

 Brent	Officer Key Decision
	Report to the Corporate Director of Neighbourhoods and Regeneration
Authority to Tender a works contractor for the design, construction, purchasing and installation of communal waste and recycling housing units with bins at St Raphael Estate	

Wards Affected:	Stonebridge
Key or Non-Key Decision:	Key Decision
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Ade Adeyeloja Capital Project Manager, Strategic Projects ade.adeyeloja@brent.gov.uk

1.0 Executive Summary

- 1.1 This report concerns the procurement of a contractor for the **design, construction**, purchasing and installation of communal waste and recycling housing units with bins and associated works at St Raphael Estate. This report requests approval to invite tenders as required by Contract Standing Orders 88 and 89.

2.0 Recommendations

That the Corporate Director of Neighbourhoods and Regeneration:

- 2.1 Approves inviting tenders for the purchasing and installation of communal waste and recycling housing units with bins and associated works at St Raphael Estate on the basis of the pre-tender considerations set out in paragraph 3.8 of the report.

- 2.2 Approves Officers evaluating the tenders referred to in 2.1 above on the basis of the evaluation criteria set out in paragraph 3.8 of the report.

3.0 Detail

Contribution to Borough Plan Priorities & Strategic Context

- 3.1 The St Raphael Estate improvement programme supports the Council's Borough Plan priorities, in particular a cleaner, greener future and prosperous, well-managed communities. In 2022 the Cabinet approved capital funding for an estate management improvement programme, including a new community centre, 195 new homes and waste and recycling improvements. The proposed procurement of new communal waste and recycling infrastructure forms part of that programme and contributes to improved recycling outcomes, reduced fly-tipping and a cleaner local environment.

<https://www.brent.gov.uk/the-council-and-democracy/strategies-priorities-and-policies>

Background

- 3.2 The council requires the provision of a contractor for the purchasing and installation of communal waste and recycling housing units with bins at St Raphael Estate. Officers have considered whether these works can be provided by the council itself but have concluded that they are best provided by a contractor. Officers have reviewed a range of procurement options, including the use of frameworks, but have determined that a competitive tender process is the most appropriate and cost-effective means of procuring a contractor.
- 3.3 Officers propose to undertake a competitive tender process to procure a contractor for the purchasing and installation of communal waste and recycling housing units with bins and associated works at St Raphael Estate (the "Contract").

The Procurement Process

- 3.4 The contractor will be procured by way of a tender conducted in accordance with the council's Contract Standing Orders. The council intends to let a JCT Minor Works Contract for the works. This contract is a regulated below-threshold procurement under Part 6 of the Procurement Act 2023 and falls below the works threshold for full "above-threshold" rules. We are therefore not required to advertise the opportunity publicly. Having identified the specialist market, we are inviting tenders from a pre-selected group of capable contractors who have expressed interest, relying on the exemption that permits competition among particular or pre-selected suppliers without publishing a below-threshold tender notice.

- 3.5 Tenders will be invited via the council's e-tendering portal and evaluated against the evaluation criteria set out in the pre-tender considerations below. The Contract will be awarded to the tenderer submitting the most advantageous tender.
- 3.6 The estimated value of the Contract is £1,100,000 (excluding VAT) over the contract term. The Contract will be for a duration of 12 to 18 months, subject to tender returns.
- 3.7 The Contract is anticipated to commence in December 2026, subject to call-in and, if applicable, the Council's observation of a voluntary standstill period as noted in paragraph 6.4 below.

Pre-tender Considerations

- 3.8 The pre-tender considerations relevant to the Contract are as follows:

Ref.	Requirement	Response	
(i)	The nature of the Goods / Services / Works.	As detailed above	
(ii)	The value.	£1,100,000 (excluding VAT)	
(iii)	The contract term.	12 to 18 months, subject to tender returns	
(iv)	The tender procedure to be adopted.	Competitive tender in accordance with the Council's Contract Standing Orders.	
v)	The procurement timetable.		Indicative dates are:
		Adverts placed	21 September 2026
		Expressions of interest returned	N/A
		Shortlist drawn up in accordance with the Council's approved criteria	N/A
		Invite to tender	21 September 2026
		Deadline for tender submissions	16 October 2026 (12:00)
		Panel evaluation and shortlist review	19 – 30 th October 2026

		Interviews (if any) and Contract award decision	16 November 2026 (award decision)
		Report recommending Contract award circulated internally for comment	November 2026
		Corporate Director approval	November 2026
		[Minimum 8 working day standstill period – notification issued to all tenderers and additional debriefing of unsuccessful tenderers (contracts covered by the full requirements of Procurement Act 2023 only)]	26 November 2026 (voluntary standstill, if observed)
		Contract Mobilisation	2 – 9 December 2026
		Contract Start Date	9 December 2026
(vi)	The evaluation criteria and process.	Quality / Technical: 30% Product design, specification and supply 5% Enabling work and site preparation 5% Delivery, installation, project management and governance 8% Decommissioning of current waste and recycling infrastructure 4% Resident engagement and communications 5% Case studies 3%. Sustainability: 3% Circular Economy: 2% Social Value: 10% Best Start in Life 3% A Cleaner, Greener Future 4% Healthier Brent 3% Commercial / Pricing Schedule: 55%	
(vii)	Any business risks associated with entering the contract.	No specific business risks are considered to be associated with entering into the Contract.	

(viii)	The Council's Best Value duties.	For the reasons set out in Section 3, it is considered that a competitive tender process will result in the Council achieving best value.
(ix)	Consideration of Public Services (Social Value) Act 2012	10% of the tender evaluation is assigned to social value. Officers have had regard to the Public Services (Social Value) Act 2012 (see section 11 below).
(x)	Any staffing implications, including TUPE and pensions.	There are no implications for Council staff arising from the procurement.
(xi)	The relevant financial, legal and other considerations.	Financial – See Financial Considerations at Section 6.
		Legal – See Legal Consideration at Section 7.
		Other – N/A
(xii)	Sustainability	Sustainability requirements are included within the evaluation criteria for the Contract (see row (vi) above).
(xiii)	Key Performance Indicators / Outcomes	Appropriate Key Performance Indicators / Outcomes will be included in the Contract.
(xiv)	Policy requirements including the National Procurement Policy Statement; prompt payment; London Living Wage; modern slavery; and carbon reduction	The potential supplier will be required to provide Works in accordance with all relevant policy requirements, to include those detailed in the National Procurement Policy Statement, to comply with a 30-day payment requirement, to provide evidence of wage compliance, evidence due diligence in supply chain (including modern slavery) and provide report on carbon emission and sustainability initiatives during contract delivery. The Contract will require the payment of the London Living Wage
(xv)	Sharing information to allow understanding of the Council's procurement policies and decisions	All relevant policies and information will be shared with the potential supplier during the procurement process.

(xvi)	Steps undertaken to remove or reduce barriers for SME participation in the procurement	Officers have considered whether any steps can be taken to remove or reduce barriers for SME participation in the procurement. It is considered that the procurement process recommended is appropriate for Works required and upholds the principles of equal treatment, transparency, and non-discrimination.
(xvii)	Contract Management	A contract manager will be appointed, and appropriate contract management provisions will be included in the Contract.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 Lead members for 'Housing, Homelessness and Renters', 'Cleaner Streets, Transport and Public Realms' and 'Regeneration and Planning' have been consulted on this report.
- 4.2 Ward Members and the local community will be kept up to date on the progress of the project, including significant milestones such as contractor appointment, start on site and completion of works. Throughout the construction process, residents will be kept up to date on waste and recycling arrangements during and after the works.

5.0 Financial Considerations

- 5.1 Part 3 of the Council's Constitution states that the Corporate Director of Neighbourhoods and Regeneration has delegated authority to approve the procurement of contracts for works valued at less than £5 million. The estimated value of the Contract is £1,100,000 (excluding VAT), which is under this threshold.
- 5.2 The project has an approved budget of £1,500,000 for 2026/27 funded by borrowing, which will cover the cost of this contract. There is potential SCIL funding for the wider project as £5.6 million is allocated on the pipeline to finance estate improvements, although this allocation has not yet been formally approved.
- 5.3 The contract is valid capital expenditure as the installation of the communal units will add value to the Council's asset.

6.0 Legal Considerations

- 6.1 The estimated value of the Contract falls below the threshold for Works under the Procurement Act 2023 (the “PA23”) and the procurement is therefore governed in part only by the PA23.
- 6.2 The procurement is subject to the Council's own Standing Orders and Financial Regulations in respect of Medium Value Contracts given the procurement is valued at less than £2 million. For Medium Value Contracts, the Corporate Director must approve the pre-tender considerations set out in paragraph 3.8 above (Standing Order 89) and the inviting of tenders (Standing Order 88).
- 6.3 Once the tendering process is undertaken, Officers will report back to the Corporate Director in accordance with Contract Standing Orders, explaining the process undertaken in tendering the Contract and recommending award.
- 6.4 As this procurement falls below the PA23 threshold, the mandatory minimum 8 working day standstill period imposed by the PA23 for above-threshold contracts does not apply. The Council may nevertheless observe a voluntary standstill period before the Contract is awarded, as reflected in the procurement timetable above.
- 6.5 There are no TUPE or human rights implications arising from the procurement (see section 10).
- 6.6 This is a Key Decision for the purposes of paragraph 27 of Part 2 of the Constitution. In accordance with paragraph 30 of Part 2, the decision may not be taken unless it has been included in the Forward Plan, with not less than 28 clear days’ notice of the intended decision having been given.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

- 7.1 Pursuant to s149 Equality Act 2010 (the “Public Sector Equality Duty”), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act,
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of

persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

7.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.

7.5 The proposals in this report have been subject to screening and officers believe that there are no adverse equality implications.

7.6 There are no specific health equality implications arising from the procurement.

8.0 Climate Change and Environmental Considerations

8.1 The proposed procurement of new communal waste and recycling infrastructure contributes to improved recycling outcomes, reduced fly-tipping and a cleaner local environment.

9.0 Human Resources/Property Implications (if appropriate)

9.1 This service is proposed to be provided by an external contractor and there are no implications for Council staff arising from the procurement.

9.2 There are no property or accommodation implications arising from the procurement.

10.0 Communication Considerations

10.1 The local community will be kept up to date on the progress of the project, including significant milestones such as contractor appointment, start on site and completion of works. Throughout the construction process, residents will be kept up to date on waste and recycling arrangements during and after the works. This will be included in ongoing resident liaison across the St Raphs Estate.

Report sign off:

Jehan Weerasinghe

Corporate Director of Neighbourhoods and Regeneration