------------|-------------|----------|
| | | 30 % available | | |
| Southwark Building Service | 67.69 | 16.40 | 84.09% | 1 |
| BuildTrust Ltd | 67.43 | 16.60 | 84.03% | 2 |
| Tenderer 4 | 65.14 | 17.80 | 82.94% | 3 |
| Tenderer 5 | 57.90 | 22.80 | 80.70% | 4 |
| Tenderer 3 | 65.59 | 14.80 | 80.39% | 5 |

33. The TEM detailed that the scores achieved for both quality and price will be added together to give an overall score and that the top two scoring contractors would be awarded a contract. Contract B would be awarded first to the successful tenderer achieving the lowest price and Contract A would be awarded to the second top scoring tenderer.

34. However, as SBS carry out repairs and maintenance works to the north of the borough, they requested that it would be more prudent and more cost effective if they carried out communal repairs to the north of the borough as opposed to the south of the borough, On this basis, the strategic director of housing and modernisation agreed to the evaluation methodology being amended to reflect the change in order of award of the two contracts - Contract A (north) to be awarded first to the lowest price scoring tenderer and Contract B (south) to be awarded to the second top scoring tenderer.

Plans for the transition from the old to the new contract

35. The council's asset management team will develop an overall plan to manage and monitor this critical phase ensuring transition from the current service delivery contracts to the two new contracts successfully.

36. The mobilisation plan will include;

- I-World transition with programmed closure of existing Schedule of Rates (SOR) and commencement of new SORs including briefing call-centre
- IT user set-ups and systems testing, and i-World training for contractors staff
- Arranging for current service providers to transfer keys, data, permits and other Southwark assets to the new contractor and SBS
- TUPE transfers for relevant employees.
- Distribution of the asbestos register and briefing to new contractors
- Contractors internal mobilisation planning including fleet preparation, stock acquisition and staff briefings.

Plans for monitoring and management of the contract

37. The contract will be managed by the housing asset management team.

38. Key Performance Indicators (KPI) will be set and challenged to ensure the successful contractors' performance. In particular, targets will be set to ensure all communal repairs are completed within the contractual timescales.

39. The table below shows the KPIs for the contracts:

| No | Key Performance Indicator | Minimum Target Percentage % | Council's Aspirational Target Objective % |
|----|--|-----------------------------|---|
| 1. | Right first time | 90% | 95% |
| 2. | Percentage of Priority Code 1 and 3 Orders completed within the stipulated time periods. | 95% | 98% |
| 3. | Average Completion Days for all non priority orders (15 days, aspirational 10 days) | 95% | 98% |

40. The asset management team will undertake audit site inspections to ensure that method statements are adhered to and repair and maintenance works are compliant and delivered to a high standard.

41. The asset management team will review all applications for payment and monitor and administer defaults and recovery of costs for poor performance.

42. Monthly progress meetings with SBS and BuildTrust and the asset management team, will be arranged and recorded to review performance and compliance.

43. Both SBS and BuildTrust will be required to complete and return annual compliance checks to ensure that they comply with the LLW payment

undertakings, insurance and professional certification. The commercial team will carry out annual financial checks.

Identified risks for the new contract

44. The table below identifies the specific risks associated with these contracts, the likelihood of occurrence and the controls in place to mitigate the risks:

| R/N | Risk | Likelihood | Risk Control |
|-----|---|------------|---|
| R1 | SBS and/or BuildTrust go into liquidation, administration or cease trading/operations. | Low | <p>The contracts contain the provision for both contractors to act as backup for each other. If both cease trading/operations, the council's works Approved List will be used whilst re-procuring the contract(s) should this occur.</p> <p>The financial stability of the organisations will be continuously monitored throughout the contracts through the contract management process.</p> <p>MINT credit checks were carried out as part of the tendering process – see paragraph 61 below.</p> <p>Retention will be held on all interim payments to mitigate against the risks involved of company failure by either contractor.</p> <p>A Parent Company Guarantee will not be taken up from BuildTrust as it does not have an ultimate holding company.</p> |
| R2 | Ineffective mobilisation | Low | <p>Mobilisation meetings will be held weekly. In total 3 months mobilisation period has been programmed for and is expected to be completed by 30 September 2018.</p> |
| R3 | SBS and/or BuildTrust are unable to fulfil the requirements of the contract e.g. poor performance, leading to the need to terminate the contract. | Low | <p>The council will use back up arrangements within the contract. If both fail the Approved list of contractors will be used whilst re-procuring the contract(s) should this occur.</p> <p>The tender selection process reduces the likelihood of poor performance through the use of method statements to evaluate a tenderer's capacity to deliver.</p> |

Other considerations (For Housing Department works contracts only)

Community impact statement

45: The two contracts are borough wide and support the council's Fairer Future Promises for quality affordable homes and revitalised neighbourhoods.

46. Both contracts will be of low impact to tenants, homeowners and other stakeholders as these works will be done externally.

Social Value considerations

47. The Public Services (Social Value) Act 2012 requires that the council considers, before commencing a procurement process, how wider social, economic and environmental benefits that may improve the well being of the local area can be secured. The social value considerations included in the tender (as outlined in the Gateway 1 report) are set out in the following paragraphs in relation to the tender responses, evaluation and commitments to be delivered under the proposed contract.

Economic considerations

48. The full cost to the council and the life span of each contract is set out in paragraph 1 and 2 of this report.

49. Both SBS and BuildTrust will each provide two week slots for one (1) student per annum for local school work experience for administration work and each provide opportunity for one (1) apprenticeship for the duration of the initial term of the contracts. This will be monitored by the asset management team and reported in the annual performance review reports.

50. The council has requested the necessary information from both SBS and BuildTrust (using the council's standard documentation in relation to blacklisting) and both contractors have confirmed that they have not taken part in any blacklisting. The contract conditions also includes an express condition requiring compliance with the Employment Relations Act 1999 (Blacklists) Regulations 2010 and include a provision to allow the contract to be terminated for a breach of these requirements. The commercial team will carry out an annual check to ensure compliance with the regulations as part of the annual performance review.

51. SBS and BuildTrust have demonstrated that they operate an Equal Opportunity Policy and that they are fully aware of and compliant with the council's own Equal Opportunity Policy in particular.

Social considerations

52. The Gateway 1 report approved on 12 October 2017, for the reasons stated in that report, confirmed that payment of LLW was an appropriate and best value requirement for each contract. SBS and BuildTrust have both confirmed that they exceed the LLW requirements. Following award, quality improvements and costs implications linked to the payment of LLW will be monitored as part of each contract review process.

Environmental/Sustainability considerations

53. The use of low emissions vehicles and the planning of journeys will be encouraged within the contracts.

54. Chemical safe products approved by the water authorities will be used for rainwater and drainage works.

55. Tarmac will be removed and recycled for sub-surface reconstruction. As a result it offers savings in both transport and disposal costs. It also offers major

environmental benefits from reductions in the use of energy and primary aggregates.

Market considerations

56. BuildTrust is a small and medium sized enterprise (SME) private limited company and are based in Hemel Hempstead and have fewer than 50 staff. SBS is a direct labour organisation (in-house provider) currently employing around 80 employees. It uses local supply chains and provided employment and training opportunities to local residents.

Staffing implications

57. There are no staffing implications as Contract A (North) is to be awarded to SBS, the incumbent service R&M provider.

Financial implications

58. The Communal Repairs contract is estimated to cost £1,300,000 per annum (Contract A SBS (Internal DLO) £700,000 and Contract B BuildTrust £600,000) and a total of £3,900,000 over the three years (if the contracts are extended after two years).

59. These works are currently completed under the Responsive Repairs contract (North and South), with SBS completing the communal repairs in the north of the borough as part of the current arrangement. A budget of £1,300,000 has been allocated from the existing contract per annum to cover the estimated cost of the Communal Repairs contracts.

60. The prices are fixed until 1 April 2020 with a General Maintenance Index being applied annually thereafter.

Second stage appraisal (for construction contracts over £250,000 only)

61. Second stage financial appraisals were obtained from Mint UK for the contractors who tendered on 27 February 2018. All the tenderers met the requirement (a Mint score of 40 or above) with BuildTrust achieving a Mint credit score of 85. Second stage financial appraisals were not obtained for SBS as they are a direct labour organisation (in-house provider).

Legal implications

62. Please see concurrent from the director of law and democracy.

Consultation

63. A resident engagement plan has been prepared and will be communicated to all residents.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Strategic Director of Finance and Governance (H&M18/027)

64. The strategic director of finance and governance notes the recommendations in this report for the approval to carry out communal repairs in the north of the

borough by its own direct labour organisation, SBS, and for the award of the communal repairs chargeable contract (contract B) to BuildTrust with effect from 1st October 2018. Each contractor will act as back-up contractor for the other to ensure seamless service delivery for a period of two years plus a one year extension option.

65. The cost of these contracts are provided for within the housing revenue account budget and are service chargeable to homeowners under the terms of the lease.

Head of Procurement

66. This report is seeking approval for the award of two contracts (North and South of the Borough) covering chargeable communal repairs from 01 October 2018 until 30 September 2021. The report explains the rationale for having two contracts and that there is a provision for the contractors to act as back-up to each other.
67. The report describes the procurement process that was followed, namely that contract standing order requirements were followed, with the council inviting minimum of five contractors from the councils approved works list. This is also in line with the procurement strategy that was approved on 12 October 2017.
68. Paragraphs 16 - 34 describe how the submissions were evaluated and the results of that process. The recommended provider for each of the packages scored the highest combined (quality and price) score.
69. Paragraphs 35-36 detail the transition arrangements for these two contracts focusing on business critical requirements that need to be in place to ensure successful delivery of these two new contracts.
70. Paragraphs 37 -43 outlines the monitoring and management arrangements that will be in place during the life of the contract. This should go some way to ensure that a satisfactory outcome is achieved.

Director of Law and Democracy

71. This report seeks the approval of the strategic director of housing and modernisation to the carrying out of communal repairs in the north of the borough by its own direct labour organisation, Southwark Building Services (SBS) and to the award of a communal repair chargeable contract for the south of the borough to BuildTrust Ltd (BuildTrust) as further detailed in paragraphs 1 and 2. It is also noted that approval of the strategic director of housing and modernisation is also sought for SBS and BuildTrust to act as back up contractor to each other on their own tendered rates when required.
72. The value of the works is such that they are subject to taking all reasonable steps to obtain at least five tenders following a publicly advertised competitive tender process in accordance with contract standing orders (CSO) 4.3 and paragraph 12 confirms that this tender process was publicly advertised to six companies and the council's SBS department.
73. The decision for SBS to carry out communal repairs work in the north of the borough and to the award of the contract for the south of the borough is reserved

to the relevant chief officer (or punder his delegated authority) in accordance with CSO 6.5.2(i).

74. CSO 2.3 requires that no steps should be taken to award a contract unless the expenditure has been approved. Paragraphs 58-60 confirm the financial implications.

Director of Exchequer (for housing contracts only)

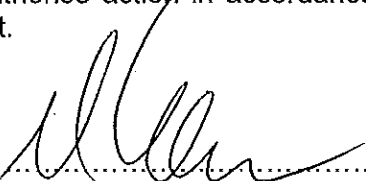
75. This is a Qualifying Long Term Agreement under the terms of the Commonhold and Leasehold Reform Act 2002 and therefore subject to consultation under Section 20 of the Landlord and Tenant Act 1985. Notice of Intention was served on all leaseholders in the borough on 18 October 2017.

76. Following the tender evaluation Notice of Proposal was served on 6 April 2018 advising that the council proposed to appoint Tenderer 4 and Build Trust to the communal repairs contract. Following a tender clarification from SBS a further Notice of Proposal was served on 15 June 2018 which identified the revised tender ranking and the revised proposal to appoint SBS and Build Trust. Leaseholders were advised that the council proposed to appoint SBS to the North of the Borough and Build Trust to the South. Both contractors comply with the requirements of a Qualifying Agreement and work carried out under the agreement that exceeds a service charge of £250 is subject to consultation under schedule 3 of the regulations. Costs that arise under the agreement will be included in the annual service charges.

77. Although observations have been received that object to the appointment of SBS, and the decision regarding the allocation of areas, none were observations that would indicate that the council's proposal is unreasonable or does not comply with the consultation requirements.

PART A – TO BE COMPLETED FOR ALL DELEGATED DECISIONS

Under the powers delegated to me in accordance with the council's Contract Standing Orders, I authorise action in accordance with the recommendations contained in the above report.

Signature  Date 15 August 2018
Michael Scorer – Strategic Director of Housing & Modernisation

PART B – TO BE COMPLETED BY THE DECISION TAKER FOR:

- 1) All key decisions taken by officers
- 2) Any non-key decisions which are sufficiently important and/or sensitive that a reasonable member of the public would reasonably expect it to be publicly available.

1. DECISION(S)

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|--|
| 1. DECISION(S) |
| As set out in the recommendations of the report. |
| 2. REASONS FOR DECISION |
| As set out in the report. |
| 3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED BY THE OFFICER WHEN MAKING THE DECISION |
| Not applicable. |
| 4. ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET MEMBER WHO IS CONSULTED BY THE OFFICER WHICH RELATES TO THIS DECISION |
| |
| 5. NOTE OF ANY DISPENSATION GRANTED BY THE MONITORING OFFICER, IN RESPECT OF ANY DECLARED CONFLICT OF INTEREST |
| <i>If a decision taker or cabinet member is unsure as to whether there is a conflict of interest they should contact the legal governance team for advice.</i> |
| |
| 6. DECLARATION ON CONFLICTS OF INTERESTS |
| I declare that I was informed of no conflicts of interests.* |
| or |
| I declare that I was informed of the conflicts of interests set out in Part B4.* |
| (* - Please delete as appropriate) |

BACKGROUND DOCUMENTS

| Background documents | Held At | Contact |
|---|------------------|--------------------------------|
| Gateway 1 Procurement Strategy Approval Responsive Repairs and Maintenance – Communal Repairs Contracts (North & South) | Asset Management | Gavin Duncumb 020 7525 0685 |
| Link: (G:\Asset Management\Engineering & Compliance\00 F-RM\2018 COMMUNAL REPAIR\01 GATEWAYS\GW1) | | |

APPENDICES

| No | Title |
|------------|-------------------------------|
| Appendix 1 | Tender Evaluation Methodology |

AUDIT TRAIL

| | | |
|---|--|--------------------------|
| Lead Officer | Stuart Davis, Director of Asset Management | |
| Report Author | Sophie Haddow – Quantity Surveyor | |
| Version | Final | |
| Dated | 6 August 2018 | |
| Key Decision? | Yes | |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER | | |
| Officer Title | Comments Sought | Comments included |
| Strategic Director of Finance and Governance | Yes | Yes |
| Head of Procurement | Yes | Yes |
| Director of Law and Democracy | Yes | Yes |
| Director of Exchequer (for housing contracts only) | Yes | Yes |
| Cabinet | N/a | N/a |
| Date final report sent to Constitutional Team | | 15 August 2018 |