

Strategic Housing
Room 202
The Business Centre
Futures Park
Bacup
Lancashire
OL13 0BB

This matter is being dealt with by:
Heather Mullins

Telephone: 01706 252486

Email: heathermullins@rossendalebc.gov.uk

Date: 08/12/2017

Dear Sir/Madam

RE: Invitation to provide quotation for provision of an Affordable Warm Project for the borough of Rossendale

Rossendale Borough Council would like to invite you to provide a quotation for the provision of an Affordable Warmth Project. We are specifically interested organisations who are able to work with vulnerable people achieve thermal comfort in their homes.

The funding aims to reduce levels of death and illness over the winter months and to improve people's wellbeing; as a consequence we also hope to see a reduction in hospital admissions and in demand for health and social care services

Specification

Rossendale Borough Council is seeking a provider to administer its Affordable Warmth Grant for 2017/18 of £29,998. The project will start in early January 2018 and all grant money should be committed on interventions to assist vulnerable households by 31st March 2018.

The grant will be spent wholly on capital interventions except for a fee to manage the contract set as a percentage of the each capital intervention net of VAT.

The provider will be expected to:

- promote the Affordable Warmth Project to Rossendale households
- identify appropriate households to receive measures
- take referrals from other agencies including but not limited Rossendale BC's environment Health team for PRS tenants if all enforcement action has been

covered

- carry out initial eligibility assessment
- carry a technical survey of the home
- carry out an extensive assessment of income and expenditure
- for measure/s are expected to cost over £1,000 the CSE fuel poverty calculator should be used
- Seek funding from other sources, including match funding where possible
- Obtain 3 quotes if the measure/s are expected to exceed £3,000
- arrange work to be completed and set dates
- post completion inspection (following invoice if sub-contracted)
- retain practical completion certificate to demonstrate work completed
- all required monitoring information on the Lancashire to be completed on a monthly basis and returned to Rossendale BC within 7 days of the month end
- Lancashire County Council must be referenced as the source of funding with all publicity

Eligibility

Only households in the administrative area of Rossendale Borough Council will be permitted to be in receipt of grant interventions.

The supplier will be responsible for ensuring households are located in Rossendale and eligible for the Affordable Warmth Project, and a household will be eligible if they meet at least one of the following vulnerabilities and have a low income, defined as follows.

Vulnerabilities:

- people with a diagnosed cardiovascular conditions
- people with a diagnosed respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
- people with diagnosed mental health conditions
- people with diagnosed disabilities
- older people (65 and older)
- households with young children (up to the age of 5)
- pregnant women
- people who are terminally ill
- people with suppressed immune systems (e.g. from cancer treatment or HIV)
- people who have mobility issues and have attended hospital due to a fall

The following vulnerable groups will be considered on referral from a professional organization:

- people who move in and out of homelessness
- people with addictions
- Recent immigrants and refugees.

Low income

Low income can be confirmed in one of the following three ways:

- Someone being in receipt of means tested benefits
- The CSE fuel poverty calculator being completed – £1,000 can be deducted from annual household income to take account of additional costs experienced by vulnerable households (e.g. medical treatments / equipment, higher energy use, transport to appointments etc.)

NB – the fuel poverty calculator should be completed where an individual household is receiving an award of more than £1,000. This is to provide additional assurance that the individual is in need.

- A 'declaration' by the Local Authority or health / social care professional that affordability issues are present.

As a minimum, the specification shall include the following:

Demand should be managed and directed at those households who are most in need.

Interventions

The supplier will be responsible for ensuring that any intervention is necessary and falls within the remit of the grant. The funding available is capital, therefore, is directed at interventions that make a long term contribution to helping people keep their homes warm through physical improvements in the home that help improve thermal comfort and efficiency.

This includes:

- Servicing, repairs and replacement boilers and heating systems and associated works, including controls
- Repairs to and new radiators and radiator reflectors

- Gas fire services and repairs
- Draught proofing measures – windows, doors, loft hatches, electrical fittings on walls and ceilings, suspended floorboards, pipework leading outside, ceiling-to-wall joints. Thermal blinds and carpets may be included as draught proofing measures in appropriate circumstances where other long-term measures have been considered and the thermal benefit can be demonstrated – details for inclusion must be provided in the monitoring.
- Standard loft and cavity wall insulation
- Interventions for 'hard to treat' cavities and solid walls such as non-standard insulation solutions and external or internal wall insulation.
- Glazing improvements

If there is any doubt regarding a type of intervention then the supplier should consult Rossendale BC.

The supplier is responsible for ensuring that all appropriate funding sources for all interventions should be considered. It is expected that additional or alternative sources of funding are sought wherever possible, including any available ECO (standard ECO or ECO Flex) funding, to ensure this fund can go as far as possible. It can also be matched with any other funding sources secured by the Lancashire Energy Officers Group for Lancashire-wide schemes or funding secured locally by delivery partners.

There is no award limit per household, however the supplier should seek consent from Rossendale BC for any measures expected to exceed £4,500 in cases where match funding is not available to reduce the grant awarded below £4,500.

Tenure

There are clear differences in fuel poverty rates and the average fuel poverty gap by tenure type. These reflect both the nature of the housing stock and household characteristics typical to a households' tenure. The level of fuel poverty is highest in the private rented sector, with 20 per cent of households in fuel poverty. The *depth* of fuel poverty, however, follows a different pattern: owner occupied housing has the largest average fuel poverty gap, followed by private rented, housing association properties and local authority.

The supplier is responsible for ensuring there is a focus on targeting owner occupied housing, however where there is an identified need other tenures may be included. In the case of private rented all reasonable enforcement options must have been

shown to have been pursued. For social housing, interventions / contributions from housing associations / other partners should be sought in the first instance.

Payment of the Grant

The grant will be paid 30% up front on to the supplier on award, a further 30% should be claimed once 25% of the total has been spent on eligible measures, and the last 40% should be claimed after 50% of the total has been spent on eligible measures. Unless otherwise agreed, any remaining grant should be returned to Rossendale BC if it has not been committed by 31st March 2018.

Terms of Contract

Rossendale Borough Council's standard terms of contact will apply, and these can be seen in appendix A. All information provided by the supplier for this quotation will form part of the contract.

Contract Extension

If both Rossendale BC and the supplier mutually agree, the contract may be extended by 1 year, up to 3 years in total. Any contract extension would be subject to Lancashire County Council funding, and the grant amount would vary. There is no guarantee that there will be any future funding available for the Affordable Warmth Project.

Award of Contract

The contract is expected to be awarded w/c 1st January 2018. Any contract award of extension may be subject to member approval.

Submitting your quotation

The submission should address all the evaluation criteria below and must not exceed 2,500 words, and be on A4 paper or similar in an electronic document

If you are interested in providing this service subject to our standard Terms & Conditions you must submit your quote together with the completed documentation

to the Council no later than **12 noon on 22nd December 2017**

The quotation can either be submitted electronically to:

tenders@rossendalebc.gov.uk

Or by post to:

**Quotation
Committee and Member Services Manager
Rossendale Borough Council
Room 213, The Business Centre
Bacup
Rossendale
Lancashire
OL13 0BB**

The email 'subject' or the envelope should state the following:

Quotation for: Affordable Warm Project

Closing date 12 noon 22nd December 2017

The packaging must not bear any sign or reference which might indicate the identity of the bidder.

Any quotes received after this time will not be considered, it is your responsibility to get the quote in on time regardless of delivery method.

All submissions shall be in English and prices in Sterling, exclusive of VAT.

Quotations/documentation received will be evaluated on the following criteria:

Criteria	% = 100
Fee to manage the contract based on the value of measures provided (maximum 10% plus VAT) The lowest fee quoted will score 20%, all other fees will be calculated as follows: (Lowest Fee Quoted /Fee quoted)* 20 = score	20
Demonstrate best value in providing the listed	20

Interventions giving examples of specifications and costs	
Demonstrate how the funding will be managed and directed to households who are most in need	10
Examples of previous work on projects of a similar nature	10
Additionality and or innovation in accessing complimentary or match funding	10
Skills and experience of key staff to be employed on this project – including DBS checks	10
Demonstration of commitment, reliability and flexibility to meet the needs of vulnerable people	10
Mobilisation plan – ability start in early January 2018 and have the funding committed by 31 st March 2018	10
Insurance Requirements - public liability £5m, Employers liability insurance £10m	Pass/Fail
Copies or links to policies stated below, or suitable alternatives	Pass/Fail

Scores of under 60 may not be considered.

The quote submission will be required to provide relevant information to include:

Company profile and Operational Information

References –State how many

A copy of Company Health & Safety policy

A copy of Environmental policy

A copy of your Equal Opportunities Statement & Policy

Copies of Insurance details

Appendices to this invitation to quote are:

Appendix A – Rossendale Borough Council’s Standard Terms and Conditions of Contract

Appendix B – Lancashire County Council’s Monitoring Sheet

This letter is not intended to signify guarantee of an order being placed, and no commitment is undertaken by the Council to purchase services on receipt of quotations/documents.

Should you have any queries, please do not hesitate to contact me on the above number.

Thank you.

Yours faithfully,

Heather Mullins
Housing and Regeneration Project Officer