

## NOTICE OF MEETING

# CABINET MEMBER SIGNING

**Wednesday, 3rd August, 2022, 12.00 pm – MS Teams**

**Councillors:** Ruth Gordon – Cabinet Member for Council House-Building, Placemaking, and Development

**Quorum:** 1

### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2. DECLARATIONS OF INTEREST**

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

### **3. INTERIM ACCOMMODATION STRATEGY PROGRAMME - ALEXANDRA HOUSE & 48 STATION RD - AUDIO VISUAL CONTRACT AWARD (PAGES 1 - 10)**

### **4. AWARD OF CONTRACT FOR ALEXANDRA HOUSE AND 48 STATION ROAD FURNITURE PURCHASING (PAGES 11 - 20)**

### **5. EXCLUSION OF THE PRESS AND PUBLIC**

Items 6 and 7 are likely to be subject to a motion to exclude the press and public from the meeting as *they* contain exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paras 3 and 5, namely information

relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**6. INTERIM ACCOMMODATION STRATEGY PROGRAMME - ALEXANDRA HOUSE & 48 STATION RD - AUDIO VISUAL CONTRACT AWARD - EXEMPT (PAGES 21 - 24)**

As per item 3.

**7. AWARD OF CONTRACT FOR ALEXANDRA HOUSE AND 48 STATION ROAD FURNITURE PURCHASING - EXEMPT (PAGES 25 - 30)**

As per item 4.

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Tuesday, 26 July 2022



**Title:** Interim Accommodation Strategy Programme – Alexandra House & 48 Station Rd – Audio Visual Contract Award

**Report authorised by:** David Joyce, Director of Housing, Regen & Planning

**Lead Officer:** Andrew Meek, Head of Organisational Resilience

**Ward affected:** Noel Park, Wood Green

**Report for key/non key decision:** Key Decision

## 1. Describe the issue under consideration

- 1.1 Following the approval of the Station Road Refurbishment Works programme at Cabinet in November 2021 and the Contract award for Alexandra House and 48 Station Road refurbishment works at Cabinet Member Signing on 18 March 2022, to request approval for the award of a contract to carry out installation of Audio-Visual Equipment in the buildings to be refurbished.
- 1.2 To approve issuance of Letter of Intent.
- 1.3 The proposed budget is fully covered within the Station Road budget approved at Cabinet on 9 November 2021.

## 2. Recommendations

The Cabinet Member for Council House-Building, Placemaking, and Development is asked:

- 2.1 Pursuant to Contract Standing Order 9.07.1 (d) (All contracts valued at £500,000 (five hundred thousand pounds) or more at the time of award may only be awarded, assigned, or novated by the Cabinet), to approve the award of a contract to Supplier B for an estimated contract value of £786,013 (Seven hundred and eighty six thousand and thirteen pounds) for Audio-Visual equipment supply, installation and support in the Alexandra House and 48 Station Road buildings subject to the further provision recommended in paragraph 2.1 of the exempt report.
- 2.2 Pursuant to Contract Standing Order 9.07.3, to approve the issuance of a letter of intent for up to 10% of the contract value, totalling £78,600 (Seventy eight thousand, six hundred pounds).

## 3 Reasons for decision

- 3.1 The report “Station Road Refurbishment Works” approved at Cabinet on 9th November 2021 gave three reasons for the programme.
- 3.2 Firstly, to deliver office accommodation improvements, noting the poor standard of existing office accommodation, and the need for essential maintenance as well as interior redecoration.

- 3.3 Secondly, to enable the continued adoption of flexible working, so that officers can work in and for the borough. The plans will modernise Audio-Visual equipment, office layouts and furniture to provide a variety of work settings to enable greater cross-service collaboration and partnership working.
- 3.4 Thirdly, it supports short-term goals in the Accommodation Strategy, such as the release of 40 Cumberland Road to be repurposed as an Enterprise Hub. This aligns with the overall aim of relocating core office and civic functions to the refurbished Civic Centre in 2025, by ensuring the buildings the Council occupies in the interim are maintained in suitable condition.
- 3.5 The proposed contract enables the Council to meet these objectives and achieve value for money in the delivery of the new Audio-Visual equipment needed on refurbished floors.
- 3.6 The letter of intent is required to enable the preferred contractor to begin mobilisation at an early stage, thereby expediting delivery of the goods in advance of the formal contract being fully finalised. The rationale for a letter of intent is further detailed in the exempt part of the report.
- 3.7 See the additional reasons for the further provision recommended in paragraph 2.1 of this report set out in paragraph 3 of the exempt report.

## **4 Alternative options considered**

### **4.1 Do Nothing**

- 4.1.1 This option, which would involve not awarding a contract to deliver new Audio-Visual equipment, would leave staff and visitors without the digital tools to stay informed or those required to facilitate flexible meetings, is not recommended as the Council would fail to achieve the agreed accommodation objectives as set out in the November cabinet report.
- 4.1.2 This would mean the Council would be left without suitable office workspace for its staff, and significant operational difficulties in achieving plans for more flexible working.

### **4.2 Ad-Hoc Audio-Visual Rollouts**

- 4.2.1 Pre-pandemic this was the approach adopted by the Council. However, having multiple installations, standards and support models often left technologies unused, or poorly maintained.
- 4.2.2 A piecemeal approach is not realistic or appropriate in a context where the Council is refurbishing its core offices. The Council needs to provide AV technology in approximately 40 meeting rooms, and a common approach will achieve economies of scale, as well as a better experience for building users, including Members, staff and visitors.

## **5 Background Information**

### **5.1 Context**

- 5.1.1 In the November 2021 cabinet report “Station Road Refurbishment Works” it was noted that the Covid-19 pandemic had had a major impact on how staff carried out their work. We noted that staff working much more frequently at home was expected to be a long-term trend, but at that time, staff were beginning to work more frequently in the office.

- 5.1.2 Although there was a need for staff to return to home working during the winter of 2021/22 due to a further Covid-19 wave, the trend of staff now returning to greater presence in the borough continues, but with the continued emphasis on working flexibly.
- 5.1.3 Considerable work has taken place to engage stakeholders across the organisation to gain a robust understanding of the required equipment to enable the buildings to reach their full potential. The common requirements have been gathered and form the basis of this tender.
- 5.1.4 The outcome of this engagement is a clear need for meeting room technology that facilitates in-person meetings, but with the facility for people to join remotely. This facilitates the participation of residents and partners in closer working with the council, remote attendance at Council meetings, as well as day-to-day flexible working of staff in and around the borough.
- 5.1.5 The Council has not invested in Audio-Visual equipment for a long period of time. Other than a handful of rooms furnished with new equipment during the pandemic, the existing offering is now end of life and not fit for purpose.
- 5.1.6 To facilitate collaboration and flexible working the programme is investing in new booths and enclosed pods, this contract will supply the screens for this furniture so it can be used to its full potential.
- 5.1.7 We continue to engage with the workforce, staff equalities networks and the trades unions, to ensure we understand staff concerns, and take full account of equalities issues through the delivery of the programme.
- 5.1.8 The November Cabinet report made provision for a total IT budget of £788K including a provisional sum for Audio Visual Equipment. Concept design works highlighted an estimated £700K-£750K would be required for the Audio-Visual requirements and estimated cost per item at concept level. The remainder of the budget was required to procure technical surveys, consultancy services and infrastructure items such as additional wireless networking hardware.
- 5.1.9 The Producer Price Index (PPI) for all manufactured products (GB7S) has seen a sharp and sustained rise by 15.7% in May 2022 on an annual basis and 11.6% between October 2021 and May 2022 (Source: Office of National Statistics).
- 5.1.10 Since November 2021, we have had to adapt some floor lay-outs to meet additional requirements and revise the needs for Audio-Visual equipment accordingly.
- 5.1.11 Budget provision for the initial expenditure against this contract was provided for in the Station Road Accommodation Programme budget approved at Cabinet on 9 November 2021. Further expenditure against this contract for other projects or initiatives will come forward with their own business cases for approval in accordance with the Council's scheme of delegation and budget approval.

## **5.2 Scope of works**

The equipment being procured under the contract across both buildings will deliver the following:

- 5.2.1 Meeting rooms to be equipped for users will be able to connect to meetings using a simple Microsoft Teams interface, with integrated cameras microphones and loudspeakers appropriate to each room.
- 5.2.2 Closed collaboration spaces to be equipped for users will also be able to connect to meetings using a simple Microsoft Teams interface, with integrated cameras microphones and loudspeakers appropriate to each room. The configuration in these spaces will offer the ability for the furniture to be flexible to allow the spaces to be multi-function.
- 5.2.3 Digital presentation devices will be present in open collaboration spaces and meeting booths / pods to allow users to connect via a cable or wirelessly dependent on the need.
- 5.2.4 Dedicated digital signage screens to be located in reception areas to allow information to be shown for residents, while staff messaging will be shown on screens within high footfall circulation spaces. A backend system will control the content management and enable communications to instantly be updated.
- 5.2.5 Room booking panels will be installed to all bookable spaces, enabling the formalisation of room usage, and reducing any conflicting bookings. The panels allow instant confirmation as to whether a room is free or booked and the ability to book via the panel. The solution will be enabled with an integration to Microsoft 365 and a dedicated reporting tool.
- 5.2.6 The expectation is that some of the Audio-Visual equipment can be reused in the Civic Centre as it is refurbished or redeployed to satellite sites such as locality or library buildings. The redeployment of the equipment will be dependent on the future use of the existing Station Road buildings. It is worth noting that the life cycle of the hardware is estimated at 5 years.

### **5.3 Procurement approach**

- 5.3.1 Staff engagement highlighted the digital requirements for the buildings and a set of AV space 'personas' were created to capture the diverse needs of our staff and service needs. The Specification was then developed, setting out the equipment requirement that best reflects user needs.
- 5.3.2 Tender documents were prepared including Method Statement quality questions and an Audio-Visual pricing schedule.
- 5.3.3 The requirement was sourced via the NEUPC Framework – New Audio-Visual Framework Agreement – Lot 9a. An invitation to providers on the framework to participate in a mini-tender for call-off of a contract from the framework was issued on 13 June 2022 for prospective suppliers as allowed under CSO 7.01(b).
- 5.3.4 The Council's electronic portal, Haringey Procurement and Contract System (HPCS) was used to upload and invite tenders for the provision of Audio-Visual equipment Supply, Installation and Support with submission due in the week commencing Monday 4 July 2022.

5.3.5 Three bids were received.

## 5.4 Evaluation criteria

5.4.1 When reviewing the contractors' tenders, the following scoring criteria were utilised to analyse the tender returns to ensure compliance with the Council's requirements: -

- 60% price criteria weighting, and
- 40% quality criteria weighting.

5.4.2 Quality evaluation

Officers from the Digital Services team and the Council's Accommodation Strategic Commissioner Specialist sat on the Quality panel to evaluate responses to the method statement questions. The following scoring criteria were utilised to analyse the tender returns to ensure compliance with the Council's requirements:

- Case Studies – 7.5%
- Pre-Staging & Proof of Concept – 7.5%
- Operational Support and Management of Services – 7.5%
- Deliveries and Installations – 7.5%
- Social Value – 10%

5.4.3 A moderation meeting was held by the Council's Quality panel and a representative from Strategic Procurement on 11th July 2022 to discuss the quality levels submitted to ensure Haringey received the correct standard and scores were agreed at the meeting.

## 5.5 Price evaluation

5.5.1 The Digital Services team commissioned an external independent Audio-Visual Consultant, who reviewed the prices submitted by the bidders for the preferred products in the Tender Pricing schedule.

The scores of the bidders were as follows:

Contractor	Price	Price weighted (60%)	Quality (40%)	Overall
A	£801,665.00	58.83%	30%	88.8%
B	£786,013.52	60%	30.5%	90.5%
C	£879,260.00	53.64%	17%	70.6%

5.5.2 The Audio-Visual Evaluation panel comprising of four members of the Digital Services team, the Council Accommodation Strategic Commissioner and an external independent Audio-Visual Consultant was setup.



5.5.3 The Audio-Visual Evaluation panel met on 11<sup>th</sup> July to review the results of the quality submission in conjunction with the pricing submission in order to finalise the scoring table.

## 5.6 Procurement outcome

5.6.1 Details of the evaluation of the tender returns are set out in the table below. The assessment concludes with a recommendation to award the Audio-Visual contract to Supplier B for the estimated value of £786,013.52.

Company	Price Weighting	Quality Score	Overall Score
Supplier A	58.83%	30.0%	88.8%
Supplier B	60%	30.5%	90.5%
Supplier C	53.64%	17.0%	70.6%

5.6.2 A detailed analysis of the tender returns was completed in the tender analysis report the outcome of which is summarised in this report.

## 5.7 Social Value

5.7.1 The Council is required to consider how commissioned and procured services improve the economic, social and environmental wellbeing of the people and communities within Haringey. Supplier B confirmed they aligned to several objectives within the Borough Plan and Equalities principles and that they can support the Council in delivery of social value through their commitments to sustainability and equality.

## 5.8 Overall Programme costs

5.8.1 The budget set out in the November 2021 Cabinet report includes costs for the main contractor, furniture, audio-visual equipment, logistical support for managing office moves and other items. The overall cost for the Programme remains within this budget.

5.8.2 From year 2 of the contract, there will be c£35k pa of revenue costs associated with the licencing and management of room equipment, room booking system and digital signage. This will be funded from within the existing Corporate Landlord budget, partially offset by savings from decommissioning the existing legacy room booking system – IR5.

5.8.3 A provisional sum has been budgeted for within the programme to cover 2nd and 3rd line support for all in-room equipment until April 2024. Beyond this point this support

package will be optional and a decision will need to be taken as to whether this level of third-party support is required beyond April 2024. No allowance has been made for this cost beyond this point at this time.

- 5.8.4 The organisation's adoption of the Audio-Visual systems will inform the understanding of any support models required beyond April 2024. Digital Services and FM Support will work closely with Supplier B to build the support model and to arrive at further contractual arrangements for this as necessary and, if need be, a new requirement will be included in the 2023/2024 Service Plan.

## **6 Contribution to Strategic Outcomes**

### **6.1 Your Council – the way the Council works**

**Objective 19.7:** Design smarter working environments to endorse modern and agile working

### **6.2 Statutory Officers comments (Chief Finance Officer, Procurement, Assistant Director of Corporate Governance, Equalities).**

#### **6.2.1 Finance -**

Cabinet at its meeting of November 2021 agreed an overall budget for the accommodation strategy of £10.1m. To date, £7.5m has either been spent or committed, leaving a balance of uncommitted budget of £2.6m. The recommendation to award a contract to supplier B for the sum of £0.786m (excluding contingency as set out in the Part B report) can be contained within the uncommitted budget.

As noted in the report, a further decision will be taken in relation to the level of support from April 2024. At that time should it be decided that the support package is required this will need to be contained within existing resources.

**6.2.2 Strategic Procurement –** CSO 9.07.1 d) permits the Cabinet to award a contract with a value of greater than £500,000. CSO 16.02 allows the Leader to allocate any such decision whether urgent or not to the Cabinet member having relevant portfolio responsibilities to award a contract. A compliant procurement was undertaken in accordance with CSO 7.01 b) by selecting a contractor from a public sector framework. The recommendation to award this contract complies with the conditions of the framework. Strategic Procurement supports the recommendation of the report to award the contract

#### **6.2.3 Legal / Head of Legal and Governance (Monitoring Officer) comments:**

Legal Services has been consulted in the preparation of the report which is proposing the award of a contract by way of a call-off after a mini-competition from Lot 9A of the New Audio-Visual (NEUPC) Framework Agreement.

Pursuant to Contract Standing Order (CSO) 7.01(b) and 7.02 and Regulation 33 of the Public Contract Regulations 2015 the Council may award a contract called off under a framework established by another public sector body.

Strategic Procurement has advised that a compliant procurement process was undertaken following the framework conditions.

Pursuant to CSO 9.07.1(d), the award of a contract valued at £500,000 or more must normally be approved by Cabinet. However, under CSO 16.02 a Cabinet Member may make the award where this decision has been allocated to the Member by the Leader.

The Head of Legal and Governance is not aware of any legal reasons preventing the Cabinet Member from approving the recommendations in paragraph 2 of this report.

## 6.2.4 Equality

6.2.4.1 The council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not

6.2.4.2 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

6.2.4.3 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

6.2.4.4 Following the approval of the Station Road Refurbishment Works Programme at Cabinet in November 2021, it is now proposed to award a contract to carry out Audio-Visual installation works at Alexandra House and 48 Station Road.

6.2.4.5 The Audio-Visual solution has been designed so that all displays are visible from all seated positions within a specific space. The audio quality will be enhanced with the equipment specifically designed for the room. Controls and interfaces to be installed at a height suitable to use when seated. Hearing loops will be available as required in spaces and installed permanently into reception areas.

6.2.4.6 The Audio-Visual solutions will be trialled for user experience during the initial on-site Proof of Concept installations. This will specifically assess the impact to individuals within the Disability and Illness Network.

6.2.4.7 The November Cabinet report relating to the substantive decision to proceed with these works detailed how equalities considerations have been noted in the development of the programme.

6.2.4.8 As an organisation carrying out a public function on behalf of a public body, Contractor A will be obliged to have due regard for the need to achieve the three aims of the Public Sector Equality Duty as stated above. Appropriate contract management arrangements will be established to ensure that the delivery of the major works does not result in any preventable or disproportionate inequality.

## **7 Use of Appendices**

7.1 None

## **8 Local Government (Access to Information) Act 1995**

8.1 List of background documents: none.

This report contains exempt and non-exempt information. Exempt information is under the following categories (identified in amended Schedule 12A of the Local Government Act 1972): Information relating to financial or business affairs of any particular person (including the statutory authority holding that information).



## **Report for Cabinet Member Signing**

**Title:** Award of contract for Alexandra House and 48 Station Road Furniture purchasing

**Report authorised by:** David Joyce, Director Housing, Regeneration and Planning

**Lead Officer:** Andrew Meek, Head of Organisational Resilience

**Ward affected:** Noel Park, Wood Green

**Report for key/non key decision:** Key Decision

### **1. Describe the issue under consideration**

- 1.1 Following the approval of the Station Road Refurbishment Works programme at Cabinet on 9 November 2021 and the Contract award for Alexandra House and 48 Station Road refurbishment works at Cabinet Member Signing on 18 March 2022, to request approval to award a contract for furniture supply.
- 1.2 To approve issuance of a Letter of Intent.
- 1.3. The proposed budget is fully covered within the Station Road budget approved at Cabinet on 9 November 2021.

### **2. Cabinet Member Introduction**

- 2.1 N/A

### **3. Recommendations**

The Cabinet Member for Council House-Building, Placemaking, and Development is asked:

- 3.1 Pursuant to Contract Standing Order 9.07.1 (d) and Contract Standing Order 16.02 to approve an award of contract to Wagstaff Bros Ltd (t/a Wagstaff Interiors Group) for the sum of £900,000 (Nine hundred thousand pounds) for furniture supply.
- 3.2 Pursuant to Contract Standing Order 9.07.1 (d) and Contract Standing Order 16.02, to approve the issuance of a letter of intent for up to 10% of the contract value, totalling £90,000 (Ninety thousand pounds).

### **4. Reasons for decision**

- 4.1 The report "Station Road Refurbishment Works" approved at Cabinet on 9 November 2021 gave three reasons for the programme.
- 4.2 Firstly, to deliver office accommodation improvements, noting the poor standard of existing office accommodation, and the need for essential maintenance as well as interior redecoration.
- 4.3 Secondly, to enable the continued adoption of flexible working, so that officers can work in and for the borough, whilst maintaining a good work-life balance through the adoption of flexible working. The plans will modernise audio-visual equipment, office layouts and furniture to provide a variety of work settings to enable greater cross-service collaboration and partnership working.

- 4.4 Thirdly, it supports short-term goals in the Accommodation Strategy, such as the release of 40 Cumberland Road to be repurposed as an Enterprise Hub. This aligns with the overall aim of relocating core office and civic functions to the refurbished Civic Centre in 2025, by ensuring the buildings the Council occupies in the interim are maintained in suitable condition.
- 4.5 The proposed contract enables the Council to meet these objectives and achieve value for money and delivery of the new furniture needed on refurbished floors.
- 4.6 The intention is to re-use the new furniture in the newly refurbished Civic Centre and/or other Council buildings.
- 4.7 The letter of intent is required to enable the preferred contractor to begin mobilisation at an early stage, thereby expediting delivery of the goods.
- 4.8 The proposed budget is fully covered within the Station Road budget approved at Cabinet on 9 November 2021.

## **5. Alternative options considered**

### **5.1 Do Nothing**

- 5.5.1 This option, which is not to appoint a new contractor to deliver new furniture and only re-use existing furniture, is not recommended as the Council would fail to achieve the agreed Accommodation objectives as set out in the November cabinet report.
- 5.5.2 This would mean the Council would be left without suitable office workspace for its staff, and significant operational difficulties in achieving plans for more flexible working.

## **6. Background Information**

### **6.1 Context**

- 6.1.1 In the November cabinet report "Station Road Refurbishment Works" it was noted that the Covid-19 pandemic had a major impact on how staff carried out their work. We noted that staff working remotely more frequently was expected to be a long-term trend.
- 6.1.2 Now whilst staff are returning to the office more frequently, they are coming to the office with a purpose. The expectations are for them to serve the needs of our residents and to focus on business needs and operational effectiveness.
- 6.1.3 For these reasons, the overall strategy described in the report as "Working Flexibly" remains important, as does the need for flexibility in the way we work and where we work.
- 6.1.4 The Council has not invested in furniture for a long period of time. The existing stock is composed of a mix of range and colours. Many pieces, such as office task chairs and meeting chairs, are tired or damaged and need replacement. The stock of standard desks, storage cupboards, lockers and tables will be re-used and not replaced, unless need.
- 6.1.5 Using the Loan equipment policy a large amount of office task chairs have been lent to members of staff during the pandemic to enable them to work from home using

appropriate task chairs. Staff will continue working from home on a regular basis and will not return the equipment unless they leave the Council.

- 6.1.6 To facilitate collaboration and flexible working the programme is investing in new booths and enclosed pods.
- 6.1.7 The programme team has been engaging on an ongoing basis with the workforce, the trades unions and staff networks, to ensure we understand staff concerns, and take full account of equalities issues through the delivery of the programme.
- 6.1.8 The overall programme budget approved at the November 2021 Cabinet included a pre-tender estimate budget of £716,000 for the purchase, delivery and installation of furniture based on the requirements and estimated cost per item at that point in time.
- 6.1.9 The Producer Price Index (PPI) for all manufactured products (GB7S) has seen a sharp and sustained rise by 15.7% in May 2022 on an annual basis and 11.6% between October 2021 and May 2022 (Source: Office of National Statistics).
- 6.1.10 Since November 2021, we have had to adapt some floor lay-outs to meet additional requirements and revise the needs for furniture accordingly.
- 6.1.11 The proposed budget is fully covered within the Station Road budget approved at Cabinet on 9 November 2021.

## **6.2 Scope of works**

- 6.2.1 Our primary focus is to serve the residents of Haringey and whilst significant improvements have been made to remote working, responding to our new demands from residents in accessing our services digitally during the pandemic; we do need to ensure that our staff maintain the connection with the borough. This includes cross council working and opportunities for collaboration, both formerly and informally, which is facilitated through physically working together in a modern hybrid enabled office.
- 6.2.2 It is also important to ensure that we have flexibility in the offer we can make to staff, to ensure that their mental health and wellbeing is protected as we all adjust to new ways of working and living post the pandemic. The plans for our interim office usage, before moving to the Civic Centre, provide this flexibility and will help inform not only the designs of the Civic Centre, but the working practices, policies and procedures for the organisation to meet our residents and staffing needs.
- 6.2.3 Staff are spending increasing amounts of time in our offices, as the pandemic eases. For a significant number of staff who joined Haringey during the last 24 months, this is their first experience with our office accommodation. For staff working for almost all Council services, emerging from lockdown and pandemic ways of working is a crucial period of reconnection with the colleagues and partners, and an opportunity to adopt ways of working that will improve how we serve our residents.
- 6.2.4 The Council launched a Loan Equipment Policy during the pandemic enabling members of staff to borrow IT equipment and task chairs. As a result a large amount of the task chairs in good condition have been lent to members of staff and may not be returned until they leave the organisation. The existing stock doesn't



meet the requirements for Alexandra House and 48 Station Road. The policy terminated in May 2022.

- 6.2.5 The Council will be re-using mostly existing furniture located in River Park House, Alexandra House, 48 Station Road and 40 Cumberland Road, such as standard desks and benches, locker units, storage cabinets, meeting tables, break-out furniture, booths that are in good condition. Some meeting chairs and task chairs considered in good condition will be re-used as well.
- 6.2.6 The successful contractor will be required to provide the supply and provision of furniture, the coordination with furniture manufacturers and the planning, programming and organisation of furniture deliveries and installations to suit the wider programme.
- 6.2.7 The new furniture to be procured includes:
  - 6.2.7.1 Task chairs designed with comfort and ergonomics and that offer the majority of the adjustable features usually requested. Staff were invited to test over a 2-week period 3 task chairs and to vote for their preferred and second choice. The objective is to equip the floors with task chairs that meet the greatest range of occupational health needs.
  - 6.2.7.2 The replacement of damaged meeting chairs.
  - 6.2.7.3 Electric height adjustable desks to provide 6 to 8 pieces per floor to meet existing and future needs. Height adjustable desks allow a change of working posture that can avoid and relieve health problems such as back complaints.
  - 6.2.7.5 Individual open booths and enclosed pods of various capacity to enable collaboration and flexible working. An enclosed pod is similar to a meeting room with four walls and a roof, an access door and is equipped with lighting, air flow, furniture and AV for the 4-seat version. The three main advantages are that they can be moved, re-used and cost less than the creation of a new, fixed meeting room.
  - 6.2.7.5 Flip-top meeting tables and stackable meeting chairs to enable a multi-usage of the collaboration spaces and the ability to easily convert the set-up to run workshops, meetings, training, huddles etc. in the same space.
- 6.2.8 The expectation is to re-use the new furniture in the newly refurbished Civic Centre and/or other Council buildings. Only a limited number of pieces of furniture are purchased as part of this programme to enable collaboration, for example enclosed pods, booths or flip-top tables; to provide needed pieces, such as electric height adjustable desks; or to replace damaged or missing furniture, such as chairs. Enclosed pods can be considered as expensive pieces. Their advantage is that they can easily be relocated within a building or to another building to meet the needs, whilst building a new meeting room is far more expensive and is a fixed cost.
- 6.2.9 This programme is not replacing existing desks, storage cabinets or locker units. It is neither purchasing decorative pieces nor soft seating.

### **6.3 Procurement approach**

- 6.3.1 The furniture requirements were finalised after approval of the various floor lay-outs and engagement with staff.

- 6.3.2 Tender documents were prepared including Method Statement quality questions and a Furniture pricing schedule.
- 6.3.3 The requirement was issued through an invitation to tender on 6 May 2022 for prospective suppliers. These goods were tendered under an open tender competition.
- 6.3.4 The Council's electronic portal, Haringey Procurement and Contract System (HPCS) was used to upload and invite tenders for the provision of furniture with submission due on Friday 3 June 2022. An extension was granted to Monday 6 June midday due to the Jubilee bank holiday weekend. The tender consisted of a single stage process.

#### **6.4 Evaluation criteria**

- 6.4.1 When reviewing the contractors tenders, the following scoring criteria was utilised to analyse the tender returns to ensure compliance with the Councils requirements: -
  - 60% price criteria weighting, and
  - 40% quality criteria weighting.

The following scoring criteria was utilised to analyse the Quality questions:

- Products – 30%
- Review and testing – 20%
- Deliveries and installations – 15%
- Aftercare and customer satisfaction – 15%
- Sustainability and recycling – 10%
- Social Value – 10%

#### **6.5 Procurement outcome**

- 6.5.1 Details of the evaluation of the tender return are set out in the Part B of this report. The assessment concludes with a recommendation to award a furniture contract to Wagstaff Bros Ltd (t/a Wagstaff Interiors Group) to the value of £900,000.
- 6.5.2 A detailed analysis of the tender returns is provided within the tender analysis report and summarised in Part B.

#### **6.6 Social Value**

- 6.6.1 The Council is required to consider how commissioned and procured services improve the economic, social and environmental wellbeing of the people and communities within Haringey. One question in the Method Statement questionnaire asked the tenderers to provide one example of how social value will be embedded into the Contract and to demonstrate details of any project, proposed project or initiative that they support that adds social value to residents, communities or stakeholders.

6.6.2 Wagstaff Bros Ltd (t/a Wagstaff Interiors Group) have committed to contribute to the Borough Plan 2019-2023 through a series of initiatives detailed in Part B of the report.

## **6.7 Overall Programme costs**

6.7.1 The budget set out in the November 2021 Cabinet report includes costs for the main contractor, furniture, audio-visual equipment, logistical support for managing office moves and other items. The overall cost for furniture supply remains within this budget.

## **7. Contribution to Strategic Outcomes**

7.1 **Your Council** – the way the Council works

**Objective 19.7:** Design smarter working environments to endorse modern and agile working

## **8. Statutory Officers comments (Chief Finance Officer, Strategic Procurement, Assistant Director of Corporate Governance, Equalities).**

### **8.1 Finance**

8.1.1 Cabinet at its meeting of November 2021 agreed an overall budget for the accommodation strategy of £10.1m. To date, £6,6M has either been spent or committed, leaving a balance of uncommitted budget of £3,5M. The recommendation to award a contract to Wagstaff Bros Ltd (t/a Wagstaff Interiors Group) for the sum of £900,000 can be contained within the uncommitted budget.

### **8.2 Strategic procurement**

8.2.1 An open tender procurement process, CSO 9.01.2 a) compliant with Public contract Regulations 2015 was undertaken. CSO 9.070.1d) permits contracts valued at £500,000 or more to be awarded by the Cabinet and under CSO 16.02 that decision may be allocated to the Cabinet Member with the relevant portfolio.

8.2.2 Strategic Procurement support the decision to award the contract.

### **8.3 Legal**

8.3.1 The Head of Legal and Governance has been consulted in the preparation of the report.

8.3.2 Pursuant to Contract Standing Order 9.07.1(d) and Contract Standing Order 16.02 the Cabinet Member having the relevant portfolio responsibilities may approve the recommendations in the report.

8.3.3 The Head of Legal and Governance sees no legal reasons preventing the Cabinet Member for Council House-Building, Placemaking, and Development from approving the recommendations in the report.

## **8.4 Equality**

- 8.4.1 The council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
  - Advance equality of opportunity between people who share protected characteristics and people who do not
  - Foster good relations between people who share those characteristics and people who do not.
- 8.4.2 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 8.4.3 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.
- 8.4.4 In developing this programme due regard has been given to ensuring that the offices will be welcoming environments for all our staff and visitors, whether they have protected characteristics or not. Providing staff opportunities to work collaboratively with their colleagues regardless of whether they have protected characteristics enables the diversity of our workforce to be a source of ongoing strength, and to better reflect the population we serve.
- 8.4.5 There are specific issues for people with disabilities or health conditions, with regards to their working environment and provision of furniture and the ability to easily use or adjust the furniture. The programme team has been engaging on an ongoing basis with the workforce, the trades unions and staff networks - LGBTQ+ Network, Women's Network, Young Employees Network, Parents and Carers Network, EMBRACE Network, Disability and Illness Network and Social Mobility Network - to ensure we understand staff concerns and take into consideration the furniture needs of staff with disabilities or health conditions. Flexible working is also likely to benefit people with disability requirements. The proposals within this report take account of these needs and the associated statutory duties and good practice guidelines.
- 8.4.6 Wagstaff are also committed to providing Social Value as part of the contract, which will further our duties as part of the Equalities Act. Community wealth building will help provide training and employment opportunities, particularly for young people. As well as this, partnership working with a number of charities will help to transform disadvantaged communities and neighbourhoods, providing support to residents living in deprivation.

## **9. Use of Appendices**

- 9.1 Appendix 1 – Part B

## **10. Local Government (Access to Information) Act 1995**

- 10.1. List of background documents:

This report contains exempt and non-exempt information. Exempt information is under the following categories (identified in amended Schedule 12A of the Local Government Act 1972): Information relating to financial or business affairs of any particular person (including the statutory holding that information).

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By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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