

	ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER
Title	Award for the Furniture Removal/ Relocation contract for the provision of removal/ relocation services for the Accommodation Implementation Programme (AIP).
Report of	Commercial and Customer Services Director
Wards	Totteridge Park Ward and Brunswick Park Ward
Status	Public
Enclosures	None
Officer Contact Details	Yogesh Luhar (Accommodation Implementation Programme – Project Manager) Tel No: 07595210265

Summary

The Policy & Resources Committee agreed on the 13th January 2015, under Item 10 of the Forward Plan procurement activity, for the smart working moving costs in connection with the Accommodation Implementation Programme (AIP). There is now a requirement as part of the defined works to relocate the staff of NLBP4 for funding allocation for furniture removal/ relocation, in order to relocate staff to Barnet House, NLBP2 and a third location to be confirmed.

A mini competition was conducted under the ESPO Framework Contract249. All suppliers on the framework were alerted to the mini competition opportunity.

A request for expressions of interest was issued in March 2015; two companies expressed an interest and were issued tender documentation. Submissions were received from the two suppliers, covering their removal costs and method statement response to the specification provided. These were evaluated on a weighting of 50 price / 50 quality.

Decisions

- 1. That the Commercial and Customer Services Director approve the award of the contract to Harrow Green for the provision of removal/relocation services for the AIP project.**

1. WHY THIS REPORT IS NEEDED

- 1.1** This report is required to enable the Council to enter into contract with Harrow Green for the provision of removals/relocation of furniture and additional items for the AIP project. Any delay in entering into contract will make it difficult to meet the tight deadlines of the move out of NLBP building 4 in accordance with the terms of the existing lease.

2. REASONS FOR DECISIONS

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

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3.1** None – framework mini competition only. Full tender procedure not possible due to timescales.

4. POST DECISION IMPLEMENTATION

- 4.1** If the recommendations are approved then a letter of intent will be issued to Harrow Green to commence the relocation of furniture 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 budget cost for relocation and installation of the furniture is £170,000 and will be funded from reserves.

A summary of scores for both suppliers are given below:

	Bidder A, Harrow Green	Bidder B
Cost	50.00%	40.12%
Quality	46.67%	47.70%
Total	96.67%	87.82%

5.3 Legal and Constitutional References

5.3.1 The ESPO Framework 249 was established following a fully compliant procurement process; CSG Procurement has confirmed that the ESPO Framework 249 is still current, that the supply and delivery required are in scope and that the council is identified as a potential call-off party in the ESPO Framework Agreement.

5.3.2 Appendix 1 of the Contract procedure Rule says that authorisation for the procurement is via the Forward Plan and acceptance via a summary DPR5.4

5.4 Risk Management

5.4.1 There is a risk that if the contract is not awarded 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 an impact on the services that will be managed.

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 disabled access.

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 Procurement 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 Harrow Green for the provision of office removal/relocation services for the AIP project.

Signed



Date

29.6.15
