



MANORESTATES

Housing Association

ANNUAL PROCUREMENT REPORT

2021-22

Introduction

The purpose of this report is to summarise the performance of Manor Housing Association in delivering its Procurement Strategy and publicise it in compliance with the Procurement Reform (Scotland) Act 2014.

Manor Estates was established in 1995 following the transfer of over 900 houses in Edinburgh from Scottish Homes. Since then we have built and acquired a number of new houses across the City, and currently have 1094 properties and act as the Factor for a further 458 factored owners in 185 blocks, and 1066 owners across estates in the City of Edinburgh and Fife.

Manor Estates is a charitable Housing Association. Our aim is to provide good quality housing and services which help improve people's lives and their local communities. The Association caters for many diverse needs, offering mainstream housing for families, couples and single people, retirement housing, with some supported accommodation.

Manor Estates is governed by a voluntary Management Board with day to day activities carried out by a paid staff team. In line with all Scottish Registered Social Landlords Manor Estates performance is monitored by the Scottish Housing Regulator (SHR).

For further details regarding Manor Estates Housing Association, please log onto the website [ManorEstates About-us](#)

The Company

Within Manor there are 2 companies that provide services to the community:

Manor Estates Housing Association (MEHA)

1014 properties for social rent in the City of Edinburgh and Fife. This is the parent company, providing all corporate core services to both companies.

Manor Estates Associates Ltd (MEAL)

MEAL provides 80 mid-market rented properties in the city of Edinburgh to those unlikely to have sufficient access to apply for social housing, and a level of income that means they cannot afford private rented properties.

Our Key Aims

- Delivering excellent housing services which are responsive to the needs and aspirations of our customers.
- Investing our resources effectively to maintain good quality homes and local environments.
- Improving energy efficiency to reduce the level of fuel poverty among our tenants.
- Developing new housing and services to meet the needs of current and future customers.
- Ensuring effective governance and financial management to secure the long term future of the organisation.

Every year we spend around £1.5 million maintaining and improving our houses. In addition we invest about £50,000 each year carrying out adaptations which are necessary to enable tenants with disabilities to remain in their homes.

Procurement Information

Manor Estates follow a procurement process when purchasing goods, services or works from external suppliers and strive to achieve value for money whilst balancing cost, quality and management of risk. Manor Estates advertises regulated tender opportunities on the Scottish Government's Public Contracts Scotland, in line with Public Procurement legislation. Manor Estates does not therefore use lists of preferred suppliers.

Manor Estates encourage prospective contractors, consultants or suppliers to sign up to this online portal to receive notifications about any Scottish Public Sector contract opportunities. If any contract advertised is of interest to your company, you should follow the instructions given in the Contract Notice or advert.

For further information on individual regulated contracts, please see our contracts register on the [Public Contract Scotland website](#).

Regulated Procurement

Regulated Procurement are public works contracts with an estimated value over £2 million or £50k for other types of contract such as supplies and services.

Appendix 1 is a copy of our **Contracts and Commissions Register** for the period. This Contains Regulated and Unregulated contracts.

This contains the following information:

- Name of Contract
- Contract Type (works or services/supplies)
- Name of Contractor/Supplier
- Date of Award
- Contract Term
- Estimated Value of the contract (including VAT)
- Procurement Method

During 2021/22 Manor Estates Housing Association completed zero regulated works contracts and zero regulated supplies/services contracts.

Procurement Strategy

Manor Estates Procurement Strategy was produced to detail the main areas of focus for all procurement activities and promote a methodology which will ensure that the Association follows best practice in Scottish procurement legislation.

The Procurement Strategy can be found here [Procurement Strategy 2020-2023](#)

Review of Regulated Procurement Compliance

Manor Estates Housing Association will ensure that all regulated procurement is undertaken in a fair, open, non-discriminatory way and in accordance with the association's procurement strategy, relevant legislation and best practice.

The Procurement Strategy will be updated to comply with any changes to legislation and all changes will be communicated across the Association at the time of the change.

Community Benefits Summary

All Contractors, Consultants and Suppliers are asked through tender or quick quote submission to participate in Manor Estates Community Benefit Contract Provision.

Contractors, Consultants and Suppliers will have the choice to select any number of provisions from the following list:

- Modern Apprenticeship - Creation of a new apprenticeship or support of ongoing apprenticeship
- Trade Apprenticeship - Creation of a new apprenticeship or support of ongoing apprenticeship
- Graduate Internship - Creation of a new internship or support of ongoing internship
- Trainee /work experience - Creation of a new work experience placement or support of existing work experience placement
- Supply chain development - Support to sub- contractors to attend safety briefings and trade information sessions
- Staff Training - Development of Manor Estates staff training programme or allow Manor Estates to attend your staff training programme
- Personal development training - Offer of personal development support to neighbourhood meetings or events
- Participation in local school initiative - Offer of staff volunteers or materials to engage in school initiative
- Sponsorship of local youth team or club Provision of financial support or kit
- Community enhancement – participation in Manor Estates Task Force physical / environmental project. Work with Manor Estates staff by provision of staff volunteers, materials or operative manpower to tackle community project
- Community enhancement – contribution to Manor Estates Community Initiative Fund - Contribution of £75 / £25,000 contract value per annum.

Future Procurements

Appendix 2 is the list of all **Future Regulated and Unregulated Procurements** currently planned.

This contains the following information :

- Contract Description
- Year
- Estimated value (including VAT)

Appendix 1 Contracts and Commissions Register

Name of Contract	Contract Type	Name of Contractor/Supplier	Date of Award	Contract Term	Estimated Value of the Contract	Procurement Method
Asbestos Management Review 2021-22	Works	Environtech	30/06/2021	5 Months	£16,650.00	Framework
Water Management Review 2021-22	Works	Integrated Water Services	30/06/2021	3 Months	£10,908.00	Framework
Bathroom Installations 2021-22	Works	Select	12/11/2021	2 Years	£206,741.00	Framework
Gas CH Installations 2021-22	Works	Lothian Gas	25/11/2021	3 Years	£459,430.00	Contract Extension
Electric Storage Heater Installations 2021-22	Works	Lothian Gas	25/11/2021	3 Years	£16,887.00	Contract Extension
Loft Top Up Insulation 2021-22	Works	Everwarm	02/12/2021	3 months	£13,302.00	Negotiated
Niddrie Mill Stair Painting	Works	Dumbreck	18/02/2022	3 months	£4,560.00	PCS
Mid market rent Property Rental Assessment	Services	Rettie & Co Ltd	17/05/2021	1 off	£1,800.00	Negotiated
Springfield Echline Employers Agent	Services	Brown and Wallace	25/11/2021	18 months	£15,156.00	PCS
Springfield Echline CDM Advisor	Services	Brown and Wallace	26/01/2022	18 months	£3,240.00	Negotiated
Springfield Echline Phase 1 Existing Use Property Valuation	Services	JLL	11/02/2022	1 off	£1,500.00	Negotiated
Factoring Consultancy V2	Services	Mainstreet Consulting	14/02/2022	1 off	£1,170.00 Per day / 9 days total	Negotiated

Appendix 2 Future regulated and unregulated procurements

Contract Description	Year	Estimated Value
Legionella dosing and cold water storage tank disinfection 2022/23	2022	£ 44,000.00
External Painting 2022/23	2022	£ 140,000.00
Garden Maintenance 2022-23	2022	£ 11,000.00
New Build development at Springfield 2022-23	2022	£ 3,000,000.00
Windows and Balcony Doors 2022-23	2022	£ 340,000.00
Electrical Testing 2022-23	2022	£ 47,000.00
EPC 2022-23	2022	£ 3,000.00
Internal Stair Painting 2022-23	2022	£ 14,000.00
Servicing of Alarms - no heat/electric 2022-23	2022	£ 1,000.00
External works - Replacement car ports Tressillian	2022	£ 7,000.00
Loft Top Up 2022-23	2022	£ 40,000.00
Responsive and Void works	2023	£ 3,600,000.00
Kitchen and Bathroom 2023-24	2023	£ 1,000,000.00
Windows and Doors	2023	£ 900,000.00
Legal Services	2023	£ 60,000.00