

## For Approval

Agenda Item 7.3  
Date of Meeting: 26/03/25

To: The Management Committee  
From: The Technical Services Manager  
Subject: Periodic Electrical Inspections Stock Wide – Tender Acceptance

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### 1. Introduction/Purpose

- 1.1 The purpose of this report is to seek approval to appoint a contractor to carry out all the periodic electrical inspections over a period of 5 years. This include all our stock.

### 2. Background

- 2.1 The Scottish Housing Quality Standards (SHQS) requires all properties to have electrical inspections carried out every 5 years. This ensures the electrical safety of fixed electrical installations are inspected and maintained at appropriate frequencies to minimise the risk of fire, injury and / or death.

The tender also allows for a level of repair works following the inspections.

### 3. Electrical Inspections

#### 3.1 Tender Process

- 3.1.1 Contractors were invited via Quick Quote on Public Contracts Scotland website through a restricted competition to submit tenders. Tenders were received from three parties and evaluated on price.

- 3.1.2 This approach is in accordance with the Purchasing, Procurement and Tenders Policy.

#### 3.2 Tender Evaluation Report

- 3.2.1 The tender evaluation report has been prepared by Reid Associates and is contained in Appendix A for Committee's consideration. Please note all figures contained in Reid Associates report are exclusive of VAT.

- 3.2.2 In summary the report details the tender process and a cost evaluation of the tenders received and recommends the tender from C2C Electrical Services be considered for acceptance.

### 3.3 Contract Sum

3.3.1 C2C Electrical Services' tender sum is £119,382.90 exclusive of VAT and inclusive of VAT it is £143,259.48. This is a fluctuating contract so provision has been made for each year after Year 1 to be varied via the Consumer Price Index including Owner Occupiers Housing Costs (CPIH)

## 4. Budget v Contract Sum

4.1 The tender submitted by C2C Electrical of £143,259.48 inclusive of VAT is in line with the budgeted figure contained in our annual budget and subsequent financial projections for the following 4 years.

## 5. Risk

5.1 When considering a cyclical maintenance contract to deliver periodic electrical inspections we have identified the main risks under the following risk categories and the measures we have taken to mitigate such risks.

Risk Category	Mitigating Measure
Financial - <ul style="list-style-type: none"><li>Poor contract management could lead to unknown increased costs</li></ul>	Having a reporting system in place along with using inhouse skills to manage the contract.
Health & Safety <ul style="list-style-type: none"><li>Not ensuring the safety of fixed electrical installations</li></ul>	Award Contract
Reputation- <ul style="list-style-type: none"><li>Not delivering on our business plan objectives leading to tenant dissatisfaction</li></ul>	Award Contract
Property/ Stock Condition- <ul style="list-style-type: none"><li>Not maintaining our stock</li></ul>	Award Contract

## 6. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Delivery of cyclical maintenance	1. Provide high quality, affordable homes 3. Deliver value for money

## 7. Application of our Core Values

Area	Related Core Value(s)
Delivery of cyclical maintenance	Invest and Support Accountable and Compliant

## 8. Compliance and Assurance

8.1 Awarding a cyclical maintenance contract to deliver periodic electrical inspections contributes to good governance. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
The Scottish Social Housing Charter	4. Quality of Housing 5. Repairs, maintenance and improvements 13. Value for Money

8.2 Evidence Bank

Evidence	Assurance Exercise Location
• Tender Report	The Scottish Social Housing Charter

8.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

## 9.0 Summary/Conclusions/Recommendations

9.1 In summary to deliver the periodic electrical inspections we need to employ a contractor to carry out these works. The appointment is based on competitive tenders.

9.2 Risk has been considered at Section 5.

9.3 Section 6 shows how carrying out these works, contributes to the delivery of our strategic objectives.

9.4 Section 7 shows how carrying out cyclical works, contributes to the application of our Core Values.

9.5 Section 8 shows how we comply with Regulatory requirements.

9.5 You are asked to consider the above and approve the appointment of C2C Electrical Services in the amount of £143,259.48 inclusive of VAT.