	<p align="center">ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER in consultation with the Chairman of the Policy & Resources Committee</p>
<p>Title</p>	<p>Award of supply, delivery and installation of office furniture to Barnet House and NLBP2 and a third location to be confirmed.</p>
<p>Report of</p>	<p>Commercial and Customer Services Director</p>
<p>Wards</p>	<p>Totteridge Park Ward and Brunswick Park Ward</p>
<p>Status</p>	<p>Public</p>
<p>Enclosures</p>	<p>None</p>
<p>Officer Contact Details</p>	<p>Yogesh Luhar (Accommodation Implementation Programme – Project Manager) Tel No: 07595210265</p>

Summary

The Policy & Resources Committee agreed on the 13th January 2015, under Item 10 of the Forward Plan procurement activity, for -the supply, delivery and installation of furniture in connection with the Accommodation Implementation Programme. There is now a requirement that as part of the defined works to relocate the staff of NLBP4 it will require the funding allocation, in order to supply and deliver furniture to Barnet House,NLBP2 and a third location to be confirmed.

A mini competition was conducted from framework CCS-RM1501. All suppliers on the framework were alerted to the mini competition opportunity.

A request for expression of interest was issued in December 2014 three companies expressed an interest, all were issued tender documentation however, one company withdrew from the tender submission. Submissions were received from the remaining suppliers, covering their proposed model office design. These were evaluated on a weighting of 70 price/30 quality.

Decisions

- 1. That the Commercial and Customer Services Director approve the award of the contract to Senator Group to supply and deliver furniture to Barnet House, NLBP2 and third location to be confirmed.**

1. WHY THIS REPORT IS NEEDED

- 1.1 This report is needed in order that the Council can enter into contract with Senator Group to supply and deliver furniture to Barnet House, North London Business Park Building 2 and third location to be confirmed. Any delay in entering into contract will make it difficult to meet the tight deadlines of the move out of NLBP building 4 which will be within the break clause of the existing lease.

2. REASONS FOR DECISIONS

- 2.1 It is proposed that approval is given so that LBB can enter into an agreement with the contractor to supply and deliver furniture to carry out accommodation implementation plan (AIP) by September 2015.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3.1 None – framework mini competition only. Full OJEU not possible due to initial timescales.

4. POST DECISION IMPLEMENTATION

- 4.1 If the recommendations are approved then a letter of intent will be issued to Senator Group to commence the production of the furniture for delivery in line with the programme.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Corporate Plan 2013 – 2016 includes objectives to “promote responsible growth, development and success across the Borough” and to “improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study”.

- 5.1.2 Relevant outcomes are “To maintain a well-designed, attractive and accessible place, with sustainable infrastructure across the borough”.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 The total cost of the supply delivery and installation of the furniture is £209,951 and will be funded from reserves.

The services are to be procured using the CCS-RM1501 Framework.

5.2 Legal and Constitutional References

5.3.1 The CCS-RM1501 has been used in compliance with public procurement rules and CSG Procurement has confirmed that the CCS-RM1501 Framework is still current, that the supply and delivery required are in scope and the council is identified as a potential call-off party in the CCS-RM1501 Framework Agreement.

5.3.2 Appendix 1 of the Contract procedure Rule says that acceptance will be via a full Officer DPR in consultation with the Chair of the relevant themed committee which in this case is the Policy & Resources Committee.

5.3 Risk Management

5.4.1 There is a risk that if the approval for the funding is not given then the AIP cannot be delivered and the staff cannot be moved out of NLBP4.

5.4.2 There is also a risk that delays to project may result in LBB being unable to break the lease for NLBP4.

5.4.3 There will be minimal impact on the services.

5.5 Equalities and Diversity

5.5.1 Equality and diversity issues are a mandatory consideration in the decision-making of the Council. This requires that equality considerations are integrated into day to day business and that all proposals have properly taken into consideration what impact, if any, there is on any protected group and what mitigating factors can be put in place.

5.5.2 The project will take into account all designs aspects relating to DDA.

6.0 Consultation and Engagement

Not Applicable

7.0 BACKGROUND PAPERS

7.1 The service requirements have been approved and are in the minutes and on the Forward Plan approved on 13th January 2015

8.0 DECISION TAKER'S STATEMENT

8.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has*

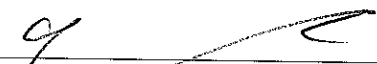
been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations

9.0 OFFICER'S DECISION

I authorise the following action

- 9.1 Approve the award of the contract to Senator Group for the supply deliver and installation of office furniture to Barnet House and NLBP2.

Signed



Date

_____ 29.5.15 _____
