

## REPORT TO GARIOCH AREA COMMITTEE – 21 JUNE 2016

### URYBANK SHELTERED HOUSING, INVERURIE REPLACEMENT BOILER & FLUE - CONTRACT 16444

#### 1 Recommendations

**It is recommended that the Committee:**

- 1. approves of the project cost of £ 107,250.72 inclusive of associated costs, detailed in the report; and**
- 2. authorises acceptance of the tender submitted by Sparks Mechanical Services Ltd, in the corrected amount of £ 96,622.27.**

#### 2 Discussion

- 2.1 Through the HRA annual service programme the original boiler plant has been identified as nearing the end of its economic life and is recommended for replacement with new gas fired boiler plant and automatic controls.
- 2.2 The proposed works comply with the HRA Business Plan. The proposals also comply with the aims and objectives detailed within the Aberdeenshire Local Housing Strategy.
- 2.3 The works comprise removal of existing old boiler including controls and replace with modern energy efficient boiler complete with new controls.
- 2.4 Aberdeenshire Council is currently working to deliver a commitment to halving waste to landfill from construction based on the Zero Waste Scotland Scheme
- 2.5 Approval is sought to proceed with the above works by acceptance of the most favourable tender received and approval of the advised project cost. The Principal Building Surveyor has stated that the rates contained within the lowest tender are fair and reasonable for the works specified.
- 2.6 The Ward members have been consulted on this report.
- 2.7 The Housing Service has been consulted and comments have been included in the report.
- 2.8 The Head of Commercial and Procurement within Business Services has been consulted and has no comment to make.
- 2.9 The Head of Finance and the Monitoring Officer within Business Services has been consulted and comments are included within the report.

### 3. Staffing and Financial Implications

- 3.1 An Equality Impact Assessment was carried out by Social Work and Housing when the programme was set on 28 March 2013 and an updated assessment has been attached for completeness.
- 3.2 There are no staffing implications arising from this report.
- 3.3 Tender documents were advertised on the Public Contracts Scotland portal. The following contractors returned tenders:-

CHES Ltd  
ECG Building Maintenance Ltd  
Hutcheon Services  
James Ramsay (Glasgow) Ltd  
McKenna Mechanical  
Richard Irvin & Sons Limited  
Sparks Mechanical Services Ltd  
VG Energy

- 3.4 Tender sums in ascending order, before and after correction, are as follows:-

<u>Tender prices</u> <u>Before Checking</u>	<u>Tender prices after</u> <u>Checking and correction</u>
£ 92,547.00	£ 104,104.45
£ 95,735.57	£ 97,560.07
£ 96,640.72	£ 96,622.27
£ 110,429.34	£ 113,100.07
£ 111,225.35	£ 111,225.35
£ 115,169.48	£ 115,169.48
£ 145,052.88	£ 145,052.88

One contractor has withdrew their tender.

- 3.5 The lowest corrected tender in the amount of £ 96,622.27 was submitted by Sparks Mechanical Services Ltd.
- 3.6 The total cost of works based on the lowest tender is as follows:-

Works Cost	£ 96,622.27
Property Costs	£ 10,628.45
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	£ 107,250.72
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- 3.7 The forecast expenditure for this project is as follows:-

Financial Year 2016/17	£ 104,569.45
Financial Year 2017/18	£ 2,681.27
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	£ 107,250.72
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- 3.8 The works will be funded from the HRA capital underspend from 2015/16 and will be included in the 2016/17 capital budget proposals being reported to Social Work & Housing Committee in September 2016

**Ritchie Johnson**  
**Director of Business Services**  
Report prepared by B Duthie, Principal BS

## EQUALITIES IMPACT ASSESSMENT



### EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	Property and Facilities Management
Title of the activity etc.	HRA Planned Maintenance
Aims of the activity	Planned Maintenance of HRA Stock
Author(s) & Title(s)	Brian Duthie, Principal Building Surveyor

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	The programme is informed by the Council’s Housing related asset management and its stock improvement policies. The condition and suitability of existing buildings was taken into account in deciding which were to be included in the programme.
Internal consultation with staff and other services affected.	Client services have been consulted.
External consultation (partner organisations, community groups, and councils).	None.

External data (census, available statistics).	None.
Other (general information as appropriate).	None.

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger			Yes	
Age – Older			Yes	
Disability			Yes	
Race – (includes Gypsy Travellers)			Yes	

Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	N/A

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	N/A

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The improvements to property will enhance the general environment and amenity of the property for all users.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	N/A

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	A number projects in the Capital programme are for similar properties and the works will improve the environment for residents.	

	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	N/A	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	N/A	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
N/A



Stage 14: Sign off and authorisation.				
Sign off and authorisation.	1) Service and Team	Business Services - Property and Facilities Management		
	2) Title of Policy/Activity	Planned Maintenance 2016/17		
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Tom Buchan Position: Fac. Mgr Date: Feb 2016 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Allan Whyte Position: Head of Prop & FM Date: Feb 2016	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date:
	7) EIA author sends a copy of the finalised form to: eia@abdshire			Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	