**Invitation to Quote**

For

**Mandatory licensing HHSRS project:**

**Housing Act 2004 part 2, mandatory licensing,**

**HMO HHSRS assessment completion; licensing compliance**

**Requirement**

Southend-on-Sea Borough Council is seeking an organisation to undertake an Inspection Project of approximately 160 dwellings in the borough (with provision for additional inspections as agreed with the contractor), on licensed houses in multiple occupation (HMO) as part of the mandatory licensing process.

The HMOs are currently licensed but have had no licence application verification or condition compliance checks and no Housing Health and Safety Rating System (HHSRS) assessment.

The Council will provide a copy of the licence and relevant parts of the application for each dwelling.

**Competency**

The contract requires the supplier to undertake all necessary management of the project and inspectors as well as periodic and final completion reporting to the Council as below.

Inspectors will need experience and competence in Housing Regulation, HHSRS, HMO licensing and HMO management compliance.

The Council willcarry out random auditing of reports and inspections.

**Project Tasks**

**For every property** **and ensuring** **compliance with prevailing covid-19 infection control requirements:**

1. In consultation with the licence holder, arrange access to all parts of the HMO.
2. Ensure appropriate notification is carried out to satisfy the requirement of s239(5) of the Housing Act 2004.
3. Inspect the whole dwelling to enable a HHSRS assessment to be completed
   1. Identify deficiencies and associated hazards
   2. Calculate appropriate score including justification
4. Verify application details of dwelling to include but not restricted to:
5. number and location of rooms,
6. number and locations of amenities,
7. existence and working condition of fire detection and alarm systems
8. Identify any contraventions of the Houses in Multiple Occupation (England) Regulations 2006
9. Where the licence contains works in Schedule 2 (Schedule of Required Works), verify that those conditions have been complied and report compliance or otherwise in Reporting and Monitoring as below.

**Reporting and Monitoring**

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| **The Provider will notify the Council’s Contract Manager:** | |
| **Immediate:** | The address and details of any conditions found likely to cause imminent risk of serious harm to occupiers. |
| **Weekly:** | For each dwelling: |
|  | * Address |
|  | * HHSRS assessment including hazard score and justification narrative |
|  | * HMO licence application details’ verification. Where there is discrepancy, identification of the specific elements |
|  | * HMO licence conditions compliance; where there is non-compliance found, identification of the specific conditions |
|  | * HMO management contraventions, location, and opinion on seriousness |
|  | And: |
|  | * All Instances of aborted visits and refused access |
| **Monthly:** | Report on progress against all elements of the contract to date and the requirement as outlined in the specification |
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**Contract Management**

The successful bidder must designate a point of contact to oversee the running of this Contract.

The successful bidder is required to proactively partake in review meetings / conference calls with the Council. These may form part of monthly review meetings as required. The purpose is to ensure compliance to the contract and to discuss any issues regarding the Contract.

The Council’s Contract Manager reserves the reasonable right to convene a meeting with the successful bidder’s designated Contract Manager at any time.

**Contract Length and Budget**

The requirement is for inspections to commence no later than 1st September 2021 with completion no later than 31st December 2021. This contract will be in place until 31st December 2021 with payments terms as agreed.

Based on the requirement for 160 inspections, the value of this contract is not expected to exceed £35,000.

**Enquiries and Quotation Submissions**

Bidders should note that all clarification questions must be made in writing (including email). The Council at their discretion reserves the right to circulate any response to all suppliers. All clarification questions must be clearly marked CLARIFICATION with the question and Supplier details clearly set out. Any clarification questions from the Supplier to the Council should be sent to [**johnbrassel@southend.gov.uk**](mailto:johnbrassel@southend.gov.uk)and include **Mandatory licensing HHSRS project** in the subject line

To allow information to be circulated in time, the deadline for receiving clarification questions is **17:00hrs on Friday 30th July 2021.**

The quotation return date is **14:00hrs on Thursday 12th August 2021.**

Quotations should be submitted by email to **johnbrassel@southend.gov.uk** (you are recommended to request confirmation of receipt). Please use the title **‘Mandatory licensing HHSRS Project’** when submitting your response.

**Evaluation of Quotations**

All quotations will be subjected to a thorough evaluation. The Council will examine quotations for completeness and may seek clarification where necessary. A quotation determined to be incomplete or not substantially fulfilling the conditions in this document will be rejected.

* Technical (Quality) evaluations will be conducted, based on the information submitted in Section A. in writing, as part of this quotation submission.
* Commercial (Price) evaluations will be conducted, based on the information submitted in Section B, in writing, as part of this quotation submission.

**Award Criteria**

The Council does not bind itself to accept the lowest priced quotation, or any quotation for this service. The Council will have no obligation to Suppliers arising from this quotation unless and until it enters into a formal contract with the successful Supplier for the provision of the goods and/or services that are subject to this Quotation document. Any contract awarded will be to the Supplier whose proposal is determined to be the most economically advantageous.

**70% PRICE ALLOCATION:** To be detailed within this written quotation submission, by the Supplier.It is the requirement of the Council to maximise the budget available for this project. The Quotation is accepted on a “Fixed Price” basis and the Supplier will not be entitled to claim any additional payments or expenses including but not limited to any increase in the price of the service and / or cost of, or incidental to, the employment of labour. The prices included in the Quotation shall be the maximum payable by the Council for the duration of the contract.

Pricing Evaluation (70%) – Using the Prices submitted by Suppliers a percentage will be allocated to the total cost as follows:

* Score = (Lowest Price Quotation / Your Price) \* 70%
* The Table below gives an example of how the methodology works when applied to contract prices. The prices used here are examples of the pricing methodology and do not reflect any expectation of this contract in relation to any aspect of the pricing.

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|  | **Bid A** | **Bid B** | **Bid C** | **Bid D** |
| **Programme Price** | £250 | £500 | £300 | £250 |
| **Points Score** | 70% | 35% | 58.33% | 70% |

The scores awarded in the example table to Bid A and Bid D is calculated as follows:

* Bid A and Bid D with the lowest contract price in relation to the other bids are awarded the score of 70. The applied methodology gives a calculation as follows: (£250 / £250) x 70% = 70.00%
* Bid B with the highest contract price in relation to the other bids is therefore the lowest scoring bid in the pricing section, awarded 35%. The applied methodology arrives at this score through a calculation as follows: (£250 / £500) x 70% = 35%.

**30% QUALITY ALLOCATION:** To be detailed within this written quotation submission, by the Supplier, in Section A (Technical Questionnaire).

Evaluation of Responses will be carried out on an individual question basis. Grade labels and definitions are as follows:

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| **SCORING MATRIX** | | **SCORE** |
| **Unacceptable / not answered** | Question not answered – and / or – Response to the question significantly deficient – and / or - raises fundamental concerns regarding the organisation’s ability to successfully deliver the Contract. Answer does not provide satisfactory evidence as to the organisation’s capability to deliver the contract successfully. | 0 |
| **Poor** | A response that is inadequate or only partially addresses the question. Response provides only limited evidence as to the organisation’s capabilities to deliver the contract successfully. Raises a large number of concerns and/or includes a large number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 1 |
| **Acceptable** | An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides an average level of evidence as to the organisation’s capability. The response raises some concerns and/or includes a significant number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 2 |
| **Good** | A good response in terms of the level of detail, accuracy and relevance. The information provides good evidence of the ability of the organisation to deliver the Contract successfully; but does raise minor concerns and/or includes deficiencies around some of the information provided in the response. Does not raise any fundamental concerns regarding the organisation’s ability. | 3 |
| **Very Good** | A very good response in terms of the level of detail, accuracy and relevance. The information submitted provides significant evidence of the ability of the organisation to deliver the Contract successfully. However, the response lacks a level of detail needed for full marks. The response raises no fundamental concerns regarding the organisation’s ability. | 4 |
| **Excellent** | An excellent response in terms of the level of detail, accuracy and relevance. The level of information provided is comprehensive and evidences strongly an assurance as to the organisation’s capability to deliver the contract successfully. The response raises no concerns and has no information deficiencies. | 5 |

**TECHNICAL QUESTIONNAIRE**

Please note that page limits are on the basis of font Arial 11 and also include charts, diagrams, tables etc. Additional appendices are not permitted.

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| **1. Demonstrable understanding of the brief & subject area**  Please outline how you will meet the requirement as detailed in the specification, including but not limiting:   1. How you will mobilise to commence inspections from 1st September 2021 2. How you will complete the 160 inspections by 31st December 2021 3. How you will train and support inspectors to ensure consistency and quality 4. Your understanding of all relevant legislative requirements 5. How you will meet the reporting requirements 6. Your strategy for unforeseen absence of inspectors   The Page Limit in response to Question 1 is 4 sides  (Weighting = 30%) |
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**Costs 70%**

Costings are required for carrying out 160 Inspections, inclusive of any travel, insurance, subsistence, and related costs. Please complete the table below (yellow cell). This cost will be evaluated.

For Information Only please also provide a price for undertaking any additional Inspection, assessment, and reporting per dwelling.

The Council is not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately, and the VAT registration number given.

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| Price for the completion of the project on 160 dwellings as outlined in the specification | £ | Cost to be evaluated |
|  |  |  |
| For Information Only:  Price for any additional Inspection, Assessment and Reporting per dwelling | £ | For Information Only |
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