



## NOTICE OF MEETING

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# Cabinet Procurement Committee

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TUESDAY, 23RD OCTOBER, 2007 at 18:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Adje (Chair), Diakides, Meehan and Santry.

### AGENDA

**1. APOLOGIES FOR ABSENCE**

**2. URGENT BUSINESS**

The Chair will consider the admission of any late items of urgent business. Late items will be considered under the agenda item where they appear. New items will be dealt with at item 11 below. New items of exempt business will be dealt with at item 17 below.

**3. DECLARATIONS OF INTEREST**

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

**4. MINUTES (PAGES 1 - 4)**

To confirm and sign the minutes of the meeting of the Procurement Committee held on 4 September 2007.

**5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS**

To consider any requests received in accordance with Standing Orders.

**6. APPOINTMENT OF DESIGN TEAM PARTNER TO HARINGEY'S BUILDING SCHOOLS FOR THE FUTURE PROGRAMME (PAGES 5 - 38)**

(Report of the Director of the Children and Young People's Service): To provide information and an update as to the next stage of the selection process for all of the individual schools projects within the BSF programme.

**7. CHILDRENS CENTRES PHASE 2 - SOUTH HARRINGAY INFANT SCHOOL AWARD OF CONTRACT (PAGES 39 - 46)**

(Report of the Director of the Children and Young People's Service): To seek approval to award the contract for the refurbishment and remodelling of an existing Annexe building to form a Children's Centre at South Haringay Infant and Junior School sites.

**8. TIVERTON ESTATE NORTH (2 - 240 TIVERTON ROAD N15) - ENVIRONMENTAL WORKS (PAGES 47 - 52)**

(Report of the Director of Urban Environment): To seek approval to award the contract for environmental works at Tiverton Estate North (2-240 Tiverton Road N15).

**9. REACTIVE AND PLANNED MAINTENANCE CONTRACTS FOR THE OPERATIONAL BUILDING PORTFOLIO MANAGED BY CORPORATE PROPERTY SERVICES (PAGES 53 - 66)**

((Report of the Director of Corporate Services): To outline the future options available for the efficient delivery of an integrated reactive and planned maintenance system across the operational building portfolio managed by Corporate Property Services and to seek endorsement for the preferred option and the action plan for the delivery of the proposals.

**10. PROVISION OF BANKING SERVICES - AWARD OF CONTRACT (PAGES 67 - 72)**

(Report of the Acting Director of Finance): To seek approval for the award of the Council's Banking Services contract to it's preferred supplier.

**11. NEW ITEMS OF URGENT BUSINESS**

To consider any items admitted at 2 above.

**12. EXCLUSION OF THE PRESS AND PUBLIC**

The following items are likely to be the subject of a motion to exclude the press and public as they contain exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).

Note from the Head of Local Democracy and Member Services

The following items allow for consideration of exempt information (if required) in relation to items 7 – 10 which appear earlier on this agenda.

**13. CHILDREN'S CENTRES PHASE 2 - SOUTH HARRINGAY INFANT SCHOOL - AWARD OF CONTRACT (PAGES 73 - 76)**

(Report of the Director of the Children and Young People's Service): To seek approval to award the contract for the refurbishment and remodelling of an Annexe building to form a Children's Centre at South Haringay Infant and Junior School sites.

**14. TIVERTON ESTATE NORTH (2-240 TIVERTON ROAD N15) ENVIRONMENTAL WORKS (PAGES 77 - 80)**

**15. REACTIVE AND PLANNED MAINTENANCE CONTRACTS FOR THE OPERATIONAL BUILDING PORTFOLIO MANAGED BY CORPORATE PROPERTY SERVICES (PAGES 81 - 82)**

(Report of the Director of Corporate Services): To outline the future options available for the efficient delivery of an integrated reactive and planned maintenance system across the operational building portfolio managed by Corporate Property Services.

**16. PROVISION OF BANKING SERVICES - AWARD OF CONTRACT (PAGES 83 - 88)**

(Report of the Acting Director of Finance): To seek approval for the award of the Council's Banking Services contract to its preferred supplier.

**17. NEW ITEMS OF EXEMPT URGENT BUSINESS**

To consider any new items admitted at 2 above.

Yuniea Semambo  
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and Member Services  
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15 October 2007

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**MINUTES OF THE CABINET PROCUREMENT COMMITTEE  
TUESDAY, 4 SEPTEMBER 2007**

Councillors \*Adje (Chair), \*Diakides, \*Meehan and \*Santry

\*Present

Also Present: Councillor B. Harris

MINUTE NO.	SUBJECT/DECISION	ACTON BY								
PROC18.	<p><b>MINUTES</b> (Agenda Item 4)</p> <p><b>RESOLVED:</b></p> <p>That the minutes of the meeting held on 24 July 2007 be approved and signed.</p>	HLDMS								
PROC19.	<p><b>HEALTHY ALLIANCE BUDGET, ENFIELD &amp; HARINGEY JOINT INDEPENDENT SECTOR HIV PREVENTION PROGRAMME</b> (Report of the Assistant Chief Executive – Policy, Performance, Partnerships and Communication - Agenda Item 6)</p> <p>Details of the contracts which were set out in the Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That approval be granted to a waiver of Contract Standing Order 6.05 (Requirement to Tender) in accordance with waiver requirements set out in Contract Standing Order 7 in connection with the contract for the provision of HIV prevention services.</li> <li>2. That approval be granted to an extension of the contracts with the existing providers, for a period not to exceed 12 months from September 2007 based on those agreed for 2006/07 as follows –</li> </ol> <p><b>Ethiopian Community Centre (UK):</b></p> <table data-bbox="279 1747 1332 1825"> <tr> <td>Pan African &amp; Caribbean Primary Prevention</td> <td>£137,000</td> </tr> <tr> <td>Pan African &amp; Caribbean Secondary Prevention</td> <td>£ 49,000</td> </tr> </table> <p><b>PACE:</b></p> <table data-bbox="279 1892 1332 1937"> <tr> <td>Outzone (young gay men’s services)</td> <td>£ 41,500</td> </tr> </table> <p><b>African HIV Policy Network:</b></p> <table data-bbox="279 2004 1332 2038"> <tr> <td>Community HIV Network</td> <td>£ 27,880</td> </tr> </table>	Pan African & Caribbean Primary Prevention	£137,000	Pan African & Caribbean Secondary Prevention	£ 49,000	Outzone (young gay men’s services)	£ 41,500	Community HIV Network	£ 27,880	<p>ACE-PPPC</p> <p>ACE-PPPC</p>
Pan African & Caribbean Primary Prevention	£137,000									
Pan African & Caribbean Secondary Prevention	£ 49,000									
Outzone (young gay men’s services)	£ 41,500									
Community HIV Network	£ 27,880									
PROC20.	<p><b>SOCIAL SERVICES SPOT CONTRACTS - OUTCOME OF BENCHMARKING EXERCISE</b> (Report of the Director of Adult, Culture</p>									

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE  
TUESDAY, 4 SEPTEMBER 2007**

	<p>and Community Services - Agenda Item 7)</p> <p>At this juncture we were informed that Mary Hennigan (Assistant Director – Adults) would be retiring from the Council’s service at the end of September. We asked that our thanks for the service she had given our Committee be placed on record.</p> <p><b>RESOLVED:</b></p> <p style="padding-left: 40px;">That the report be noted and, in the future, benchmarking information be included in the annual reports on Social Services Spot Contracts submitted to our Committee every September.</p>	DACCS
PROC21.	<p><b>MARKFIELD PARK IMPROVEMENTS - AWARD OF CONTRACT TO CONSTRUCTION CONTRACTOR</b> (Report of the Director of Adult, Culture and Community Services - Agenda Item 8)</p> <p>Details of the contracts which were set out in the Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That approval be granted in principle to the appointment of T and B (Contractors) for the construction of a café in Markfield Park based on the agreed maximum price for the contract set out in Appendix A to the interleaved report.</li> <li>2. That authority to agree the final price of the contract be delegated to the Director of Adult, Culture and Community Services in consultation with our Chair and the Cabinet Member for Leisure, Culture, and Lifelong Learning.</li> </ol>	<p>DACCS</p> <p>DACCS</p>
PROC22.	<p><b>CONSTRUCTION OF NEW HARINGEY MORTUARY</b> (Report of the Director of Urban Environment - Agenda Item 9)</p> <p>Details of the contracts which were set out in the Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>We noted that the latest firm overall project costs were £3.149 million, i.e. £769,000 above the currently approved total budget of £2.380 million including fees. We also noted that it was proposed, subject to the agreement of the Cabinet, to fund £390,000 of this overspend from a projected under spend in the Urban Environment Directorate’s budget while the remaining balance of £379,000 would be a first call against the capital receipts provision for the current and the next financial year allowing for any slippage.</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE  
TUESDAY, 4 SEPTEMBER 2007**

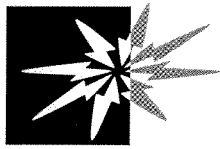
	<p>We were informed that GAF funding accounted for £1.5 million of the budget for this project and that this element had to be spent by the end of this financial year.</p> <p>We were also informed that officers would pursue with English Heritage the question of a financial contribution towards the cost of railings at the site.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That, subject to Cabinet agreeing the funding, approval be granted in principle to award the contract for the main construction work (Phase 2) for the new Haringey Public Mortuary situated at The Lodge, Church Lane, Tottenham to Mulalley and Co. Ltd. based on the agreed maximum price set out in the Appendix to the interleaved report.</li> <li>2. That authority to agree the final price of the contract be delegated to the Director of Urban Environment in consultation with our Chair and the Cabinet Member for Enforcement and Community Safety.</li> </ol>	<p>DUE</p> <p>DUE</p> <p>DUE</p>
<p><b>PROC23.</b></p>	<p><b>WAIVER REPORT FOR THE PROVISION OF SERVICES FOR HARINGEY CHILDREN &amp; YOUNG PEOPLE IN NEED</b> (Report of the Director of the Children and Young People's Service - Agenda Item 10)</p> <p><b>RESOLVED:</b></p> <p>That approval be granted to a waiver of Contract Standing Order 6.05 (Requirement to Tender) in accordance with waiver requirements set out in Contract Standing Order 7 in connection with the contract for the provision of services for Haringey children and young people in need.</p>	<p>DCYPS</p>
<p><b>PROC24.</b></p>	<p><b>AWARD REPORT FOR THE PROVISION OF SERVICES FOR HARINGEY CHILDREN &amp; YOUNG PEOPLE IN NEED</b> (Report of the Director of the Children and Young People's Services - Agenda Item 11)</p> <p>Details of the contracts which were set out in the Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>We noted that the reconfiguration of the three services provided as part of the contract was expected to generate efficiency savings to the Council of £33,000. However, our attention having been drawn to variations in the contract value within the two year period we asked that the Acting Director of Finance and the Head of Procurement investigate whether or not further savings were achievable.</p>	<p>ADF/ HPr</p>

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE  
TUESDAY, 4 SEPTEMBER 2007**

	<p>We also asked that the contract be monitored six monthly with a view to identifying possible cost reductions.</p> <p><b>RESOLVED:</b></p> <p>That, in accordance with Contract Standing Order 11.03, approval be granted to the award of the contract for the provision of services to Haringey children and young people in need to NCH Children's Services Ltd. for a period of two years from 1 October 2007 to 30 September 2009 at a cost not exceeding £925,000.</p>	DCYPS
PROC25.	<p><b>BUILDING SCHOOLS FOR THE FUTURE - EDUCATIONAL ADVICE FRAMEWORK</b> (Report of the Director of the Children and Young People's Services - Agenda Item 12)</p> <p>Details of the contracts which were set out in the Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>During the course of our deliberations, reference was made to a recent report by the House of Commons Education and Skills Committee on the Building Schools for the Future scheme and the Cabinet Member for Children and Young People indicated that she would arrange for officers to provide Members of the Cabinet with a briefing paper on issues raised in the report.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That approval be granted to the appointment of the following providers to the Building Schools for the Future Education Advice Framework Agreement - <ul style="list-style-type: none"> <li>• Capita</li> <li>• Place Group</li> <li>• Education London</li> </ul> </li> <li>2. That authority to award specific contracts under the Framework Agreement in excess of £250,000 be delegated to the Director of the Children and Young People's Service in consultation with the Cabinet Member for Children and Young People.</li> </ol>	<p>Cllr. Santry/ DCYPS</p> <p>DCYPS</p> <p>DCYPS</p>

CHARLES ADJE  
Chair





**Procurement Committee**

**On: 23 October 2007**

Report Title: **Update on Appointment of Design Team Partners to Haringey's Building Schools for the Future Programme**

Forward Plan reference number (if applicable):

Report of: **The Director of the Children and Young People's Service**

Wards(s) affected: **All**

Report for: Non-Key Decision

**1. Purpose**

- 1.1 The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners (DTPs). The committee also agreed to delegate authority for the appointment of DTPs for individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2 This report provides information and an update as to the next stage of the selection process for all of the individual schools projects with in the BSF programme.

**2. Summary**

See above

**3. Recommendations**

- 3.1 No recommendation is required as this is a report updating the committee on the progress that has been made on the BSF programme.

Report Authorised by:

**Sharon Shoemith  
Director  
The Children and Young People's Service**

Contact Officer: **David Williamson, Head of Secondary Innovations, 0208 4892939**

**4. Director of Finance Comments**

4.1 No comments required

**5. Head of Legal Services Comments**

5.1 No comments required

**6. Local Government (Access to Information) Act 1985**

6.1 See appendix for list of documents

**7 Consultation**

7.1 This is an update report

**8 Background**

8.1 An initial long list of eleven architects were selected and reviewed. Following this process six architectural practices were selected to the DTP framework. This process is explained in more detail below.

8.2 The procurement process provided a rigorous assessment of each of the Design Team Partners. A staged process was used to select DTPs to the framework. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:

Stage 1

- a) Quality (evaluation of the Method Statement) (40%)
- b) Price (30%)

Stage 2

- c) Quality (Interview) (30%)

8.3 The tenders were evaluated by an evaluation panel consisting of (Stage 1) Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school head teachers and two governors, Haringey officers from the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors. The EWG was advised of the process that had delivered the outcome to

that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.

- 8.4 Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about Woodside High Inclusive Learning Campus. The presentation was subject to questions from the panel, which included the Headteacher of Woodside High School and Moselle School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments. Six consultants were chosen to be on the framework.
- 8.5 With the Design Team Partner Framework now in place a further mini competition was carried out to select the most appropriate DTP from the framework for each school project. A financial assessment was carried out initially to ensure that only DTPs with the necessary financial capacity were interviewed by the school. The school were then requested to select three criteria which they felt were most significant to the school. The earlier assessments of the three criteria selected were then used to see which of the remaining DTPs following the financial assessment scored most highly against the selected criteria. This would narrow the list of DTPs down to two.
- 8.6 The remaining two DTPs were then invited to the school for a final interview. As part of the process the DTPs were given a tour of the school and asked questions by the panel, which included members of each school Senior Management Teams, Governor representation and the schools BSF Project Manager and Transformation Co-coordinator. Each panel member scored the DTP's answers. The outcome scores of the interviews were used as the basis for the selection of the DTP. Discussion took place about the results which ensured that the panel walked away from the session with a unanimous decision on the final assessments.
- 8.7 This selection process has now taken place at all of the eleven schools in the programme. With only the final school in the programme yet to make a final decision on which DTP to choose. To summarise which Design Team Partner has been selected for which school please see attached a table in the appendix which illustrates which DTPs have been selected the table also shows the other DTP that was selected for the final interview with the school.
- 8.8 Please note that also included in the appendix to this report are the individual recommendation reports for the appointment of each schools DTP, these have been signed and approved by Councillor Santry and Sharon Shoemith. We are still awaiting signed reports back for Hornsey Girls, Fortismere and Alexandra Park as the DTP selection meetings have only taken place in the past fortnight.

**9 Use of Appendices / Tables / Photographs**

- 9.1 Schedule of selected DTPs
- 9.2 Woodside DTP appointment report
- 9.3 St Thomas More DTP appointment report
- 9.4 Gladesmore DTP appointment report
- 9.5 Parkview DTP appointment report
- 9.6 Northumberland Park DTP appointment report
- 9.7 John Loughborough DTP appointment report
- 9.8 New School DTP appointment report
- 9.9 Highgate Wood DTP appointment report

School	Selected Design Team Partner	DTP invited to final interview
Woodside	Penyroe & Prased	N/A
St Thomas More	ABK Architects	N/A
Gladesmore	TP Bennett	Watkins Grey International
Northumberland Park & The Vale	Building Design Partnership	TP Bennett
Park View	Building Design Partnership	TP Bennett
John Loughborough	Watkins Grey International	TP Bennett
New School	TP Bennett	N/A
Highgate Wood	Watkins Grey International	TP Bennett
Hornsey Girls	TP Bennett	Watkins Grey International
Fortismere	TP Bennett	Watkins Grey International
Alexandra Park	TP Bennett	Watkins Grey International

Note:

For the two sample schemes Woodside and St Thomas More the Design Teams were chosen based on there responses to the overall assessments. The selected DTP scored the highest for each school

For the new school only one DTP was interviewed as all other DTP's failed to meet Haringeys selection criteria

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**Building Schools for the Future**  
The Children and Young People's Service  
48 Station Road  
Wood Green  
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N22 7TY

**HARINGEY COUNCIL**

**Appointment of Design Team Partner to Woodside High Inclusive Learning Campus**

**1. Purpose**

- 1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners. The committee also agreed to delegate authority for the appointment of Design Team Partners of individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the named school to the recommended Design Team Partner.
- 1.3. The subject of this report is the Design Team Partner contract for Woodside High Inclusive Learning Campus.

**2. Introduction**

- 2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners on the framework.
- 2.2. A staged process was used to select DTPs. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:
  - Stage 1
    - a) Quality (evaluation of the Method Statement) (40%)
    - b) Price (30%)
  - Stage 2
    - c) Quality (Interview) (30%)
- 2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) LB Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation.
- 2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders,

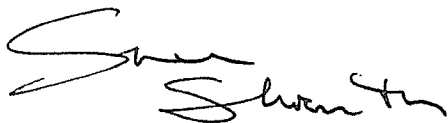
including three school headteachers and two governors, LB Haringey officers from the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors.

- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about Woodside High Inclusive Learning Campus. The presentation was subject to questions from the panel, which included the Headteachers of Woodside High School and Moselle School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7. Penoyre and Prasad scored highest on the overall assessments. They also provided the most coherent response to the specific task for designing the Woodside High Learning Campus. They had a good understanding of the challenges of the job and a knowledgeable approach to stakeholder engagement.

### 3. Recommendation

- 3.1. That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service approves the Design Team Partner contract for Woodside High Inclusive Learning Campus to **Penoyre and Prasad**, with immediate effect.

Recommendation supported by:



Sharon Shoemith  
Director  
The Children and Young People's Service



Cllr Liz Santry  
Cabinet Member for Children and Young  
People



## **Building Schools for the Future**

The Children and Young People's Service  
48 Station Road  
Wood Green  
London  
N22 7TY

**\* HARINGEY COUNCIL \***

### **Appointment of Design Team Partner to St Thomas More School**

#### **1. Purpose**

1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners. The committee also agreed to delegate authority for the appointment of Design Team Partners of individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.

1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the named school to the recommended Design Team Partner.

1.3. The subject of this report is the Design Team Partner contract for St Thomas More School.

#### **2. Introduction**

2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners on the framework.

2.2. A staged process was used to select DTPs. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:

##### Stage 1

- a) Quality (evaluation of the Method Statement) (40%)
- b) Price (30%)

##### Stage 2

- c) Quality (Interview) (30%)

2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) LB Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation. Two sample schemes were selected, one of which was St Thomas More School.

2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school headteachers and two governors, LB Haringey officers from the Children and Young People's Service, Corporate and Construction

Procurement, and Haringey's external technical advisors. The deputy headteacher from St Thomas More School was also on this group and had an opportunity to look at all of the schemes presented.

- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a more detailed presentation about Woodside High Inclusive Learning Campus. The presentation was subject to questions from the panel, which included the Headteachers of Woodside High School and Moselle School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7. ABK have a good track record of design work in schools. They provided a coherent response to the specific task for designing the St Thomas More at stage 1 and performed well in the assessments at stage 2. ABK is the smallest design partnership on the framework, but we were impressed by the attention they would give to the client's needs and that the work would be carried out by experienced senior partners. Because the scheme is mainly a refurbishment, we felt confident that the approach which ABK proposed in working with stakeholders will lead to the best solution.

### **3. Recommendation**

- 3.1. That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service in her role as design champion approves the Design Team Partner contract for St Thomas More to **ABK**, with immediate effect.

Recommendation approved by:

Sharon Shoesmith  
Director

The Children and Young People's Service

Cllr Liz Santry

Lead Member for Children and Young  
People

**Building Schools for the Future**  
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 **HARINGEY COUNCIL** 

**Appointment of Design Team Partner to Gladesmore Community School**

**1. Purpose**

- 1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners. The committee also agreed to delegate authority for the appointment of Design Team Partners of individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the named school to the recommended Design Team Partner.
- 1.3. The subject of this report is the Design Team Partner contract for Gladesmore Community School.

**2. Introduction**

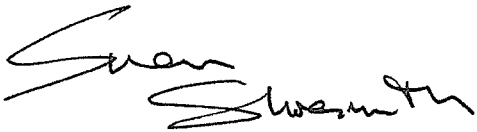
- 2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners on the framework.
- 2.2. A staged process was used to select DTPs. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:
  - Stage 1
    - a) Quality (evaluation of the Method Statement) (40%)
    - b) Price (30%)
  - Stage 2
    - c) Quality (Interview) (30%)
- 2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) LB Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation.

- 2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school headteachers and two governors, LB Haringey officers from the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors.
- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about Gladesmore Community School. The presentation was subject to questions from the panel, which included the Headteacher of Gladesmore Community School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7 With the Design Team Partner Framework now in place a further mini competition was carried out to select the most appropriate Design Team Partner from the framework for the school. A financial assessment was carried out initially to ensure that the most appropriate DTP's were selected for each school. This would rule out typically three of the six DTP's on the framework
- 2.8 The school were then requested to select three criteria which they felt were most significant to the school. The earlier assessments of the three criteria selected were then used to see which of the remaining DTP's following the financial assessment scored most highly against the selected criteria. This would narrow the list of DTP's down to typically two.
- 2.9 The remaining two DTP's were then invited to the school. As part of this process, DTPs were asked to produce a presentation about specific aspects of Gladesmore Community School and given a tour of the school. The presentation was subject to questions from the panel, which included senior members of Gladesmore Community School management team as well as Governor representation. Each panel member scored the DTP against a range of relevant criteria and the scores were aggregated. The outcome score from this interview formed the bases of the final decision on which the DTP was selected.
- 2.10 TP Bennett scored highest on the final interview. They provided good, clear responses in relation to the specific task for designing elements of Gladesmore school and also provided the most coherent responses in relation to schools on compact sites and had a good track record of working with schools of this type.

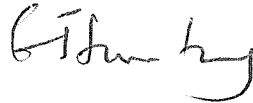
**3 Recommendation**

3.9 That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service approves the Design Team Partner contract for Gladesmore Community School to **TP Bennett**, with immediate effect.

Recommendation supported by:



Sharon Shoesmith  
Director  
The Children and Young People's Service



Cllr Liz Santry  
Cabinet Member for Children and Young  
People

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**Building Schools for the Future**

The Children and Young People's Service  
48 Station Road  
Wood Green  
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**Appointment of Design Team Partner to Park View Academy**

**1. Purpose**

- 1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners (DTP's). The committee also agreed to delegate authority for the appointment of DTP's for individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the school named above to the recommended DTP.
- 1.3. The subject of this report is the Design Team Partner contract for Park View Academy.

**2. Introduction**

- 2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners.
- 2.2. A staged process was used to select DTP's to the framework. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:
  - Stage 1
    - a) Quality (evaluation of the Method Statement) (40%)
    - b) Price (30%)
  - Stage 2
    - c) Quality (Interview) (30%)
- 2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation.
- 2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school headteachers and two governors, Haringey officers from

the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors.

- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about Woodside High Inclusive Learning Campus. The presentation was subject to questions from the panel, which included the Headteacher of Woodside High School and Moselle School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7 With the Design Team Partner Framework now in place a further mini competition was carried out to select the most appropriate DTP from the framework for the school. A financial assessment was carried out initially to ensure that only DTP's with the necessary financial capacity were interviewed by the school.
- 2.8 The school were then requested to select three criteria which they felt were most significant to the school. The earlier assessments of the three criteria selected were then used to see which of the remaining DTP's following the financial assessment scored most highly against the selected criteria. This would narrow the list of DTP's down to two.
- 2.9 The remaining two DTP's were then invited to the school for a final interview. As part of the process, DTP's were given a tour of the school and asked questions by the panel, which included the Governors of Park View Academy. Each panel member scored the DTP's answers. The outcome scores of the interviews were used as the basis for the selection of the DTP. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7. Building Design Partnership scored the highest on the overall assessments. They provided good, clear responses in relation to the specific task for designing elements of Park View Academy and also provided the most coherent responses in relation to schools on compact sites and had a good track record of working with schools of this type.

### 3. Recommendation

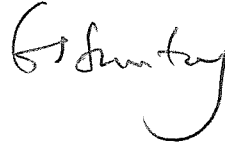
- 3.1. That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service approves the Design Team Partner contract for Park View Academy to **Building Design Partnership**, with immediate effect.



Recommendation supported by:



Sharon Shoesmith  
Director The Children and Young People's  
Service



Cllr Liz Santry  
Lead member for Children and Young  
People

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**HARINGEY COUNCIL**

**Appointment of Design Team Partner to Northumberland Park Community School**

**1. Purpose**

- 1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners (DTP's). The committee also agreed to delegate authority for the appointment of DTP's for individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the school named above to the recommended DTP.
- 1.3. The subject of this report is the Design Team Partner contract for Northumberland Park Community School.

**2. Introduction**

- 2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners.
- 2.2. A staged process was used to select DTP's to the framework. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:
  - Stage 1
    - a) Quality (evaluation of the Method Statement) (40%)
    - b) Price (30%)
  - Stage 2
    - c) Quality (Interview) (30%)
- 2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation.
- 2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school headteachers and two governors, Haringey officers from

the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors.

- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about Woodside High Inclusive Learning Campus. The presentation was subject to questions from the panel, which included the Headteacher of Woodside High School and Moselle School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7 With the Design Team Partner Framework now in place a further mini competition was carried out to select the most appropriate DTP from the framework for the school. A financial assessment was carried out initially to ensure that only DTP's with the necessary financial capacity were interviewed by the school.
- 2.8 The school were then requested to select three criteria which they felt were most significant to the school. The earlier assessments of the three criteria selected were then used to see which of the remaining DTP's following the financial assessment scored most highly against the selected criteria. This would narrow the list of DTP's down to two.
- 2.9 The remaining two DTP's were then invited to the school for a final interview. As part of the process the DTP's were given a tour of the school and asked questions by the panel, which included a Governor of Northumberland Park Community School. Each panel member scored the DTP's answers. The outcome scores of the interviews were used as the basis for the selection of the DTP. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7. Building Design Partnership (BDP) scored the highest on the overall assessments. They provided good, clear responses to all questions, but most importantly their responses to the school specific questions on re-designing elements of Northumberland Park Community School were excellent. There was also a focus on the school users which impressed all members of the interview panel. BDP also demonstrated that they had an excellent track record in the education sector.

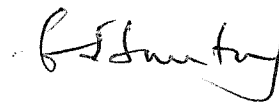
**3. Recommendation**

3.1. That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service approves the Design Team Partner contract for Northumberland Park Community School to **Building Design Partnership**, with immediate effect.

Recommendation supported by:



Sharon Shoesmith  
Director The Children and Young People's  
Service



Cllr Liz Santry  
Lead member for Children and Young  
People

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**HARINGEY COUNCIL**

**Appointment of Design Team Partner to John Loughborough School**

**1. Purpose**

- 1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners. The committee also agreed to delegate authority for the appointment of Design Team Partners (DTP) of individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the named school to the recommended Design Team Partner.
- 1.3. The subject of this report is the Design Team Partner contract for John Loughborough School.

**2. Introduction**

- 2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners on the framework.
- 2.2. A staged process was used to select DTPs. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:
  - Stage 1
    - a) Quality (evaluation of the Method Statement) (40%)
    - b) Price (30%)
  - Stage 2
    - c) Quality (Interview) (30%)
- 2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) LB Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation.
- 2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school headteachers and two governors, LB Haringey officers

from the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors.

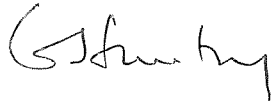
- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about John Loughborough School. The presentation was subject to questions from the panel, which included the Headteacher of John Loughborough School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7 With the Design Team Partner Framework now in place a further mini competition was carried out to select the most appropriate Design Team Partner from the framework for the school. A financial assessment was carried out initially to ensure that the most appropriate DTP's were selected for each school. This would rule out typically three of the six DTP's on the framework
- 2.8 The school were then requested to select three criteria which they felt were most significant to the school. The earlier assessments of the three criteria selected were then used to see which of the remaining DTP's following the financial assessment scored most highly against the selected criteria. This would narrow the list of DTP's down to two.
- 2.9 The remaining two DTP's were then invited to the school for a final interview. As part of the process, DTPs were given a tour of the school and asked questions by the panel, which included the Governors of John Loughborough School. Each panel member scored the DTP's answers. The outcome scores of the interviews were used as the basis for the selection of the DTP. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.10 Watkins Gray International scored highest on the overall assessments. They provided good, clear responses in relation to the specific task for designing elements of John Loughborough School and also provided the most coherent responses in relation to schools on compact sites and had a good track record of working with schools of this type.

### 3. Recommendation

- 3.1. That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service approves the Design Team Partner contract for John Loughborough School to **Watkins Gray International**, with immediate effect.



Recommendation supported by:



Cllr Liz Santry  
Lead member for Children and Young  
People



Sharon Shoesmith  
Director The Children and Young People's  
Service

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 **HARINGEY COUNCIL**

**Appointment of Design Team Partner to New School Heartlands**

**1. Purpose**

- 1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners (DTP's). The committee also agreed to delegate authority for the appointment of DTP's for individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the school named above to the recommended DTP.
- 1.3. The subject of this report is the Design Team Partner contract for Northumberland Park Community School.

**2. Introduction**

- 2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners.
- 2.2. A staged process was used to select DTP's to the framework. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:  
  
Stage 1
  - a) Quality (evaluation of the Method Statement) (40%)
  - b) Price (30%)  
Stage 2
  - c) Quality (Interview) (30%)
- 2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation.

- 2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school headteachers and two governors, Haringey officers from the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors.
- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about Woodside High Inclusive Learning Campus. The presentation was subject to questions from the panel, which included the Headteacher of Woodside High School and Moselle School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7. With the Design Team Partner Framework now in place a further mini competition would normally be carried out to select the most appropriate DTP from the framework for the school. However results of a financial assessment to ensure that only DTP's with the necessary financial capacity were scheduled for interview by the selection panel, revealed that only TP Bennett had sufficient capacity to absorb the new school commission. The issue of there being only one eligible firm was reported to and approved by both Construction Procurement and BSF Programme Director.
- 2.8. The DTP assessment team devised an extended list of questions for the interview and selected three criteria which they felt were most significant to the school project.
- 2.9. The assessment panel took appropriate steps to ensure that TPB remained unaware that the interview relied upon a sole submission from the framework partners.
- 2.10. TP Bennett scored high on the overall assessments. They provided good, clear responses to all questions, but most importantly they recognise the scale and impact of the project sufficiently that a Company Director is to take the lead Architect role. The proposed structure of the DTP impressed the interview panel and the experience of individual DTP members demonstrated that they had an excellent track record in the education sector and an indepth understanding of particular conditions affecting the site.

**3 Recommendation**

That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service approves the award of Design Team Partner contract for The New School Heartlands to **TP Bennett**, with immediate effect.

Recommendation submitted by:




11/07/07

Gordon Smith  
BSF Programme Director

Recommendation supported by:



Sharon Shoesmith  
Director The Children and Young People's  
Service



Cllr Liz Santry  
Lead member for Children and Young  
People

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## Appointment of Design Team Partner to Highgate Wood School

### 1. Purpose

- 1.1. The Council's Procurement Committee agreed on 7th December 2006 to award a framework agreement contract to six Design Team Partners. The committee also agreed to delegate authority for the appointment of Design Team Partners (DTP) of individual projects to the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service.
- 1.2. This report provides information on the next stage of the selection process for individual schools and seeks the approval of the Director for Children and Young People's Service and the Executive Member for Children and Young People's Service to award the contract for the named school to the recommended Design Team Partner.
- 1.3. The subject of this report is the Design Team Partner contract for Highgate Wood School.

### 2. Introduction

- 2.1. The procurement process provided a rigorous assessment of each of the Design Team Partners on the framework.
- 2.2. A staged process was used to select DTPs. The tenders were evaluated on a two-stage basis, and with the allocation of marks as below:
  - Stage 1
    - a) Quality (evaluation of the Method Statement) (40%)
    - b) Price (30%)
  - Stage 2
    - c) Quality (Interview) (30%)
- 2.3. The tenders were evaluated by an evaluation panel consisting of (Stage 1) LB Haringey's Construction Procurement Group with consultant specialist support for design, price and method statement evaluation.
- 2.4. After Stage 1 results were achieved, the outcome was presented to an Evaluation Working Group (EWG) consisting of a range of stakeholders, including three school headteachers and two governors, LB Haringey officers

from the Children and Young People's Service, Corporate and Construction Procurement, and Haringey's external technical advisors.

- 2.5. The EWG was advised of the process that had delivered the outcome to that point. They were also given the opportunity to contribute to the questions to be presented at Stage 2.
- 2.6. Stage 2 interviews were held with 10 of the 11 tenderers. As part of the process, DTPs were asked to produce a presentation about Highgate Wood School. The presentation was subject to questions from the panel, which included the Headteacher of Highgate Wood School. Each panel member scored against a range of relevant criteria and the scores were aggregated. The outcome scores of the Stage 2 interviews were combined with those at Stage 1. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7 With the Design Team Partner Framework now in place a further mini competition was carried out to select the most appropriate Design Team Partner from the framework for the school. A financial assessment was carried out initially to ensure that the most appropriate DTP's were selected for each school. This would rule out typically three of the six DTP's on the framework
- 2.8 The school were then requested to select three criteria which they felt were most significant to the school. The earlier assessments of the three criteria selected were then used to see which of the remaining DTP's following the financial assessment scored most highly against the selected criteria. This would narrow the list of DTP's down to two.
- 2.9 The remaining two DTP's were then invited to the school for a final interview. As part of the process, DTPs were given a tour of the school and asked questions by the panel, which included the Chair of Governors of Highgate Wood School. Each panel member scored the DTP's answers. The outcome scores of the interviews were used as the basis for the selection of the DTP. Discussion took place about the results and the panel was unanimous in the final assessments.
- 2.7. Watkins Gray International scored highest on the overall assessments. They provided good, clear responses in relation to the specific task for designing elements of Highgate Wood School and also provided the most coherent responses in relation to schools on compact sites and had a good track record of working with schools of this type.

### 3. Recommendation

- 3.1. That the Director of Children and Young People's Service, in consultation with the Executive Member for Children and Young People's Service approves the Design Team Partner contract for Highgate Wood School to **Watkins Gray International**, with immediate effect.



Recommendation supported by:

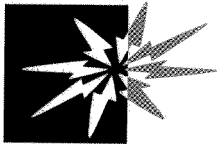


Cllr Liz Santry  
Lead member for Children and Young  
People



Sharon Shoemith  
Director The Children and Young People's  
Service

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Haringey Council

Agenda item:

<b>Procurement Committee</b>	<b>On 23<sup>rd</sup> October 2007</b>	<b>[No 1]</b>
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Report Title: <b>Children's Centres – Phase Two, South Haringay Infant School: Award of contract</b>
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Forward Plan reference number (if applicable): <b>N/A</b>
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Report of: <b>Sharon Shoosmith, Director of The Children and Young People's Service</b>
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Wards(s) affected: <b>Haringay</b>	Report for: <b>Procurement Committee</b>
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### 1. Purpose

1.1 This report seeks Member approval to award the contract for the refurbishment and remodelling of an existing Annexe building to form a Children's Centre at South Haringay Infant and Junior School sites. The value of the proposed contract is detailed in Appendix A (1).

### 2. Introduction by Cabinet Member

- 2.1 The need for a Children Centre in Haringay Ward was identified under the Government's Children's Centre Phase 2 initiative, aimed at reaching children living in the 30% most deprived wards. The centre will provide a range of support services for parents and carers with children under 5.
- 2.2 Although the cost is high for a Children's Centre project, Haringay Ward has a distinctive and diverse community and it is important that it is served by its own Children's Centre.
- 2.3 The scheme will include the refurbishment and remodelling of an existing annexe building located on South Haringay Infant and Junior school sites.

### 3. Recommendations

- 3.1 That Members agree to award the contract for the above project, as allowed under Contract Standing Order (CSO) 11, in accordance with the recommendations in paragraph 25 of this report.
- 3.2 That the contract be awarded for a period of 23 weeks.

Report Authorised by: <b>Sharon Shoosmith, Director of The Children and Young People's Service (C&amp;YPS)</b>
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Signed: <i>S. M. Shoosmith</i> .....	Date: <i>1/10/07</i> .....
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Contact Officer: <b>Shwetal Patel, Project Manager - Tel. 020 8489 4662</b>
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#### **4. Director of Finance Comments**

4.1 The Director of Resources has been consulted in the preparation of this report and comments that the proposed total spend in 2007/2008 and future years totals £915k. This exceeds the previously reported provision, including proposed virements, by £211K. The Children and Young People's Service propose to vire this sum from the contingency for Children's Centres. However, this, together with existing calls, will reduce the contingency to below £30k, which is very low in proportion to the total Children's Centre capital budget. It is recommended that uncommitted projects be reviewed in order to identify savings to ensure that the overall capital budget for Children's Centres is not exceeded.

#### **5. Head of Legal Services Comments**

5.1 The report states that the recommended contractor has been selected from the Council's Framework Agreement for Major Works which was tendered in accordance with the Public Contracts Regulations 2006 (the "EU Regulations").

5.2 Under the EU Regulations a contract for a specific project under a Framework Agreement may be awarded by application of the terms laid down in the Framework Agreement without reopening competition.

5.3 The Head of Procurement's comments confirm that this is what has been done in this case.

5.4 The Head of Legal Services confirms that there is no legal reason preventing Members from approving the award of this contract to the recommended contractor.

#### **6. Local Government (Access to Information) Act 1985**

6.1 List of background documents:

Tender report prepared by cost consultant.

Framework Agreement for Major Works, January 2006 (Project banding £250K - £999K).

6.2 This report contains exempt and non-exempt information. Exempt information is under the following category (identified in amended Schedule 12A of the Local Government Act 1972). s.(3) Information relating to financial or business affairs of any particular person (including the authority holding that information).

## **7. Executive Summary**

- 7.1 Haringey Council has identified South Haringay Infant School as having good potential for the development of a Children's Centre from Sure Start Phase Two Children's Centre funding.
- 7.2 The Contractor to undertake the work has been selected from the Framework Agreement.
- 7.3 Agreement has been reached on an Agreed Maximum Price basis.
- 7.4 Funding has been confirmed by the Sure Start Unit.
- 7.5 The report seeks the approval from the Procurement Committee for award of contract for the construction of a Children's Centre and approval of the total project sum.

## **8. Background**

- 8.1 The scope of the works is as follows: To provide a new Children's Centre by refurbishing and remodelling the existing Annexe building (used by both the infant and junior schools) and the disused site manager's house; and the provision of a new reception acting as a link between the two buildings.
- 8.2 Sure Start have launched Phase Two of the Children's Centres and the Council has identified South Haringay Infant School as having good potential for development of a Children's Centre within the Haringay Ward.
- 8.3 Project information was forwarded to Sure Start in April 2007 and formal approval to fund the project was received in July 2007 and September 2007.
- 8.4 C&YPS are project managing this development. Faithorn Farrell Timms (FFT) were appointed as lead designer in August 2006 from the Haringey Construction Related Consultancy Services (CRCS) framework agreement. The Main Contractor was selected via the Major Works Construction Framework Agreement in May 2007. The design (Stage D) was concluded and the tender documents were issued to the Contractor in July 2007. The tender was received and opened on 6<sup>th</sup> August 2007.
- 8.5 Planning approval was received on 5<sup>th</sup> June 2007.

## **9. Budget**

- 9.1 This information is exempt, refer to section 9.1 to 9.6 of Appendix A.

- 9.2 The cost increase from 'scheme design stage' cost estimate to 'pre-tender estimate' was due to the need for additional mechanical works within the junior school area of the school buildings. These works are essential to enable the successful integration of the heating system to both the new children centre and existing junior school area.
- 9.3 The subsequent cost increase from 'pre-tender estimate' to 'tender sum' is due to the actual market costs for roof, mechanical and electrical works being higher than those predicted by the cost consultant.
- 9.4 With the tender submission by the proposed main contractor coming in higher than the available budget, a value engineering exercise was completed by the project team, leading to a reduction from the tender sum level. All proposed variations and amendments to the project plan were agreed with the client. The proposed changes to the scope of works were predominantly changes of product specification. All changes to the scheme arising from the value engineering have been agreed by all parties including proposed main contractor.

## **10. Equalities Implications**

- 10.1 The Harringay ward is made up of a diverse community and the provision for a Children's Centre will benefit the wider community.
- 10.2 Children's Centres increase access to early childhood services across Haringey. Within this strategy for universal access, integrated services for children in higher levels of need will be strengthened, thereby reducing inequality of outcomes for Haringey's children.

## **11. Consultation**

- 11.1 Extensive consultation has been carried out with the end users in arriving at the agreed layouts and in addition an open evening was held to invite comments and debate. C&YPS, Governors, school heads, teachers and school staff have all had input in agreeing the schemes. Information and feedback from the consultation event was collated and incorporated in the final layouts and designs.

## **12. Description of Procurement Process**

- 12.1 The Construction Procurement Group has in place a number of Framework Agreements available for the call-off of contractors and consultants work. The process for the selection of contractors is outlined below.

### **13. Framework Agreement Methodology**

- 13.1 This project falls under the Major Works £250K - £999K band in the Framework Agreement as the estimated value of the works falls within this range.
- 13.2 There are 12 contractors within this band. The 12 contractors were selected based on quality, price and interview. The preferred contractor achieved the highest score based on a matrix of factors.

### **14. Selection of Contractor**

- 14.1 In line with the management arrangements for the Framework Agreements, a panel is required to jointly consider the appointment of any contractor off the framework. The project panel met on the 2<sup>nd</sup> May 2007. It was made up of the Project Manager (C&YPS), Construction Procurement Group and the contract administrator (FFT).
- 14.2 The Construction Procurement Group has developed a rigorous selection process for the selection of contractors from the Framework. This process has been agreed by audit. It includes such factors as price and quality, health and safety performance, financial status, ranking under the original framework agreement evaluation process and the client's essential project criteria.
- 14.3 A meeting was held with the selected contractor to discuss the project and determine their ability to undertake the works.
- 14.4 This information is exempt; refer to sections 14.4 to 14.6 in Appendix A.

### **15. Tenders**

- 15.1 The contractor attended a meeting at the cost consultant's offices on 5 July 2007 where they were briefed on the project and provided with a set of tender documents representing the scheme. The contractor engaged in preliminary discussions and a series of packages were agreed. The contractor produced a tender price in conjunction with the Quantity Surveyor, which has been compiled on an open book basis.
- 15.2 The price submitted by the contractor is exempt – refer to sections 9.2 and 14.4 of Appendix A.
- 15.3 The defects liability period is 12 months.
- 15.4 The overall range of tenders is not applicable since only the selected contractor was invited to submit a full bid.

**16. Examination of the Tender**

16.1 The pricing documents submitted by the successful contractor have been examined in detail and suggested specification changes have been incorporated into the project to form the agreed maximum price, in order to ensure that the project remains within budget.

**17. Checks on schedules of rates/measured works/works packages.**

17.1 The contractor compiled a priced document and provided substantiation of his rates by means of quotes for sub-contract works and suppliers. These rates are competitive and are in line with current market rates. A total of 89% of the costs are based on either competitive quotation or the contractor's fixed price, and these items have now been confirmed.

17.2 The pricing is considered to be consistent and competitive.

**18. Key Benefits and Risks**

18.1 Benefits: Children's Centres provide robust child care facilities and an integrated service for families. Primary benefits are 1) They allow parents to seek work and 2) They promote a good outcome for children under 5 years old.

18.2 Risks: Increased public expectations about availability and access to services need to be carefully managed by the Children's Centre management team.

18.3 The various partners on whom delivery of the core offer depends are unable to deliver the defined services, due to changed priorities or levels of resourcing. To mitigate this, the impact of changes will need to be closely monitored, and action taken when necessary.

18.4 Sustainability issues about child care income – business case planning must be underpinned by child care sufficiency information.

**19. Contract and Performance Management**

19.1 Contract and performance management will be overseen by C&YPS working closely with the Construction Procurement Group.

**20. Health and Safety Implications**

20.1 This project has appointed a CDM Co-ordinator from the approved list of framework consultants. The CDM Co-ordinator is responsible for the management of the demolition and construction design health and safety and risk management issues.



## **21. Sustainability Implications**

21.1 The Children's Centres have been designed around the following principles:

**Materials:**

The materials and design are durable and unlikely to require replacement for many years; materials are selected from sustainable sources.

**Installation:**

The existing solid external walls are to be insulated to reduce heat loss.

**Use of Natural Light:**

The reception incorporates a lantern light thus reducing the extent of electric lighting.

**Electric Lighting:**

All electric lighting to use low energy fittings.

**Design:**

The design provides an accessible and adaptable environment which avoids the need for future conversion.

21.2 The buildings are designed to meet high levels of insulation to comply with recently updated building regulations requirements, thus minimising where possible ongoing power usage requirements. Fixtures and fitting maintain a sustainable conscious approach, for example, water system to incorporate spray taps and low volume dual flush cisterns. Replacement doors and windows are all high performance double glazing units and where possible windows are openable affording good natural ventilation throughout building.

21.3 The site location enjoys ease of access to good public transport links with bus and tube links within less than 5 minutes walk for ongoing access by users and staff alike.

## **22. Financial Implications**

22.1 The allocation noted in Appendix A , paragraph 9.6 is for period 2006/07 to 2007/08. South Harringay Children's Centre project will have some slippage due to delays in tendering and approval process and release of retention in 2009/10.

## **23. Comments of the Head of Procurement**

23.1 This selection of the contractor to undertake the construction works for the South Harringay Infant school has been undertaken in accordance with the method of use for the construction framework agreements.

- 23.2 The framework agreements have been put in place to facilitate a time reduction for tendering, and as such a full EU procurement has been undertaken to arrive at the contractor framework partners.
- 23.3 In accordance with the operational process for the framework agreements (which allow either a selection or a mini-competition to be undertaken) the contractor has been selected on the basis of the original selection criteria.
- 23.4 To ensure value for money and that the project can be delivered within budget, the design team have held discussions with the selected contractor to test affordability.
- 23.5 The project manager has adhered to the selection process, approved by Internal Audit, for the selection of a suitable contractor, and value for money has been tested by the almost 90% cost assurance understood at this stage for the works packages. Further discussions will be needed with the contractor to finalise the price, but this is for only 11% of the project costs.
- 23.6 In summary, the Head of Procurement notes that a robust procurement process has been undertaken, and therefore agrees the recommendation made to Members at paragraph 25.

## **24. Summary and Conclusions**

- 24.1 This report seeks Members' approval of the award of the contract to the contractor named and for the stated price named in Appendix A.
- 24.2 The project will provide a Children's Centre at South Harringay Infant School. This project is part of the wider Children's Centre Phase Two programme of delivery within Haringey.

## **25. Recommendations**

- 25.1 That Members agree to award the contract for the refurbishment of the existing Annexe building and associated works to the contractor named at Appendix A for the sum outlined in Appendix A for a Contract Period of 23 weeks.

## **26. Use of Appendices / Tables / Photographs**

- 26.1 Appendix A of this report contains exempt information.



Haringey Council

Agenda item:

<b>Procurement Committee</b>	<b>On 23 October 2007</b>
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**Award of contract:**

Report Title: Tiverton Estate North (2-240 Tiverton Road N15) environmental works

**Report of: Director of Urban Environment****Wards affected:** Seven Sisters**Report for:** Non-key Decision**1.0 Purpose**

- 1.1 To seek Members' agreement to award the contract for environmental works at Tiverton Estate North (2-240 Tiverton Road N15).

**2.0 Introduction by Executive Member**

- 2.1 I concur with the recommendations.

**3.0 Recommendations**

- 3.1 That Procurement Committee agree to award the contract for the above project, as allowed under Contract Standing Order (CSO) 11.01(a), subject to final consideration of any leaseholder observations at the expiry of the second Section 20 Notice period on 5<sup>th</sup> November 2007.
- 3.2 That the Director of Urban Environment approves the award of contract after expiry of the Second Section 20 Notice period and the consideration of comments received from leaseholders.

**Report Authorised by:** Niall Bolger – Director of Urban Environment

**Contact Officer:** Allan Wing - Project Manager, Homes for Haringey  
Telephone: 020 8489 1008

**4.0 Executive Summary**

- 4.1 This project comprises the provision of garden area to the ground floor units, new soft and hard landscaping works, re-surfacing of access road and re-arrangement of car parking.

<p><b>5.0 Reasons for any change in policy or for new policy development</b></p> <p>5.1 Not Applicable</p>
<p><b>6.0 Local Government (Access to Information) Act 1985</b></p> <p>6.1 List of background documents:</p> <ul style="list-style-type: none"> <li>• Tender analysis report by Erinaceous, September 2007</li> </ul> <p>6.2 This report contains exempt and non-exempt information. Exempt information is contained in Appendix (A) of this report and is NOT FOR PUBLICATION. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):</p> <p>(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

**7.0 Background**

7.1 As part of the New Deal for Communities (NDC) area, Tiverton Estate has been identified as requiring major environmental improvements to improve safety, security and soft and hard landscaping.

7.2 This project comprises the provision of defensible garden area to the ground floor units which will enhance the security of those units, new soft and hard landscaping works to improve the safety of access to the estate, re-surfacing of access road which has deteriorated over the years and re-arrangement of car parking to provide a safer and more secured environment.

**8.0 Proposed Work**

8.1

Number of dwellings in project:	120
Total estimated construction cost (excluding fees):	Appendix (A) 2.1
Anticipated Contract start on site:	12 November 2007
Anticipated Contract completion:	21 March 2008
Contract duration:	19 weeks
Contractor:	Appendix (A) 2.1

8.2 There are 120 dwellings in this project which are made up of the following property types:

Type of Dwellings	No. of Units
Flats	120

8.3 The properties in this project are located at:

2-240 (Even) Tiverton Road, London N15

9.0 **Project Management**

9.1 Homes for Haringey have appointed a project manager to manage the project team. A risk assessment has been carried out and it will be reviewed at the monthly progress meeting.

9.2 The key members of the project team are as follows:

Allan Wing	Project Manager – Homes for Haringey
Geoff Wain	Contract Administrator – Erinaceous
Thomas Hudson	CDM Co-ordinator – Gardiner & Theobald LLP
Kathy Riley	Tenancy Management Officer – Homes for Haringey

10.0 **Budget**

10.1 This project will be funded from the 2007/2008 Estate Renewal budget.

11.0 **Tenders**

11.1 The tender list was generated through an advert inviting contractors to express an interest in the environmental works. The advert was placed in Contract Journal and Haringey People magazine on 1 November 2006. Twenty-six firms expressed an interest and requested pre-qualification questionnaires from the Construction Procurement Group. Nine firms returned the questionnaires. These were evaluated by representatives from HfH and the Construction Procurement Group. The top four firms which had the highest scores were drawn up into a tender list on 25 April 2007. They were subsequently invited to tender for the works on 27<sup>th</sup> July 2007 with a tender period of 5 weeks.

11.2 Tenders were invited on the basis of a fixed price contract, for a period of 19 weeks.

11.3 Two contractors invited to tender submitted a tender. None of the tenders received were qualified in any way.

11.4 The overall range of tenders, that is the difference between the highest and the lowest tenders submitted, was 10%.

11.5 All tenders are open for acceptance for a period of six months from 31<sup>st</sup> August 2007, the closing date for receipt of tenders. Therefore tenders should be accepted by 29<sup>th</sup> February 2008.

11.6 The lowest firm price tender received with a contract period of 19 weeks is recommended for acceptance.

11.7 Full details of the tendering exercise are laid out in paragraph 3.0 of the Appendix (A).

**12.0 Leasehold Information**

- 12.1 As a result of applications made under the Right to Buy legislation, there are 26 leaseholders as well as council tenants, living in the properties affected by the works described in this report.
- 12.2 Under the terms of their lease the lessee is required to make a contribution towards the cost of maintaining in good condition the main structure, the common parts and common services of the building. Such contributions are recovered by the freeholder through the lessees service charge account.
- 12.3 In accordance with the Landlord and Tenant Act 1985, the Council as freeholder, has obtained competitive prices, and subject to the Procurement Committee's agreement the Council will award this contract to the lowest tender.
- 12.4 The Housing Service issued a First Section 20 Notice (Notice of Intention) to the leaseholders on 12 October 2005 which expired on 12 November 2005. The First Notice gave a description of the proposed works and invited observations from leaseholders. A Second Section 20 Notice (Notice of Estimates) was issued to leaseholders on 5 October 2007. This scheme was originally programmed to commence on site in April 2006. The NDC did not receive the level of funding that had expected from the Government Office for London (GOL) so they had to defer this project and it could not proceed in 2006/07 as originally programmed. The NDC have been able to secure funding to deliver this project in 2007/08.
- 12.5 The Notice of Estimates provided leaseholders with at least two estimates for the cost of the works. The form and content of the First Notice was approved by the Legal Service in 2005. The Legal Service also approved the form and content of the Second Notice before it was sent to leaseholders. The leaseholder consultation process will not be complete until 30 days after the date of the Second Notice. The Legal Service is satisfied that leaseholder consultation has been carried out to date in accordance with the relevant legal requirements.
- 12.6 The charges to all 26 leaseholders are limited to the estimates contained in their Offer Notices. Invoices for these works are included with the annual Certificate of Actual Service Charge, which is sent to every leaseholder after the end of the financial year. Each invoice will be calculated on the basis of the stage payments and other costs incurred in respect of the contract during the year. The invoice will be payable interest free over a period of up to one year. For longer periods interest is chargeable, currently at 7.9%.

**13.0 Consultation**

- 13.1 Detailed consultation has been carried out in the development of this project with the residents. This was achieved by residents meetings and detailed newsletters.
- 13.2 Upon the appointment of the contractor, a meeting will be arranged for the residents to meet the contractor so that any concern about the delivery of the project can be addressed.

**14.0 Recommendations**

- 14.1 That Procurement Committee agree to award the contract for the above project, as allowed under Contract Standing Order (CSO) 11.01(a), subject to final consideration of any leaseholder observations at the expiry of the second Section 20 Notice period on 5<sup>th</sup> November 2007.
- 14.2 That the Director of Urban Environment approves the award of contract after expiry of the Second Section 20 Notice period and then consideration of comments received from leaseholders.

**15.0 Equalities Implications**

- 15.1 This improvement will benefit all occupants of the properties, which include disabled, elderly and people from the minority ethnic communities.
- 15.2 The defensible garden area which enhances the security of the ground floor units will benefit the infirm and the elderly in particular. The new landscaped area and car parking which improve the safety will benefit families with young children.

**16.0 Health and Safety Implications**

- 16.1 All contractors invited to tender have been assessed as competent under the Construction Health and Safety Assessment Scheme (CHAS), which is an industry-wide body. They also comply with the requirements of the Council's Health and Safety policy.
- 16.2 The Construction (Design and Management) Regulations 2007 apply to this project and the contractor's Construction Phase Health and Safety Plan will be checked and approved by the CDM Co-ordinator before works start on site.

**17.0 Sustainability Implications**

- 17.1 The scheme has been carefully designed where possible to allow for minimising of waste during the construction and during the useful life of the products.
- 17.2 New water supply will be installed at appropriate points. This will facilitate the maintenance of the soft landscaped areas.

**18.0 Financial Implications**

- 18.1 The estimated cost and the projected phased expenditure of this project is shown in para. 6.1 of Appendix (A).
- 18.2 Provision for spend in financial year in 2007/2008 exists within the Estate Renewal budget within the New Deal for Communities (NDC) programme.

**19.0 Comments of the Director of Finance**

19.1 The Director of Finance has been consulted and advises that provision for the spend in 2007/08 exists in the Estate Renewal budget within the New Deal for Communities (NDC) programme for that year. Thus the projected spend in 2007/08 as set out in para. 6.1 of Appendix (A) will be financed from the NDC funds.

**20.0 Comments of the Head of Legal Services**

20.1 The project is below the threshold where tendering for works is required in Europe under the Public Contracts Regulations 2006 (currently £3,611,319.00).

20.2 The Council's Urban Environment Directorate (the Directorate) has followed a competitive tender process in accordance with CSO 6.05.

20.3 The evaluation of the tenders was based on lowest price in accordance with CSO 11.01 (a).

20.4 The Directorate wishes to award the contract to the contractor identified in the Appendix to this contract.

20.5 Because of the value of the contract, any award must be approved by the Procurement Committee in accordance with CSO 11.03.

20.6 The Head of Legal Services confirms that there are no legal reasons preventing the award of this contract.

**21.0 Comments of the Head of Procurement**

21.1 The Head of Procurement notes that the scope of the tender was changed prior to tender substantially by Client and has concerns that a pre-tender estimate was not submitted by the Consultant to enable a more detailed tender comparison.

21.2 In summary, the Head of Procurement notes that a procurement process has been undertaken following an advert in national and local publications and therefore agrees the recommendation made to Members at paragraph 14.





Haringey Council

<b>Procurement Committee</b>	<b>On 23 October 2007</b>
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Report Title: <b>Reactive and Planned Maintenance Contracts for the Operational Building Portfolio managed by Corporate Property Services.</b>		
Forward Plan reference number (if applicable): n/a		
Report of: <b>Julie Parker, Director of Corporate Resources</b>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Wards(s) affected: <b>All</b></td> <td style="width: 50%; padding: 5px;">Report for: <b>Key Decision</b></td> </tr> </table>	Wards(s) affected: <b>All</b>	Report for: <b>Key Decision</b>
Wards(s) affected: <b>All</b>	Report for: <b>Key Decision</b>	
<p><b>1. Purpose</b></p> <p>1.1 To outline the future options available for the efficient delivery of an integrated reactive and planned maintenance system across the operational building portfolio managed by Corporate Property Services.</p> <p>1.2 To seek Cabinet Procurement Committee endorsement for the preferred option and the action plan for the delivery of the proposals</p>		
<p><b>2. Introduction by Councillor Adje, Cabinet Member</b></p> <p>2.1 The proposals outlined in the report seek to improve upon the effectiveness and enhance on value for money for the Council against current provision by Homes for Haringey.</p>		
<p><b>3. Recommendations</b></p> <p>3.1 It is recommended a Managing Agent be appointed to coordinate and manage the delivery of planned and reactive services across the operational building portfolio.</p> <p>3.2 That John Rowan and Partners continue to support the delivery of the integrated maintenance contract with support, guidance and advice from the Construction Procurement Group.</p> <p>3.3 That the current reactive maintenance contract with "Inspace Maintain Ltd" be extended for a period of 6 months, until the new contract is in place for the 1<sup>st</sup> September 2008.</p> <p>3.4 That the Cabinet Procurement Committee and the Chief Executive Management</p>		

Board endorse this proposal and agree to instruct Homes for Haringey to provide detailed information on the existing term contracts.

3.5 That the estimated costs as outlined in appendix B of this report be approved.

Report Authorised by: **Dinesh Kotecha, Head of Corporate Property Services**

Contact Officer: **John Barnett, Corporate Landlord Manager**

#### **4. Director of Finance Comments**

4.1 The Director of finance has been consulted in the production of this report and notes that the proposal for an integrated reactive and planned maintenance contract should help deliver increased efficiencies and improve VFM for the Council. Any potential revenue savings outlined in paragraph 8.1 will help to achieve the Council's overall savings target.

#### **5. Head of Legal Services Comments**

5.1 This report recommends for a Managing Agent to be appointed to coordinate and manage the delivery of planned and reactive services. This would be done through a tender process that would comply with EU tendering requirements. This would require Homes for Haringey to novate existing term contracts. The Managing Agent, once appointed, would however have to ensure that all contracts comply with any EU and CSO requirements when being renewed.

5.2 The report also recommends that the current reactive maintenance contract with "Inspace Maintain Ltd" be extended for a further six (6) months period, while waiting for the Managing Agent to be appointed and that the contract with "John Rowan and Partners" who are to provide support in the next stages of development and procurement of an integrated reactive and planned maintenance system be extended. Both Contracts are below the EU threshold for works and services respectively and the Procurement Committee has the power under CSO 13.2 to approve the proposed extension.

5.3 The Head of Legal Services confirms that there is no legal reason preventing Members from approving the recommendations in paragraph 3 of this report.

#### **6. Head of Procurement Comments**

6.1 The Construction Procurement Group has been involved in the process of developing options and supporting this project from its inception.

6.2 A detailed options appraisal has been done, and providing there is sufficient demonstrated evidence of the method of selecting the recommended option, supports the recommendation to appoint a managing agent.

6.3 This option is a standard response for this type of service, and other local authorities

have adopted a similar method for the management of property. Visits are planned to other authorities to share best practice information and to substantiate the selected option process. Further information will then be provided to illustrate the assumed benefits, and will be reported back to future Cabinet Procurement Committee Meetings.

6.4 Extension of the Inspace Maintain Ltd contract for a further six months will extend the value of the contract by £200k. This contract was let as a majority works contract (rather than services) and therefore remains under the threshold for works values.

6.5 Extending contracts without fully exploring and testing the market would not normally be the preferred course of action. However, under the circumstances, there is clearly a longer term plan underway to put in place a more robust and longer term solution.

6.6 In summary, the Head of Procurement supports the recommendations to Members made at paragraph 3 of this report.

## **7. Local Government (Access to Information) Act 1985**

7.1 N/A

## **8. Background**

8.1. Since the 2<sup>nd</sup> April 2007 the policy of Corporate Management of Property (CMP) has changed the way in which buildings are managed and operated. Directorates are no longer responsible for the “Hard Facilities Management Services” to their buildings. (i.e. building structure, mechanical and electrical services). A small team within Corporate Property Services now facilitates the delivery of these reactive and planned maintenance programmes using term contracts.

8.2 The building portfolio which is managed under the CMP processes comprises operational buildings within:-

- Offices, Call Centres & Customer Services Centres
- Children’s and Family
- Adult Social Services
- Recreation
- Adult Learning, Libraries & Culture
- Urban Environment Depots
- Other areas such as Commercial buildings, Community Centres and Leisure Centres may be included.

8.3 The reactive maintenance programme is delivered through a 12 month measured term contract with “Inspace Maintain Ltd”. This contract operates against a defined Service Level Agreement which is being used to deliver greater customer satisfaction, higher levels of performance and improved value for money.

- 8.4 The planned maintenance programme is provided through Homes for Haringey (HfH), with a much generalised SLA, utilising a combination of direct labour and term contractors. Service contracts are placed with various contractors and a management fee is charged for this service. The service is split across several functional groups within HfH; the processes are open looped with minimal tracking and performance monitoring. Corporate Property Services does not hold information on these term contractors; this information is held by HfH.
- 8.5 John Rowan and Partners (JRP) have been contracted to support the development of the first stage procurement strategy to deliver CMP. This work is now completed with the award of the contract to Inspace Maintain Ltd; for which they are continuing to performance monitor on our behalf. We propose to continue with JRP to support the next stages of the development and procurement of an integrated reactive and planned maintenance system at an estimated consultancy cost of £45k
- 8.6 It is proposed to build on the works that have been completed during the implementation of the CMP project in order to achieve improved economies of scale. The reactive maintenance works delivered during 2007/08 are being evaluated together with the planned maintenance works. A review of "Best Practice" has been undertaken in conjunction with JRP which is outlined in this report. (See appendix 1)
- 8.7 This proposal will extend the SLA, s which have implemented across the recently awarded Reactive Maintenance to the combined maintenance contract. These will be based on response times, quality of work, costs performance incentives and customer satisfaction levels.
- 8.8. This paper now seeks Cabinet Procurement Committee endorsement in order that a tender package can be developed and contractors can be invited to tender through the "Official Journal of the European Union" processes.
- 8.9 On the basis that Cabinet Procurement Committee accepts the recommendations within this report, the SLA between HfH will need to be revised in line with the amended scope of the services to be provided by them and the managing agent. This will be addressed as soon as possible thereafter.
- 8.10 The contract with the managing agent will be managed by Corporate Property Services (CPS), and will ensure that all performance criteria are met. Any under-performance issues will be immediately addressed by both CPS, working in conjunction with Construction Procurement Group.
- 8.11 In terms of managing the performance of the new managing agent contract, the following processes will be considered:
- Clear and specific criteria will be outlined in the tender documents accompanying the OJEU process;

- All tenderers will be evaluated against performance criteria, and only those with robust performance management criteria will be considered to go forward;
- The new contract will require regular performance meetings to take place, with all parties to attend and present KPI information.

8.12. Recognising that there will be a heavy reliance on just one strategic partner, the procurement process will be detailed enough to ensure that the selected bidder has sufficient capacity and capability to manage this contract. Additionally, this process will fully consider contingency opportunities in the unlikely event that the above performance monitoring processes fall short of Council standards and expectations.

8.13 If the contracts under-perform to such an extent that contract termination is necessary, then the Construction Procurement Group's framework agreements will provide short-term, interim continuity.

## **9. Analysis**

9.1 The reactive maintenance contract under CMP has been optimised under a single supplier. The planned maintenance works however are currently provided through a wide diversity of contractual arrangements managed through HfH. It is proposed that the delivery of the planned and reactive maintenance to the operational building portfolio be combined into one single package.

### **Objectives:-**

- To achieve an improved economy of scale with a 5% target cost saving over the current systems.
- To improve the planned to reactive maintenance ratio to 70:30. (i.e. currently 50:50) to derive costs savings.
- To deliver improved quality of service and levels of customer satisfaction by the implementation of an integrated contract.

9.2 In conjunction with JRP a review of the options available to achieve the above objectives has been undertaken (see appendix 1). The options that have been considered are as follows:-

#### **9.2.1 Do Nothing**

This is not a viable option, since the current reactive maintenance contract is for 12 months and requires renewal from the 1<sup>st</sup> April 2008. Homes for Haringey also require firm commitment on our future requirements so they can develop and optimise their business planning; at the same time Corporate Property Services need to have their maintenance programmes on a firmed basis.

#### **9.2.2 Internal Management Model**

This option would require the recruitment of new staff and the restructuring of the existing resources to deliver the managed services through a system of term contracts. This option has been discounted on the basis of the timescales needed to implement and the historical difficulties of recruiting staff with the required skills for this type of work.

9.2.3 Managing Contractor

This option would package the planned and reactive maintenance works under a single contractor. However we are of the opinion that due to the diversity of the portfolio and the current contractual arrangements the implications of selecting a Managing Contractor in this instance would not be beneficial. The transitional change would be difficult to manage and disruptive due to the knowledge and experience of these buildings residing with many of the existing term contractors. This option has also been discounted at this time.

9.2.4 Total Facilities Management

The responsibility for the provision of building services and for the general management would be placed in the hand of a single organisation. We consider that at this time this would be an extremely high risk strategy, since all our "eggs would be in one basket" It would be very difficult to implement an exit strategy should anything go wrong or the selected organisation went into liquidations. Also due to the poor condition and limited information currently available across the building portfolio. This option has also been discounted at this time.

9.2.5. Managing Agent

This option would appoint a single agent to coordinate and manage the delivery of planned and reactive services across the building portfolio. Existing contracts would be novated under this agent and it would be their responsibility to control and generate best value situations. This may be by way of bulking trades and/or services in order to attract the calibre of supply chain that delivers best value. The agent's fee would be based on a percentage of works completed, with incentives to reward improved performance and delivering best value. This option is the recommended course of action to take.

9.3 To achieve the objective of appointing a "Managing Agent" would require the close cooperation of the incumbent suppliers in particular "Homes for Haringey". During the PQQ and tendering processes HfH would have the opportunity to tender for these works on an equal basis with the external market.

9.4 The provisional programme of work has identified that the development of a tender package and the process of tendering through the "Official Journal of the European Union" will take 12 months to complete. It is therefore estimated that this contract would be in place for 1<sup>st</sup> September 2008. This will therefore require transitional arrangements to be put in place from the 1<sup>st</sup> April 2008 of extending the existing reactive maintenance contract with Inspace Maintain Ltd by 6 months. Homes for Haringey will be required to provide detailed information on the existing term contracts.

**10. Financial Implications**

- 10.1 During 2007 the repairs and maintenance budgets have been pooled corporately within Corporate Property Services to deliver the reactive and planned maintenance services based on an assessment of priorities across the portfolio. The combined budget amounts to a sum of £1.4 million, during 2007/08 these monies are forecasted to be split as follows:-

	Annual Contract spend (£)	Annual saving @ 5%
Management & Consultancy within CPS	400,000	
Reactive contract provided by Inspace Maintain Ltd	450,000	
Planned contract provided by HfH.	550,000	
TOTAL (Budget sum 2007/08)	1,400,000	70,000

- 10.2 Consolidating the contract into one package will deliver improved economies of scale and provide improved value for money service delivery. It will also enable more preventative maintenance to be targeted, such that areas of reactive works can be reduced.
- 10.3 We are currently paying approximately 18% to HfH on their elements of the Works. This is high and this can be reduced during the tender process. By economy of scale we aim to improve unit of work costs.
- 10.4 By way of restructuring the current maintenance systems we endeavour to ultimately develop a situation where planned/reactive works form a 70/30 ratio respectively. Through this we expect a Best Value situation to be represented and an overall saving of at least 5% to become evident.
- 10.5 One of the key objectives of the CMP initiative is to improve the management of budget spend on maintenance. Various investigations have been carried out with Procurement and Corporate Finance to identify previous years' spend on maintenance. These investigations have been inconclusive as the majority of the information was patchy and incomplete. This is mainly due to the fact that, previously these works were not always strictly coded against maintenance budgets. Whilst we are able to ascertain services' spend according to a SAP analysis, we cannot confirm their accuracy. Therefore it must be noted that these figures are an indication of spend rather than an exact figure.
- 10.6 The following information was collated from SAP, based on Services spend on repairs and maintenance account codes. As well as the SAP reports, an exercise was carried out in 2006, to decipher spend on reactive maintenance in 2006/2007. This information was then confirmed by service finance representatives. In cases where the total, as indicated in the investigations carried out for the purposes of this report, differ from the figures identified in previous exercises, the larger figure has been used.

<b>Service</b>	<b>2005/2006</b>	<b>2006/2007</b>
Environment	451,879.70	185,906.99
Social Services	68,112.77	185,000.00
Finance Services	913,307.89	825,065.25
Education	9,614.30	12,000.00
Chief Exec	305,643.01	250,083.62
<b>Total</b>	<b>1,748,557.67</b>	<b>1,458,055.86</b>

## **11. Conclusion**

- 11.1 It is proposed that a “Managing Agent” is appointed to deliver an integrated reactive and planned maintenance service to the operational building portfolio. The contract would be for four years with the option of extension for a further two years. The contract would operate against a defined “service level agreement” with the payments for the service incentive linked to deliver improved performance and value for money.
- 11.2 The key objectives are to deliver a highly responsive reactive maintenance service operating to a defined service level agreement; under pinned by a programme of planned maintenance works to ensure building services are safe and fit for purpose.

## **12. Use of Appendices / Tables / Photographs**

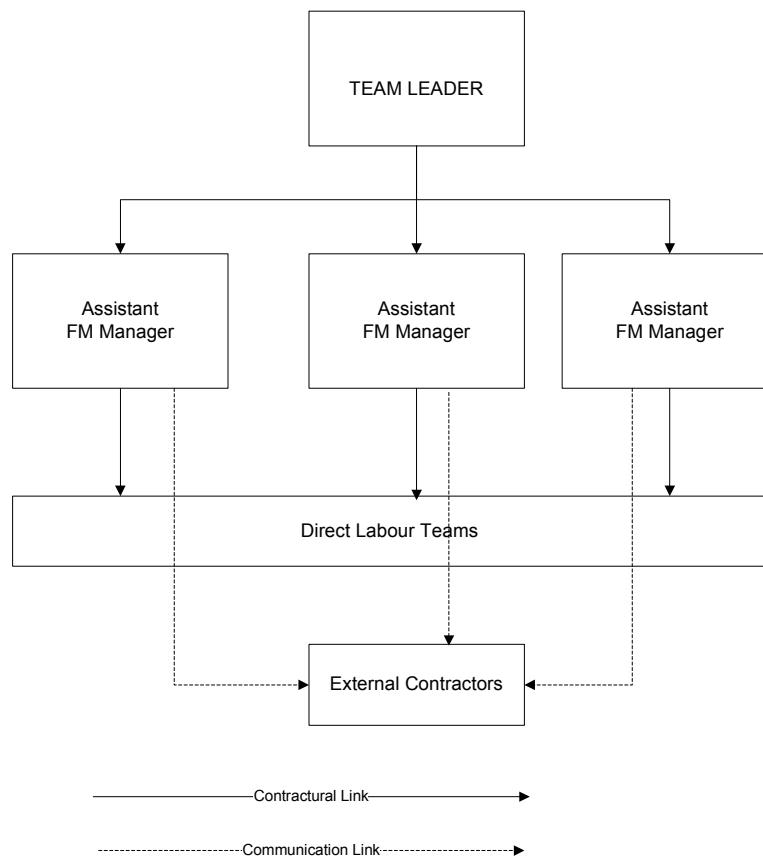
- 12.1 Appendix 1: Review of Options



## Appendix 1: Review of Options

### 1. Internal Management Model (Not recommended)

#### Corporate Landlord within Corporate Property Services



A defined in-house team within Corporate Property Services operate as an independent unit, with the objectives of providing the delivery of building services across a building portfolio.

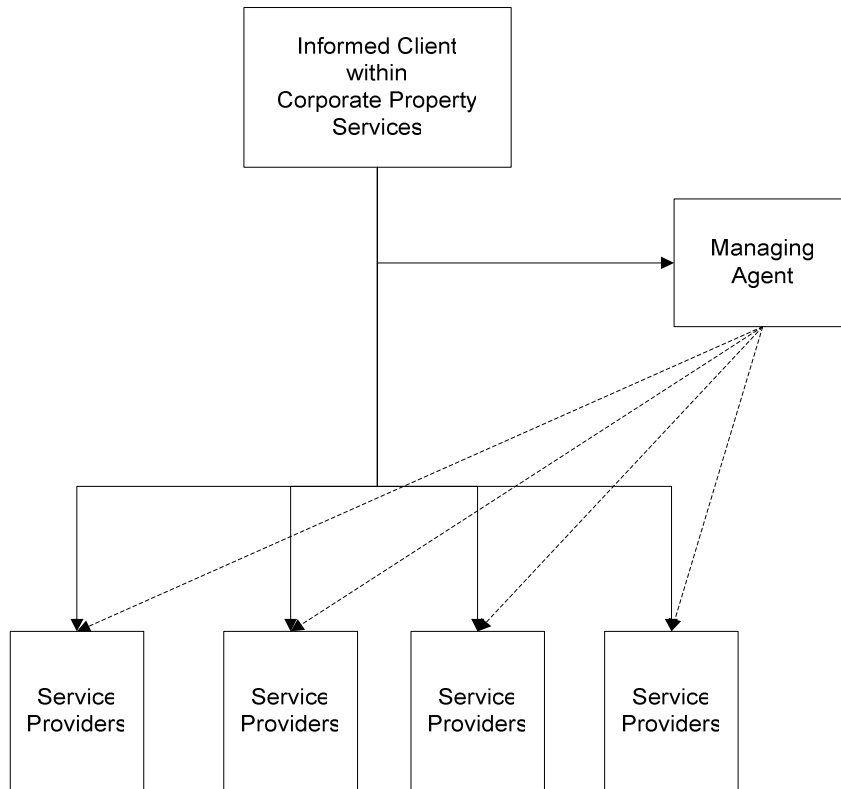
#### Advantages

- The advantages of this type of system are:-
  - Better skills tailored towards building services
  - Accountability and reliability with the service suppliers
  - More transparent costs
  - Better management information
  - Better standardisation and demonstration of building compliance

#### Disadvantages

- The disadvantages to this type of system are:-
  - Large overhead (transparent)
  - Large direct labour workforce.
  - Remote management of the problems (i.e. second guess the local problems)
  - Difficult to make processes seamless and there can be an element of complacency at the interfaces.

## 2. Managing Agent (Recommended Option)



A specialist is appointed to act as the client's representative for the provision of building services. This organisation is then responsible for arranging the appointment of the service providers. (i.e. work is outsourced)

### Advantages

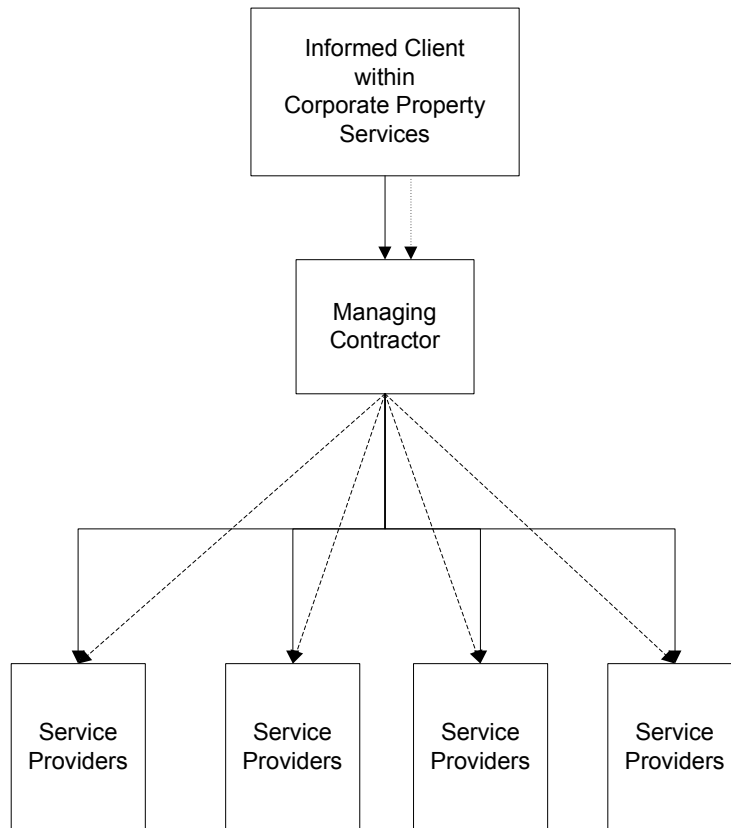
- The advantages of this type of system are:-
  - We keep control of the facilities
  - Better economies of scale due to other companies/contractors being serviced.
  - Provides the specialist skills required.
  - Dissatisfaction with one contract would not put the whole process at risk.
  - Provides considerable flexibility.
  - Reduction in paperwork and fewer orders/payments required though the in-house procurement systems
  - Will perform better if performance criteria laid down in specification
  - Selected through competitive tendering process
  - Would be able to contribute with their expertise

### Disadvantages

- The disadvantages to this type of system are:-
  - Gaps may occur between various packages, however we can make it the MA's responsibility to address these
  - Sound relationships are needed with the service provider and may take time to develop if not already established
  - Adequate resource required to plan and implement this route.
  - Strong service specification required

### 3. Managing Contractor (Not recommended)

#### Managing Contractor



A contractor is appointed to manage all or part of a budget as though part of one large contracting organisation. The contractor would be paid a fee for providing these services, usually based on a percentage of the value of the expenditure managed. The managing contractor may provide some of the services and sub-contracting others.

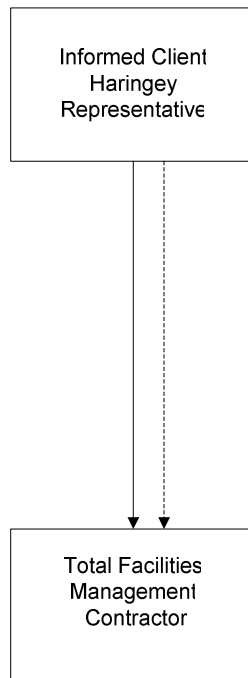
#### Advantages

- The advantages of this type of system are:-
  - Simple contract management
  - Single point of contact
  - Management of specialist sub-contractors
  - Less gaps in the service
  - Reduction in paperwork and fewer orders/payments required though the in-house procurement systems

#### Disadvantages

- The disadvantages to this type of system are:-
  - Needs a clear service specification
  - Ideally needs handover of “made good” buildings.
  - Transitional changes difficult to manage
  - Could be disruptive until the new contract has fully bedded into operation.
  - Sound relationships needed between the Informed Client and Managing Contractor.

#### 4. Total Facilities Management (Not recommended)



The responsibility for the provision of building services and for the general management is placed in the hand of a single organisation.

##### Advantages

- The advantages of this type of system are:-
  - Concentrates on building management as a core activity.
  - Potential cost reductions and efficiency improvements through people savings (TUPE)
  - Fewer transactions to be processed (i.e. one bill per month)

##### Disadvantages

- The disadvantages of this type of system are:-
  - Must be right first time (process is difficult to reverse)
  - High risk if you get it wrong
  - Difficult to mitigate the risk of a contractor going into liquidation and ceasing to trading.
  - All "eggs are in one basket"
  - Contractor unlikely to be based in Haringey which may have impact on the local employment.
  - Existing information and service specifications makes this proposal difficult to implement at this stage.

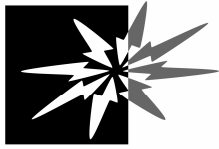
## 5. Performance Measurement Assessment

The following criteria were considered using the scoring system as follows:

- 1-2 Poor
- 3-4 Mediocre
- 5-6 Adequate
- 7-8 Good
- 9-10 Excellent

	Performance Criteria	Internal Management Model	Managing Contractor	Total FM	Managing Agent
1	Easy of Implementation	4	7	6	8
2	Familiarity of Structure & Contractual Responsibilities	8	8	7	8
3	Collaborative Management of Risk	6	7	4	7
4	Move to 70:30 split	6	7	9	8
5	Improved Customer Satisfaction	4	8	7	8
6	Improved Quality of Service	5	8	7	8
7	Flexibility	6	6	6	9
8	Integrated Team	6	6	6	7
9	Partnership Working	6	7	6	7
10	Best Practice	4	5	6	7
11	Achieve Target Cost Savings	5	8	6	8
12	Continuous Improvement	5	8	8	8
13	Potential for Added Value	6	8	6	8
14	Innovation	4	6	9	8
15	Ability to achieve overall efficiency	5	8	8	9
	<b>TOTALS</b>	<b>80</b>	<b>107</b>	<b>101</b>	<b>118</b>

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Haringey Council

Agenda item:

**[No.]****Procurement Committee****On 23 October 2007**Report Title: **Provision of Banking Services – Award of Contract**

Forward Plan reference number (if applicable):

Report of: **Acting Director of Finance**Wards(s) affected: **All**Report for: **Key Decision****1. Purpose**

1.1 This report seeks Member approval for the award of the Council's Banking Service contract to its preferred supplier as detailed in Appendix A to this report.

**2. Introduction by Cabinet Member**

2.1 The Council has complied with EU requirement for the procurement of Banking Services as outlined in the report which seeks the award of the contract to a preferred supplier. Subject to the agreed SLA's, I commend the report and its recommendation to the Committee.

**3. Recommendations**

3.1 That Members agree to award the Banking Services contract to the preferred supplier, as detailed in Appendix A to this report.

3.2 That the final decision on the commencement date of the contract be delegated to the Acting Director of Finance following discussions with the preferred supplier as detailed in Appendix A to this report.

Report Authorised by: **Gerald Almeroth, Acting Director of Finance**

#### **4. Head of Legal Services Comments**

- 4.1 As the estimated value of the contract is in excess of the threshold specified in the Public Contract Regulations 2006 (£144,371) the contract was advertised in the Official Journal of the European Union using the restricted procedure.
- 4.2 The recommendation at Paragraph 3.1 is made on the basis that the recommended supplier submitted the most economically advantageous tender in accordance with Regulations 30(1) (a) of the Public Contract Regulations 2006 and Contract Standing Order 11(1) (b).
- 4.3 The report is seeking Members agreement to grant to the Acting Director of Finance delegated authority to finalise the commencement date of the contract following discussion with the recommended supplier.
- 4.4 The Procurement Committee has the power under Paragraph 1.02(a) in Part H.2 of the Constitution and Section 15(7) of the Local Government Act 2000 to delegate any of its powers to officers.
- 4.5 The Head of Legal Services confirms that there is no legal reason preventing the Executive Members from approving the recommendation set out in Paragraph 3 of this report.

#### **5. Head of Procurement Comments**

- 5.1 This tendering process had been undertaken in line with the Procurement Code of Practise and a member of the Corporate Procurement Team has been involved at Board Level.
- 5.2 The recommendation represents Best value to the council in terms of both efficiencies and future development of the services, the significant price differential in bids has been analysed to endure that the bid is sustainable over the term of the contract
- 5.3 The contract management that has been put in place will ensure contract compliance and mitigate any risk to the Council of under performance.

#### **6. Local Government (Access to Information) Act 1985**

- 6.1 List of background documents:
- (i) Banking Services Contract PQQ
  - (ii) Banking Services Contract ITT
- 5.2 This report contains exempt and non-exempt information. Exempt information is under the following category (identified in amended Schedule 12A of the Local Government Act 1972. s.(3) Information relating to financial or business affairs of any



particular person (including the authority holding that information).

## **7. Strategic Implications**

- 7.1 The provision of banking services to the Council is a key support function that underpins the efficient and effective operations of the Council and is a service that if well run, is not noticed by individuals who benefit from the service, but has a significant impact if poor performance occurs.
- 7.2 Currently the Council acts as the bankers for Homes for Haringey (HfH), via the use of the Council's Co-operative bank account. Under the new contract HfH will have a separate independent bank account, although it will be operated under this one contract.
- 7.3 The financial management and reporting of the Authority is governed by the Comprehensive Performance Assessment (CPA) with the Use of Resources element of this being an annual assessment of how the Council is performing in areas such as financial reporting, financial management and value for money. The banking services contract is one of a number of areas that underpins this use of resources.
- 7.4 It is anticipated that the new contract will deliver improvements both in terms of efficiencies and service delivery contributing to achieving an improved Use of Resources score in future CPA's.
- 7.5 The new contract will be for a period of 3 years, plus the option of a two year extension.

## **8. Financial Implications**

- 8.1 This information is exempt and is therefore contained within Appendix A, section A2.

## **9. Equalities Implications**

- 8.1 In regard to procurement, the Council is committed to opening up its supply chain so that all who may wish to tender for contracts have the opportunity to do so. It is also a policy commitment to ensure that organisations contracted to provide services, works or good have due regards to diversity issues in their policies and practices (**Equality Public Duties Scheme: Corporate Action Plan, Ref 8**).
- 8.2 To enable these commitments to be carried out, the Council has systems and procedures that officers use to ensure that equalities considerations are taken into account at every stage in contracting, from tendering to award and evaluation of contracts.
- 8.3 Regarding opportunity to tender, the invitation to tender was widely publicised, providing opportunity for all banking services providers who wished to tender to do so. Practically all the major high street banks did so.

8.4 The Pre-Qualification Questionnaire (PQQ) which has detailed equalities section was used to assess the tenders in accordance with Council procedures on procurement, with input from the corporate equalities team.

8.5 The equalities policy stance of the Council in regard to procurement was fulfilled in full.

8.6 As the services to be provided under this contract are internal to the Council, there are no specific direct equalities implications for users of council services.

## **9. Consultation**

9.1 No external consultation has been undertaken as part of this tendering exercise. However consultation has been undertaken with internal customers and in particular with schools, in order to keep them informed of the work being undertaken and any implications there may be for them.

## **10. Background**

10.1 The Council has banked with the Co-operative Bank for a large number of years but due to EU regulations has been required to undertake a tender exercise for the provision of these services.

10.2 The re-tendering process has been managed using the Council's project management framework, with a specific project team created and has reported through the Procurement Project Board. This tendering exercise has also been used as a pilot of the new SAP Contract Management System (CMS).

10.3 At the start of the process a 'Meet the Buyers' day was held at which a number of banking institutions were invited to a presentation of the process the Council was going through, background information on Haringey and its values and challenges it is facing. Finally the indicative timetable and process for the tender exercise was communicated.

10.4 A restricted tender process has been undertaken, with initial expressions of interest being given via a Pre-Qualification questionnaire. At this stage 5 banks submitted an application and all 5 were accepted. Please see Appendix A of this report for full details of these banks.

10.5 Following the invitation to tender of these 5 banks, all 5 submitted a bid for the provision of banking services to the Council.

10.6 The contract is for the provision of full banking services for Haringey Council and Homes for Haringey. It also includes various ancillary services which include debit/credit card payment facilities and payment cards.

- 10.7 The contract is for a period of three years with an option to extend the contract for a further two years, subject to mutual agreement. The contract is anticipated to commence from the 1st April 2008, however, this will be subject to negotiation with the preferred supplier.
- 10.8 The submissions were evaluated based on the evaluation criteria detailed in Appendix A of this report.

## **11. Contract Management**

- 11.1 Once the contract is awarded a Service Level Agreement will be agreed between the council and the successful contractor. This will clearly set out service levels, monitoring procedures, review meetings and dispute procedures.
- 11.2 Once the contract is in place a minimum of quarterly review meetings will be held to discuss operational matters and 6 monthly meetings for strategic matters. In addition ad-hoc meetings will take place when required to resolve any specific matters.

## **12. Contract termination/Extension**

- 12.1 As stated in paragraph 6.5 this contract will be for an initial period of 3 years, with the possibility of further 2 year extension. The contract will be reviewed early in its third year and discussions held on the performance within the contract, based on the regular monitoring meetings held throughout the contract period.
- 12.2 Should the Council and the contractor be minded to utilise this extension option negotiations will be held with regard to pricing for the 2 additional years and any extension will be agreed, within the framework of contract standing orders (section 13.01, (a) (i)), by the appropriate Director under delegated powers.

## **13. Conclusion**

- 13.1 As detailed in Appendix A, section A5, to this report it is recommended that members approve the award of this contract to the preferred supplier, with the final commencement date for the contract to be agreed by the Acting Director of Finance through negotiations with the preferred supplier.

## **14. Use of Appendices / Tables / Photographs**

- 14.1 Appendix A of this report contains exempt information



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