

Report to: Bram Kainth, Executive Director of Place in consultation with Cabinet Member

Date: 04/03/26

Subject: Contract Award for Bagley’s Lane Depot Workshop Roof Replacement Works

Report Author: Nick Totton, Workplace Manager

SUMMARY

This report provides an overview of the requirement procured, the pre-procurement considerations which informed the procurement strategy agreed, the approach adopted in achieving the Most Economically Advantageous Tender (MEAT), and the post-procurement activities, including the outcome of the procurement process.

RECOMMENDATIONS

1. Appendices, 1, 2, 3 and 4 are not for publication on the basis that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).
 2. To award a contract for the provision of roof replacement works on the workshop roof at Bagley’s Lane Depot, via a mini competition using Lot 1 of the SEC internal and external works framework, to the Preferred Supplier, identified in Appendix 1 (the “Preferred Supplier”) for the Contract Award Value included in Appendix 1 (the “Contract Award Value”)
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Wards Affected: Sands End

Our Values	Summary of how this report aligns to the H&F Corporate Plan and the H&F Values
Building shared prosperity	Well maintained buildings will produce significant savings not only in during normal day to day usage but as well staff can be proud to work from and ones that are operational with minimal to no disruption
Creating a compassionate and inclusive council	Maintaining our corporate buildings to suit and meet the requirements and needs of everyone who uses them

Our Values	Summary of how this report aligns to the H&F Corporate Plan and the H&F Values
Doing things with local residents, not to them	The contract will help to ensure a safe and compliant building, and uninterrupted maintenance of the waste management fleet and service delivery to the residents of the borough
Being ruthlessly financially efficient	Maintaining our buildings at competitive market prices, pay back in savings of well-maintained assets
Taking pride in H&F	Well maintained buildings that perform at a safe standard can be used as flagships of the Council's assets
Rising to the challenge of the climate and ecological emergency	Well maintained buildings enable the Council to meet standards that support our climate and ecological responsibility

Financial Impact

This report proposes the award of contract for roof replacement works at Bagley's Lane Depot workshop. The Preferred Supplier and contract value is set out in Exempt Appendix 1. This contract will be fully funded from the existing Corporate Planned Maintenance Programme (CPMP) capital budget (rolling capital programme funded from borrowing).

John Howorth, Senior Accountant (Place), 11/02/2026

Kellie Gooch, Head of Finance (Place), 12 February 2026

Verified by James Newman, Director of Finance (Deputy S.151 Officer), 12 February 2026

Legal Implications

The procurement has been carried out in accordance with the Procurement Act 2023 and the Council's Contract Standing Orders.

Joginder Singh Bola, Senior Solicitor (Contracts & Procurement), 10/02/2026

Procurement Comments

Based on the details provided in this report, CSO 19.4. at Section D – High Value Contracts – Over the Services Threshold of the Council's CSOs has been complied with.

The Procurement and Commercial team have reviewed the moderated evaluation scores and assured the weighted scores are correct in line with the methodology published in the procurement document suite for this project.

The Framework used has been subject to full diligence checks by the Procurement and Commercial team, which did not identify any issues of concern, and is therefore compliant for use by the Council in procuring this requirement.

The Procurement and Commercial team have confirmed all Conflict of Interest and Confidentiality Undertaking Declarations have been completed.

The contract must be added to the capitalEsourcing eProcurement portal, to ensure it is published on the Council’s Contract Register in line with the legislated transparency obligations, and all applicable legal notices must be published within their legislated deadlines.

A Contract Award Notice must be published to Contracts Finder, to satisfy the requirements of the Public Contracts Regulations 2015 for contracts equal to and over £30,000 (including VAT). This must be completed using the Council’s capitalEsourcing eProcurement portal.

A named contract manager must be allocated to the contract on the Council’s capitalEsourcing eProcurement portal.

Kiera May, Category Specialist – Procurement and Commercial, 11th February 2026

Background Papers Used in Preparing This Report

None

DETAILED ANALYSIS

Procurement Approach

1. The procurement process has been undertaken in accordance with the Procurement Strategy included at Annex 1, agreed by Executive Director of Place in consultation with Cabinet Member for the Economy on 15th October 2025, and CSO 19 of London Borough of Hammersmith and Fulham Council’s (the “Council”) Contract Standing Orders (CSOs), which defined the process to be followed.
2. The quality (including added value), and price weightings applicable to this procurement process are set out below, and were identified as being appropriate, to a model designed to drive a greater influence over the quality (including added value) of the contract, during the contract term.

Criteria	Weighting	
	Quality, including Added Value (60%)	Quality
	50%	10%

Criteria	Weighting
Price (40%)	40%
Total (100%)	100%

3. The following were used as part of this procurement:
 - a. Minimum pass rates
 - b. Site visits

Conflicts of Interest

4. All officers and decision makers have been required to complete a Conflict of Interest Declaration form to record any actual, potential, and/or perceived conflicts, along with appropriate mitigations (as appropriate), on the Conflicts Assessment.
5. Approval of this Contract Award by the Strategic Leadership Team (SLT) member and elected member (as applicable) constitutes their declaration that they do not have any actual, potential, and/or perceived conflicts, relevant to this procurement, except where a specific Conflict of Interest Declaration form has been completed and provided, advising differently.
6. All members of the Evaluation Panel were required to complete and sign a Conflict of Interest and Confidentiality Undertaking Declaration. A completed and signed copy of this form was returned by all members of the Evaluation Panel, ahead of them reviewing Potential Supplier responses.

Procurement Outcome

7. The Procurement Responses were checked to determine they were complainant of the rules of the procurement process.
8. The Potential Suppliers demonstrated minimum capacity and capabilities, as set out in the Minimum Standards Questionnaire (MSQ), and that their commercial offer was not abnormally low. Following assessment and moderation of all compliant Procurement Responses received, moderated weighted scores were confirmed. Breakdown of moderated scores against all assessment criteria for the Preferred Suppliers and unsuccessful suppliers is included in Appendix 3.
9. The Preferred Suppliers' procurement responses have/have been objectively assessed as providing the Most Economically Advantageous Tender (MEAT) in providing this requirement.

People Based Considerations

10. The Transfer of Undertakings (Protection of Employment) Regulation 2006 (UKSI 2006/246) (TUPE) is not applicable to this contract.

Risk Assessment and Proposed Mitigations

11. The table below includes the key risks and proposed mitigations identified as being relevant to the contract award.

Identified Risk	Proposed Mitigations
1. Health and Safety, and Project overrun	The contract will be managed daily by Property and FM's appointed agent and the preferred supplier's dedicated contract manager. The appointed agent will monitor the progress and quality of the work by periodic site visits
2. Commercial	The appointed agent will scrutinise the preferred supplier's pricing document to ensure ruthless financial efficiency

Mobilisation Timetable

12. The table below provides an estimated timetable of the competition process through to contract commencing.

Action	Date
1. SLT Sign-Off (Award)	Wednesday, 4 March 2026
2. Contract Engrossment	Friday, 6 March 2026
3. Contract Details Notice Published	Wednesday, 11 February 2026
4. Contract Signed	Friday, 13 March 2026
5. Contract Start Date	Friday, 20 March 2026
6. Contract Mobilisation and Implementation	Friday, 17 April 2026
7. Contract End Date (initial term, excluding extension periods)	Friday, 20 November 2026
8. Contract End Date (including all extension periods)	Friday, 20 November 2026

Contract Management

13. The contract will be managed daily by Property and FM's appointed agent and the successful supplier's dedicated contract manager. The contract management team will meet regularly to monitor and manage the works. A senior Property and

FM Manager (the “Contract Manager”) will attend the contract meetings to ensure robust contract management.

14. The appointed agent will:
 - Supply all necessary information to the contractor, arrange for the commencement of works, and checking the contractor’s programme.
 - Monitor the progress and quality of the work by periodic site visits, prepare monthly reports to the Client on progress and actual contract expenditure.
 - Administer the terms of building contract during the progress of the work.
 - In consultation with other consultants, where appointed, examine all documents and agree the final account with the contractor.
 - Obtain record drawings, if required, showing the services as installed, supplying initial guidance on maintenance.
 - Manage the Defects Liability Period and provide regular reports to the Client on current status of reported defects. Carry out end of maintenance period inspection and monitor completion of works.

15. The successful supplier will be required to submit details of social value contributions throughout the contract term to the Contract Manager, alongside associated performance outcomes against targets set

Conclusion

16. Following conclusion of the procurement process, it is recommended that the contract is awarded to the Preferred Supplier, who achieved the highest score, following comprehensive and objective assessment and moderation of all compliant Procurement Responses received, by the Evaluation Panel.

Equality and Inclusion Implications

17. This procurement is not expected to have a direct impact on individuals with protected characteristics. However, due consideration has been given to potential indirect impacts, including site accessibility during works, communication with affected staff, and inclusive procurement practices. The procurement relates solely to procuring a contractor to replace the roof at Bagley’s Lane Depot workshop and does not involve direct service delivery to residents or employment practices. Nonetheless, an Equalities Impact Assessment (EIA) has been completed in line with Council policy (see Annex 1) to ensure transparency and due diligence. No adverse impacts have been identified, and no mitigation actions are required.

Yvonne Okiyo, Strategic Lead for Equity, Diversity, and Inclusion (EDI), 30th September 2025

Risk Management Implications

18. In addition to the risks described above there is an operational risk that the successful supplier will be unable to meet the qualitative standards required which in turn may lead to a people risk.
- This risk must be reduced. Key Performance Indicators (KPIs) for standards, delivery and resident satisfaction should be defined and measured. The quality of the delivery is checked recommended that spot checks are made and include safety standards are being followed as well as impact of works to residents as well as disruption and behaviour of the workforce.

Jules Binney, Risk and Assurance Manager, 11th February 2026

Climate and Ecological Emergency Implications

19. The Installation of solar PV array has not been considered at this time for the following reasons:
- The workshop roof at Bagley's Lane depot is in poor condition and leaks are extensive. These works are urgently required to safeguard staff and operations, and to stop more serious degradation of the property. The works include:
 - Replacement of existing flat roof coverings, and provision of insulation to comply with Building Regulations.
 - The removal of a number of existing roof lights, replacement of the existing units with clad timber stud infill.
 - Replacement of openable windows to allow for sufficient upstand height.
 - Replacement of upper roof rainwater goods.
 - Installation of additional LED (Light Emitting Diode) lighting.
20. Relevant documents within the procurement document suite will specify that the roof replacement is detailed to allow for future installation of solar PV on the upper roofs, with adequate opportunity to route cabling and install panel mounts.

Verified by: Tim Pryce, Head of Clean Energy, 7th October 2025

Local Economy and Social Value Implications

21. It is a requirement that all contracts let by the council with a value above £100,000 propose and commit to social value contributions that are additional to the core services required under the contract.
22. The supplier has committed to a range of Social Value outcomes, including support for local students, attendance at meet the buyer events, support for VCSEs through donations and volunteering.

23. It is recommended that the commissioner and Social Value officer work with the chosen supplier at contract commencement to ensure that the contributions committed by the supplier are realistic and supported by a delivery plan.
24. It is recommended that the commissioner works closely with Legal Services to ensure appropriate social value clauses are included in the contract, so that the council can enforce its right to remedies if social value commitments are not delivered.

Harry Buck, Social Value Officer (Procurement), 10th February 2026

Digital Services and Information Management Implications

25. IT Implications: There are no IT implications resulting from this report.
26. IM Implications: The contents of this proposal do not refer to any personal data being held therefore there are no implications under the requirements of GDPR.

Vincen Arivannoor, Strategic Relationship Manager, 26th February 2026

Property Implications

27. The roof is in poor condition, leaks are extensive. These works are urgently required to safeguard operations and to stop more serious degradation of the property. The works will be carefully planned with health and safety input taking note of the active operational environment – it is critical that waste and fleet operations continue without disruption. Awarding the contract for the roof replacement works via a mini competition will ensure best value is achieved for these works, with works starting as early as practicable.

Verified by: Ian Church, Assistant Director, Corporate Property and H&S, 9th February 2026

LIST OF APPENDICES

Appendix 1 (Exempt) – Project Financial Details
Appendix 2 (Exempt) – Procurement Outcome
Appendix 3 (Exempt) – Moderated Assessment Scores
Appendix 4 (Exempt) – Bauder Roof Survey report (June 2024)
Annex 1 (Exempt) – Procurement Strategy
Annex 2 – Equalities Impact Assessment (EIA)