



NOTICE OF MEETING

Cabinet Procurement Committee

TUESDAY, 30TH SEPTEMBER, 2008 at 18:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

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

AGENDA

1. **APOLOGIES FOR ABSENCE** (if any)
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 15 below. New items of exempt business will be dealt with at item 25 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

To confirm and sign the minutes of the meeting of the Procurement Committee held on 2 September 2008.

5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

To consider any requests received in accordance with Standing Orders.

6. BUILDING SCHOOLS FOR THE FUTURE EXTENDED TRIBAL GROUP CONTRACT

(Report of the Director of Children and Young People's Service): To extend the current contract in place for Tribal Group until April 2009.

7. IT SOFTWARE LICENCE RENEWAL AND MAINTENANCE FRAMEWORK AGREEMENT

(Report of the Director of Corporate Services): To approve framework agreements with suppliers for the provision of IT Software Licence Renewal and maintenance.

8. AWARD OF DESIGN, PRINT AND ASSOCIATED SERVICES FRAMEWORK AGREEMENT

(Report of the Assistant Chief Executive – Policy, Performance, Partnerships and Communication): To seek approval for a design, print and associated services framework to be formalised and implemented across the council and to seek agreement for those businesses that have been successful in the tendering process to be awarded a place on the Framework Agreement.

9. DRUG INTERVENTIONS PROGRAMME CONTRACT EXTENSION: 2008 - 09

To request the extension of the DIP contract for a further 12 months from 1st April 2008 to 31st March 2009, as allowed in the original contract awarded on 26th June 2006.

10. DISABLED ADAPTATIONS FRAMEWORK AGREEMENT: AWARD OF CONTRACT

(Report of the Director of Adult, Culture and Community Services): To seek agreement to enter into a Framework Agreement for the provision of disabled adaptation works.

11. MARKFIELD PARK LISTED BUILDINGS REFURBISHMENT

(Report of the Director of Adult, Culture and Community Services): To seek approval to appoint a contractor who has been selected through a competitive tendering process for the listed buildings refurbishment works in Mansfield Park.

12. MARKFIELD PARK PAVILION REFURBISHMENT

(Report of the Director of Adult, Culture and Community Services): To seek approval to appoint a contractor who has been selected through a competitive tendering process for the pavilion refurbishment works in Mansfield Park.

13. GEORGE LANSBURY & ELIZABETH BLACKWELL HOUSE

(Report of the Director of Urban Environment): To seek approval to a proposed programme of works relating to the upgrading of all electrical installations and upgrading the satellite TV services in preparation for the digital conversion at George Lansbury and Elizabeth Blackwell House.

14. WINKFIELD ROAD, CEDAR HOUSE, DAPHNE HOUSE, TREDEGAR ROAD - REWIRING AND INTEGRATED RECEPTION SYSTEM

(Report of the Director of Urban Environment): To seek approval to a proposed programme of works relating to the upgrading of all electrical installations and upgrading the satellite TV services in preparation for the digital conversion at Winkfield Road, Cedar House, Daphne House, Tredegar Road.

15. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at 2 above.

16. 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 - 13 which appear earlier on this agenda.

17. IT SOFTWARE LICENCE RENEWAL AND MAINTENANCE FRAMEWORK AGREEMENTS

(Report of the Director of Corporate Services): To approve framework agreements with suppliers for the provision of IT Software Licence Renewal and maintenance.

18. AWARD OF DESIGN, PRINT AND ASSOCIATED SERVICES FRAMEWORK AGREEMENT

(Report of the Assistant Chief Executive – Policy, Performance, Partnerships and Communication): To seek approval for a design, print and associated services framework to be formalised and implemented across the council and to seek agreement for those businesses that have been successful in the tendering process to be awarded a place on the Framework Agreement.

19. DRUG INTERVENTIONS PROGRAMME CONTRACT EXTENSION - 2008/09

(Report of the Assistant Chief Executive – Policy, Performance, Partnerships and Communication): To seek approval to the award of the contract for the design, print and distribution of Haringey People.

20. DISABLED ADAPTATIONS FRAMEWORK AGREEMENT: AWARD OF CONTRACT

(Report of the Director of Adult, Culture and Community Services): To seek agreement to enter into a Framework Agreement for the provision of disabled adaptation works.

21. MARKFIELD PARK LISTED BUILDINGS REFURBISHMENT

(Report of the Director of Adult, Culture and Community Services): To seek approval to appoint a contractor who has been selected through a competitive tendering process for the listed buildings refurbishment works in Mansfield Park.

22. MARKFIELD PARK PAVILLION REFURBISHMENT

(Report of the Director of Adult, Culture and Community Services): To seek approval to appoint a contractor who has been selected through a competitive tendering process for the pavilion refurbishment works in Mansfield Park.

23. GEORGE LANSBURY HOUSE AND ELIZABETH BLACKWELL HOUSE - REWIRING SCHEME

(Report of the Director of Urban Environment): To seek approval to a proposed programme of works relating to the upgrading of all electrical installations and upgrading the satellite TV services in preparation for the digital conversion at George Lansbury and Elizabeth Blackwell House.

24. WINKFIELD ROAD, CEDAR HOUSE, DAPHNE HOUSE, TREDEGAR ROAD - REWIRING AND INTEGRATED RECEPTION SYSTEM

(Report of the Director of Urban Environment): To seek approval to a proposed programme of works relating to the upgrading of all electrical installations and upgrading the satellite TV services in preparation for the digital conversion at Winkfield Road, Cedar House, Daphne House, Tredegar Road.

25. NEW ITEMS OF EXEMPT URGENT BUSINESS

To consider any items admitted at 2 above.

Yuniea Semambo
Head of Local Democracy
and Member Services
5th Floor
River Park House
225 High Road
Wood Green
London N22 8HQ

Richard Burbidge
Cabinet Committees Manager
Tel: 020 8489 2923
Fax: 020 8489 2660
Email: richard.burbidge@haringey.gov.uk

22 September 2008

This page is intentionally left blank

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 2 SEPTEMBER 2008**

Councillors *Adje (Chair), *Bevan, *Meehan and *Santry

*Present

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PROC25.	<p>MINUTES (Agenda Item 4)</p> <p>RESOLVED:</p> <p>That the minutes of the meetings held on 29 July 2008 be approved and signed.</p>	HLDMS
PROC26.	<p>CONTRACT FOR DELIVERY OF INTEGRATED REACTIVE AND PLANNED MAINTENANCE (Report of the Director of Corporate Resources - Agenda Item 6)</p> <p>The Appendices 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.</p> <p>We noted that although Homes for Haringey had declined to bid for the Managing Agent contract and that all their existing planned maintenance contracts expired on 31 March 2009 they had indicated that some could be extended if the Managing Agent selected was unable to procure new services in time provided that the individual contracts allowed for this and the works were exclusively for the Council's non-housing stock.</p> <p>However, we were of the view that if the key objectives of the contract were to be achieved including an improved economy of scale with a 5% target cost saving in the first year over the current contractual arrangements then an extension to the existing contracts should not be sought for any reason. Effective contract monitoring was needed to ensure that the single supplier contract did not falter and we asked that the Head of Procurement ensure that such arrangements were in place.</p> <p>RESOLVED:</p> <p>That, in accordance with Contract Standing Order 11.03, approval be granted to the award the contract for a Managing Agent to Europa Limited for a period of 4 years, with the option to extend by a further two 1-year periods based on the pricing arrangements set out in the Appendix to the interleaved report.</p>	<p>HPr</p> <p>DCS</p>
PROC27.	<p>AWARD THE CONTRACT FOR DESIGN, PRINT AND DISTRIBUTION OF HARINGEY PEOPLE (Report of the Assistant Chief Executive (Policy, Performance, Partnerships and Communications) - Agenda Item 7)</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 2 SEPTEMBER 2008**

	<p>The Appendices 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.</p> <p>We noted that the proposed contract award was for two years with an option to extend for a further year and we sought clarification of the guidance available concerning the duration of contracts. We were advised that apart from contracts awarded as part of Framework Agreements where the maximum length of award was prescribed there were no rules in this respect and while there was a cost to undertaking procurements, shorter contract periods with extensions provided more break points if a contractor was found to be not performing satisfactorily.</p> <p>We commented that it would be helpful if it was stated in reports why the periods recommended had been chosen in respect of each contract.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That in accordance with Contract Standing Order 11, approval be granted to the award the contract for the design, print and distribution of Haringey People to Engage in the sum of £375,970. 2. That the contract be awarded for a period of two years with the option to extend for one further year. 	<p>ACE-PPPC</p> <p>ACE-PPPC</p>
<p>PROC28.</p>	<p>BUILDING SCHOOLS FOR THE FUTURE - AWARD OF A PRE-CONSTRUCTION AGREEMENT FOR ST. THOMAS MORE SCHOOL (Report of the Director of the Children and Young People's Service - Agenda Item 8)</p> <p>The Appendices 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.</p> <p>We asked that in all future reports on the Building Schools for the Future Programme (BSF) contain a running total of expenditure committed from the Programme to that point in time.</p> <p>RESOLVED:</p> <p style="padding-left: 40px;">That, in accordance with Contract Standing Order 11.03, approval be granted to the award of the pre-construction stage for St. Thomas More Catholic School to Breyer Group plc for a fee of £351,684.</p>	<p>DCYPS</p> <p>DCYPS</p>
<p>PROC29.</p>	<p>BUILDING SCHOOLS FOR THE FUTURE - AWARD OF A PRE-CONSTRUCTION AGREEMENT FOR THE YOUNG PEOPLE'S CENTRE (Report of the Director of the Children and Young People's Service - Agenda Item 9)</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 2 SEPTEMBER 2008**

	<p>The Appendices 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.</p> <p>We noted that each of the contractors who had submitted a tender had been interviewed and asked to present against three key criteria decided by the schools and their proposed logistics statement including whether they would be willing to discuss ways in which their skills and expertise could contribute to students' learning experience during the construction period. We asked that copies of the answers given by the contractors at their interviews be supplied to Members of our Committee.</p> <p>RESOLVED:</p> <p style="padding-left: 40px;">That, in accordance with Contract Standing Order 11.03, approval be granted to the award of the pre-construction stage for the Young People's Centre to Breyer Group plc for a fee of £277,350.</p>	<p>DCYPS</p> <p>DCYPS</p>
<p>PROC30.</p>	<p>BUILDING SCHOOLS FOR THE FUTURE - AWARD OF PRE-CONSTRUCTION AGREEMENT FOR HIGHGATE WOOD SCHOOL (Report of the Director of the Children and Young People's Service - Agenda Item 10)</p> <p>The Appendices 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.</p> <p>Arising from our consideration of paragraph 6.5 of the interleaved report, confirmation was sought and given that the recommended contractor had taken out a performance bond and officers were satisfied that the risk to the Council was within the normal acceptable levels.</p> <p>RESOLVED:</p> <p style="padding-left: 40px;">That, in accordance with Contract Standing Order 11.03, approval be granted to the award of the pre-construction stage for the Young People's Centre to Breyer Group plc for a fee of £236,291.</p>	<p>DCYPS</p>
<p>PROC31.</p>	<p>HORNSEY DECENT HOMES PROGRAMME 2008/09 PHASE HOPH 1 (Report of the Director of Urban Environment - Agenda Item 11)</p> <p>The Appendices 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.</p> <p>We noted that 'Norman Court' in paragraph 15.2 of the interleaved report should read 'Newland House'.</p> <p>Concern was expressed about misunderstandings about the fixing of</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 2 SEPTEMBER 2008**

	<p>television satellite dishes to properties where integrated satellite reception systems had been provided and the respective roles of the Council, Homes for Haringey and contractors. We asked that this matter be taken up at the meeting between Council Members and officers and Homes for Haringey on 16 September. Disquiet was also voiced about tenants re-fitting metal grills after new street doors had been provided as part of a programme of work and we asked that this matter also be considered at that meeting.</p> <p>Further clarification was also sought about leaseholder implications, in particular the comment that 'the charges to all 17 leaseholders are limited to the estimates contained in their Offer Notices.' We asked that the date of disposal of these properties and each agreement be checked to ensure that the Council was not under recovering.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, in accordance with Contract Standing Order (CSO) 11.03, approval be granted to the award of for Phase HOPH1 of the Hornsey Decent Homes Programme 2008/09 to Wates Living Space in the sum of £1,469,744. 2. That the total Agreed Maximum Price, including fees of £1,539,997 be noted. 	<p>DUE</p> <p>DUE</p>
<p>PROC32.</p>	<p>HORNSEY DECENT HOMES PROGRAMME 2008/09 - PHASE HOPH2 (Report of the Director of Urban Environment - Agenda Item 12)</p> <p>The Appendices 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.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, in accordance with Contract Standing Order 11.01(a) and subject to final consideration of any leaseholder observations at the expiry of the second Section 20 Notice period, approval be granted in principle to the award of the contract for Phase HOPH2 of the Hornsey Decent Homes Programme 2008/09 to Wates Living Space in the sum of £2,733,676. 2. That the total Agreed Maximum Price, including fees of £2,864,346 be noted. 3. That authority to confirm the award of the contract to the recommended contractor upon successful completion of the leaseholder consultation period be delegated to the Director of Urban Environment. 	<p>DUE</p> <p>DUE</p>
<p>PROC33.</p>	<p>NORTH TOTTENHAM DECENT HOMES PROGRAMME 2008/09 PHASE NT6 (Report of the Director of Urban Environment - Agenda</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 2 SEPTEMBER 2008**

	<p>Item 13)</p> <p>The Appendices 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.</p> <p>We noted that Risley Avenue, part of which was included in the contract, was included in a designated conservation area and we asked that future reports involving properties within conservation areas state that explicitly together with confirmation that any requirements in relation to such properties would be observed.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, in accordance with Contract Standing Order 11.03 and subject to final consideration of any leaseholder observations at the expiry of the second Section 20 Notice period, approval be granted in principle to the award of the contract for Phase NT6 of the North Tottenham Decent Homes Programme 2008/09 to Lovell Partnership Ltd. in the sum of £792,406. 2. That the total Agreed Maximum Price, including fees of £834,403.50 be noted. 3. That authority to confirm the award of the contract to the recommended contractor upon successful completion of the leaseholder consultation period be delegated to the Director of Urban Environment. 	
<p>PROC34.</p>	<p>NORTH TOTTENHAM DECENT HOMES PROGRAMME 2008/09 PHASE NT7 (Report of the Director of Urban Environment - Agenda Item 14)</p> <p>The Appendices 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.</p> <p>Concern was expressed about water leaks in Stellar House and about whether contract specifications included pipe work as well as bathroom fittings. Clarification was also sought of whether or not integrated television satellite reception systems were to be provided as part of the works. We asked that Council officers take these matters back to Homes for Haringey as Strategic Client representatives and we</p> <p>RESOLVED:</p> <p>That consideration of the report be deferred to enable officers to investigate further the matters outlined above.</p>	<p>DUE</p>
<p>PROC35.</p>	<p>NORTH TOTTENHAM DECENT HOMES PROGRAMME 2008/09</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 2 SEPTEMBER 2008**

	<p>PHASE NT8 (Report of the Director of Urban Environment - Agenda Item 15)</p> <p>The Appendices 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.</p> <p>Clarification was again sought of whether or not integrated television satellite reception systems were to be provided as part of the works. Concern was also expressed about the proposal to replace the roof of one of the four blocks and reference was made to a previous request we had made that reports proposing replacement flat roofs include a life costing cycle for the roof. Reference was also made to the Haringey Standard which envisaged the replacement of flat roofs by pitched roofs wherever possible. In the context of the current report an analysis should be provided of the comparative costs of replacing all of the flat roofs with pitched roofs over a 60 year period.</p> <p>Concern was expressed that the Introduction by the Cabinet Member as set out at paragraph 2 had not been authorised by the Cabinet Member for Housing as required and our Chair indicated that he would reject any future report where this was found to be the case. Our Chair also suggested that in the case of larger projects site visits involving the Cabinet Member for Housing and officers might be appropriate to improve dialogue.</p> <p>We asked that Council officers take these matters back to Homes for Haringey as Strategic Client representatives and we</p> <p>RESOLVED:</p> <p>That consideration of the report be deferred to enable officers to investigate further the matters outlined above.</p>	DUE
PROC36.	<p>NORTH TOTTENHAM DECENT HOMES PROGRAMME 2008/09 PHASE NT9 (Report of the Director of Urban Environment - Agenda Item 16)</p> <p>The Appendices 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.</p> <p>Disquiet was voiced that there was no mention of integrated television satellite reception systems in the report and concern was also expressed about the absence of a life costing cycle for the flat roofs and our Chair indicated that all future Decent Homes reports should be standardised and those which proposed the replacement of flat roofs should include details of design costs for their replacement with pitched roofs. Our Chair also indicated that he would expect a statement from the Design and Engineering Division of Homes for Haringey in reports confirming</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 2 SEPTEMBER 2008**

	<p>whether or not the provision of integrated television satellite reception systems.</p> <p>RESOLVED:</p> <p>That consideration of the report be deferred to enable officers to investigate further the matters outlined above.</p>	<p>DUE</p>
--	---	------------

CHARLES ADJE
Chair

This page is intentionally left blank



Haringey Council

APPENDIX A

REPORT TEMPLATE

Agenda item:

[No.]**Procurement Committee****on 30th September 2008**

Report Title: Building Schools for the Future Extended Tribal Group Contract	
Forward Plan reference number (if applicable): N/A	
Report of: Director of the Children & Young People's Service	
Wards(s) affected: N/A	Report for: N/A
<p>1. Purpose</p> <p>1.1 To extend the current contract in place for Tribal Group until April 2009</p> <p>1.2 This report seeks approval to an increase of £499,200 on the approved limit of £1,319,625 for Programme Support services called off from the contract let after a procurement exercise in May 2007.</p> <p>1.3 This extension will enable the transfer of BSF and hopefully Primary Capital Programme activities to council staff to be run collectively. An exercise which has proven difficult to complete to the expected timescale for resources set out in the report.</p>	
<p>2. Introduction by Cabinet Member</p> <p>2.1 I recommend the attached report for approval.</p> <p>For the reasons set out in paragraph 13.3 there is a need to extend the current contract with Tribal Group to support the BSF Programme at a crucial point. In addition, the contract extension will allow for the experience from the BSF Programme to be carried through to the Primary Capital Programme.</p>	
<p>3. Recommendations</p> <p>3.1 The existing contract with the Tribal Group for the provision of consultancy services be extended by a total of £499,200 (made up of two tranches: £328,200 for September to December 2008, and £171,000 for January to March 2009) enabling</p>	

provision of services to continue support for the BSF Programme and transfer skills to council staff.

3.2 Of the total £499,200 extension enabling the Tribal Group consultancy services to be provided to March 2009, Procurement Committee are requested to approve an initial sum of £328,200 to enable consultancy services to continue to be provided to 31st December 2008, and;

3.3 A further sum of £171,000 be authorised for extension of Tribal Group consultancy services from January to March 2009. The Council's Chief Executive and/or the Corporate Director of Resources be authorised to carry delegated authority, following consultation with the Cabinet Member for Resources, to release the second tranche of £171,000 if it should be required to continue consultancy support from Tribal Group after December 2008 if it is judged that this resource is required.

Report Author: Gordon Smith, BSF Programme Director

Report Authorised by:



Sharon Shoesmith
Director
The Children and Young People's Service

Contact Officer: Gordon Smith, BSF Programme Director

e-Mail: Gordon.smith@haringey.gov.uk

Telephone: 020 8489 5368

4. Chief Financial Officer Comments

4.1 The extension to the existing contract has been quoted at rates similar to those originally agreed, taking into account the relative seniority of positions.

4.2 The extension is affordable within the sum set aside for Programme Management covering the period 2008-11 and it has been confirmed that overall costs for the programme will be contained within the overall agreed budget provision.

5. Head of Legal Services Comments

5.1 Cabinet Procurement Committee had at its meeting of 17th May 2007 approved the appointment of the Tribal Group ("Tribal") for the provision of Consultancy services to the BSF Programme, subject to the value of the contract with Tribal not exceeding £1,319,625.

- 5.2 This report is seeking Cabinet Procurement Committee approval of an increase of the £1,319,625 contract value limit set at the meeting of 17th May 2007, by a sum of £499,200. The report states that the proposed extension of the current contract with Tribal will facilitate the continued provision of consultancy services to the BSF Programme pending the completion of current efforts to recruit permanent staff to replace Tribal consultants.
- 5.3 Cabinet Procurement Committee has the power under CSO 13.2 to vary or extend a contract providing that to do so is consistent with the provisions of the Financial Regulations.
- 5.4 The Head of Legal Services' comments on the report to Cabinet Procurement Committee of 17th May 2007 had highlighted a small risk of challenge in respect of the appointment of Tribal, from other service providers on the OGC Framework who may be able to offer lower rates than those offered by Tribal. There has been no challenge to date, but the highlighted risk would continue to apply in respect of an extension of the contract with Tribal.

6. Head of Procurement Comments

- 6.1. Tribal is listed on the OGC Framework and it was from this list that they were originally procured.
- 6.2 Due to difficult recruitment markets, the need has arisen to extend the BSF arrangement with Tribal and this is permitted within the OGC Framework terms and conditions.
- 6.3 Given that recruitment of permanent Haringey employees to replace consultants in the BSF Programme Office is proving difficult, it is important to consider all alternative options to minimise similar issues arising again when the extended contract period draws to a close.
- 6.4 The Head of Procurement is satisfied that the recommendation to extend the contract with Tribal is in the Council's overall best interest at this given time, and whilst recognising that every effort will be made to avoid the need for any further extensions, I would suggest that a progress report be submitted to Procurement Committee in January 2009.

7. Local Government (Access to Information) Act 1985

7.1 [List background documents]

7.2 [Also list reasons for exemption or confidentiality (if applicable)]

8. Strategic Implications

- 8.1 The BSF Programme represents a significant programme of work to transform educational facilities at the borough's secondary schools. The BSF Programme has required engagement of consultancy services to manage the delivery of specialist activities such as the delivery of the Programme Support Office (PSO) and procurement of the ICT Managed Service Provider (MSP) for Haringey Schools. The

Council agreed letting of a £1.3m contract with the Tribal Group in May 2007 to enable access to service specialists in the required volume to deliver intensive Programme deliverables.

8.2 This report highlights the overall strategy to replace consultancy staff with Haringey employees, and this process is still planned. The BSF Programme is at a critical stage in its development, moving from key design and approval to the delivery and construction phase, and as such continuity of service delivery must be secured through extension of the Tribal Group consultancy service contract as detailed in this report.

9. Financial Implications

9.1 The BSF Board has agreed Programme Management budget provision with the BSF Board totalling £4.589m for 2008/09 to 2010/11 inclusive. Processes are currently in hand to review the deployment of resources within the agreed budget sum. Tribal Group consultancy costs amounting to a further £499,200 form part of the overall budget total and will be managed within the agreed Cash Limited Budget, recognising that the actual resources engaged to deploy key deliverables will flex over time within overall budget totals to achieve agreed programme outputs.

10. Legal Implications

10.1 Please refer to Paragraph 5.

11. Equalities Implications

11.1 [click here to type]

12. Consultation

12.1 [click here to type]

13. Background

13.1 A report to the procurement committee on the 29th July 2008 explained the background to the use of consultants in delivering the BSF programme and the steps being taken to achieve the transfer to staff of those roles where it is feasible and desirable.

The report also alluded to the difficulty of recruiting appropriately skilled staff within acceptable timescales.

13.2 One of the key activities undertaken by consultants is that of programme management and support. It is one of the areas where transfer to staff should be achievable and considerable activity has been put into doing so.

A key component of the interim services comprises the Programme Manager, the Head of Programme Support Office and the staff of that office, which are roles carried out by the Tribal Group. The Tribal Group also carried out the procurement of the ICT Managed Service Provider.

13.3 The report approved by Procurement Committee on 17th May 2007 set a contract limit of £1,319,625, and that sum has now been reached. That figure was based on a careful analysis of need but since then a number of changes have had to be absorbed:

- (a) It proved impossible to recruit replacements for two Haringey PSO staff members who had been part of the original team. These gaps were filled by additional Tribal staff until a permanent appointment could be made.
- (b) The ICT MSP procurement process took significantly longer than originally predicted, requiring key staff to be retained for a longer period.
- (c) Recruitment of strategic capacity for ICT proved problematic and to enable the implementation of the service to schools over the summer the engagement of one of the Tribal consultants has been extended. The service is now operational, and consultancy services will be replaced shortly by a Haringey employee.
- (d) The delay in recruiting a Programme Director has had a knock on effect on defining PSO requirements and recruiting a permanent team. The present intention is for these issues being resolved by 31st December but given experience this cannot be guaranteed.

13.4 In the meantime the call off contract with Tribal Group has been carefully managed, involving the termination of a number of posts before the projected dates. Recommendations are set out in Section 3 above.

13.5 In addition, the BSF Programme Director has been asked to evaluate the opportunities for managing BSF and Primary Capital Programme teams together. Approval of this contract extension will support achievement of that objective.

14. Conclusion

14.1 Continuation of Tribal Group consultants is required to continue delivery of the BSF Programme, and to enable recruitment of council staff and transfer of skills to them. Extension of the Tribal Group contract under the terms set out in Section 3 of a maximum of £499,200 is required to enable this activity to be delivered.

15. Use of Appendices / Tables / Photographs

15.1 [List any Appendices and their titles]

This page is intentionally left blank



Haringey Council

REPORT

Procurement Committee

On 30th September 2008Report Title: **IT Software Licence Renewal and Maintenance Framework Agreements**Forward Plan reference number (if applicable): **18**Report of: **Director of Corporate Resources**Wards(s) affected: **N/A**Report for: **Key Decision****1. Purpose (That is, the decision required)**

1.1 To seek Member agreement to approve framework agreements with suppliers for the provision of IT Software Licence Renewal and Maintenance Support.

2. Introduction by Cabinet Member (if necessary)

2.1

3. Recommendations

3.1 That Members agree, as allowed under Contract Standing Order (CSO) 11.03, to award the **IT Software Licence Renewal and Maintenance Framework** for non-proprietary software and support to the suppliers detailed in paragraph 1.1 of Appendix 1 of the Report on the basis that they submitted the most economically advantageous tenders.

3.2 That the agreements be awarded for a period of three years with the option to extend for one further year on the basis detailed in the report.

Report Authorised by: **Julie Parker, Director of Corporate Resources**Signed: *J. Parker* 16/9/08
.....

Contact Officer: David Hatley, Senior Supplier Manager, IT Services, Telephone 020 8489 3235, e-mail david.hatley@haringey.gov.uk

4. Chief Financial Officer Comments

4.1 The Chief Financial Officer has been consulted on the contents of this report and notes that this framework agreement provides a flexible supply arrangement as it does not tie the Council into set volumes of work but does provide access to a range of

quality service providers. All orders with these suppliers will be placed by the Council's IT business unit with estimated annual spend of circa £400k.

5. Head of Legal Services Comments

- 5.1 This report is recommending the award of a framework agreement with a total estimated value in excess of the current applicable EU threshold of £139,393. As such full EU procurement rules are applicable.
- 5.2 Regulation 19 of the Public Contracts Regulations 2006 (PCR 2006) allows contracting authorities to enter into framework agreements with economic operators.
- 5.3 The framework agreement has been duly tendered in accordance with EU procurement rules and Contract Standing Orders (CSO). An OJEU notice was issued and the contract was tendered using the restricted procedure.
- 5.4 IT Services wishes to establish the framework agreement with the 3 economic operators indicated in Appendix 1 of this report. This is compliant with the provisions of the PCR 2006.
- 5.5 As the estimated value of the framework agreement (£1,200,000) is in excess of £250,000, the proposed award must be approved by Members according to CSO 11.03. This says that the Cabinet must award all contracts over this value.
- 5.6 The award of this contract is a key decision and as such under CSO 11.04 must be in the Council's Forward Plan. IT Services have confirmed that the contract details are included item no. 18 in Forward Plan version 75 covering the period 15th Aug to 14th Dec. 2008.
- 5.7 The Head of Legal Services confirms that there are no legal reasons preventing members from approving the recommendations in paragraph 3 of this report.

6. Head of Procurement Comments

- 6.1 The procurement opportunity was advertised in OJEU, appropriate trade publications and local press. Of the 21 expressions of interest, only 3 valid tenders were received.
- 6.2 Since EC Directives make it clear that a Framework Agreement must contain 1, 3 or more (not 2) suppliers, the Council has accepted all 3 bidders onto the Framework even though scores vary across the evaluation criteria.
- 6.3 The Council is not obliged to award any work to these suppliers if mini-competition between them fails to demonstrate overall Value for Money. The Council's interests are therefore safeguarded and shall be closely monitored by IT Services.

6.4 The Head of Procurement is therefore satisfied with the procurement process and the safeguards that exist to ensure Value for Money.

7. Local Government (Access to Information) Act 1985

This report contains exempt and non-exempt information. Exempt information is contained in Appendix 1 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)

(3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

7.1 See Appendix 1 for exempt information.

8. Strategic Implications

- 8.1 This report describes the process to select and place suppliers onto a framework agreement to supply IT Software Licence Renewal and Maintenance Support for the Council. Framework Agreements are ideal for circumstances where quantities and prices have yet to be determined but the terms and conditions of the contract can be established at the outset and can remain in place throughout the agreement duration, to make the subsequent competitive procurement exercises within the agreement more efficient.
- 8.2 The range of software products included within this framework is listed in Appendix A section 1.2, however, this is only an indicative list based on current requirements. The Council can add new products and can upgrade, change or delete existing products as its requirements change over the Framework period. Appointment of a selection of suppliers means that competition can be maintained over this time and across a range of requirements. This is a better approach than appointing one contractor whose submission appears to be the most advantageous based on current requirements only as this does not provide any sort of guarantee that value for money will be maintained over the framework's duration and for new/amended products.
- 8.3 The agreements will run from Nov 08 for three years with the option to extend for one further year, as four years is the maximum duration allowed under the Procurement Regulations for a Framework Agreement. We can choose to let the contract expire at the end of three years or we can extend for the further year, terminate early at any time for convenience or, in the case of a material breach of contract, at any time subject to the prescribed notice period and re-compete as appropriate.
- 8.4 The indicative value for all the agreements over three years is £1,200,000. This will be funded through ITS's budget.
- 8.5 The use of the framework agreements will bring about benefits through mini competitions, greater control of spend and more standardisation of maintenance support. To date, requirements have been regarded as individual procurements and have been competed informally on an ad-hoc 'as required' basis. Currently,

around 5 suppliers provide the majority of the non-proprietary software licence and maintenance services to the Council. A category review identified the overall level of spend and led to a strategy being developed to put in place this Framework Agreement, competed under procurement regulations appropriate to the total spend value.

- 8.6 The contract includes a condition entitled 'Volume of Work' which states that 'The Service Provider accepts that the Council does not guarantee the number of Purchase Orders that will be awarded to the Service Provider or that any Purchase Order will be awarded to the Service Provider under this Agreement'. It also includes another condition under which the Council reserves the right to hold a separate procurement exercise for any requirement if it considers this to be a better solution than to place an order under the Framework Agreement.

9. Financial Implications

- 9.1 The anticipated budget for the work delivered by this tender over the three years of the agreements is £1,200,000.
- 9.2 The licences and maintenance support will be paid for from the IT Services budget.
- 9.3 It is not anticipated that other Directorates will use these Framework Agreements but if they do have any requirements that IT Services places on their behalf, it is anticipated that the cost will be re-charged to the appropriate Directorate budget.
- 9.4 Tenderers were asked to provide indicative pricing for our current non-proprietary software requirements. Tenderers were also asked to give different levels of support options in case there are instances where we can accept a lower level of maintenance support and achieve savings and/or select the option that offers the best value for money.
- 9.5 Their indicative schedules of rates are shown in Appendix 1, section 1.2. The tendered rates are comparable overall to the prices currently paid.

10. Legal Implications

- 10.1 A restricted tender process was followed in accordance with Contract Standing Orders. This requirement is of a sufficient value that it falls under the EU Procurement Regulations. The category is not subject to any procedural exemptions or restrictions so a Contract Notice was published in the Official Journal of the European Union (OJEU) on 29th May 2008. The timescales were calculated to comply with the EU Procurement Regulations.

11. Equalities Implications

11.1 In the Equality Public Duty Scheme adopted by the Council, the Council is committed to promoting equality through procurement.

11.2 The Council seeks to do this in three fundamental ways:

- i. **Equality of opportunity to tender for Council contracts.** The aim is to open up the supply chain so that all potential suppliers who are interested have the opportunity to tender through a process that is fair, transparent and accessible to all. (Equality Scheme, para 5.11 – 5.11.1)

In regard to the proposals in this report, the advert inviting an expression of interest was publicised in a range of outlets to attract as much range and diversity of potential suppliers as possible. Local Haringey journals were also used in order to attract potential local suppliers who might be interested.

The evaluation criteria and process were also made available to bidders. The requirements of accessibility, transparency and fairness are therefore satisfied in accordance with the Council's Equality Scheme in respect of procurement.

- ii. **Influencing (promoting equality with) the people we do business with.** The aim is to ensure that we continue to operate a tender process embedded with equalities criteria that are part of the Pre-Qualification Questionnaires (PQQ) and in contract performance monitoring. The PQQ was used in regard to this tender evaluation, thus complying with the Equality Scheme in respect of procurement.
- iii. **Taking account of equalities issues when drafting contact specifications.** The aim is to ensure that goods, services or works provided on behalf of the Council not only meet the fit-for-purpose and value-for-money criteria but also meet the needs of Haringey service users in all their diversity and reflect the Council's commitment to equal opportunity.

12. Consultation

12.1 Not required.

13. Background

- 13.1 The aim of the IT Software Licence Renewal and Maintenance Agreement is to make a major contribution to the Council's objective to become an excellent authority and to be recognised as leaders in providing excellent, value for money, customer led services through the innovative use of our people and technology.
- 13.2 It will do this by ensuring that IT Services continues to be legally compliant by having the right licences in place for the software needed, at a competitive price and with the optimum level of maintenance support provided.
- 13.3 The aim of the tender is to identify reputable, competent suppliers with access to the software licences required and direct or indirect access to skilled maintenance support to ensure that IT Services can get the best use out of the software it buys. The approach is to introduce a framework agreement so that mini-competitions can be run to get the best offer against pre-agreed terms and conditions where this is not already clear from the indicative pricing schedule or where the indicative pricing

needs to be re-confirmed. A mini-competition would be run for the higher value requirements as a matter of course as the prices submitted are indicative only.

- 13.4 The framework agreements will run for an initial period of three years, starting in Nov 2008. At the end of this period the Council may decide to exercise an option to continue the frameworks for a further year. The decision will be taken on the basis of the Council's ongoing requirements, the suppliers' performance and continued ability to demonstrate value for money for the services they provide.
- 13.5 Towards the end of May 2008 an advert inviting expressions of interest appeared on the Haringey Website, and was submitted to OJEU for publication (to reach a wide audience to try to achieve maximum participation) and it also appeared in Muswell Hill Journal, the Hornsey & Crouch End Journal and the Tottenham, Wood Green & Edmonton Journal.
- 13.6 21 pre-qualification questionnaires (PQQs) were sent out in response to requests received. 5 completed PQQs were returned.
- 13.7 The PQQ's were assessed according to the following criteria: organisation; capability; quality; environmental/sustainability; financial status/legitimacy; diversity; health and safety. The PQQ's were evaluated by IT Services.
- 13.8 All 5 potential suppliers satisfied the criteria (after some clarification) so all were invited to submit tenders. Bids were sought on the basis of the most economically advantageous tender and not simply the lowest tender.
- 13.9 3 valid tenders were received on the return date of Wednesday 27 August. One decline was received on 21 August and one tenderer did not respond at all. The tenderers are listed in Appendix 1.
- 13.10 The tenders were assessed by a panel of four members of IT Services staff using the Council's agreed tendering process and in compliance with Council Standing orders. The following criteria were used:

Sourcing statements	20%
Support arrangements incl. resource levels	20%
Licensing compliance	20%
Added value	8%
Staff awareness	7%
Price	25%

Each of these criteria was judged on the following scale

- 0 – unacceptable
- 1 – below expectations
- 2 – approaching expectations
- 3 – meets most expectations
- 4 – meets all expectations
- 5 – exceeds most expectations

13.13 The marks (out of 500) were as shown in Appendix 1, section 1.1. While there are some marks that are lower than would be preferred, these are existing software licence and support suppliers who provide good service and a competitive element so it is felt, therefore, that there is a low risk to the Council of non-performance, based on historical experience. As this is a Framework Agreement, there is no commitment or guarantee of work anyway so again, in the unlikely event that performance does become unsatisfactory, there will be other options available and the risk is managed.

13.14 As a result of the evaluation:

- 3 suppliers were selected;

Their indicative schedules of rates are shown in Appendix 1, section 1.2.

14. Conclusion

14.1 The report describes the process and results of the IT Software Licence Renewal and Maintenance Framework Agreement tender. The suppliers who have been selected onto the frameworks will provide the appropriate quality and quantity of software licences and value-for-money support services for a period of up to four years.

15. Use of Appendices / Tables / Photographs

15.1 Appendix 1 – Exempt Information under the criteria of Schedule 12A(3) of the Local Government Act 1972.

This page is intentionally left blank



Haringey Council

Agenda item:

[No.]**Procurement Committee****On 30th September 2008**

Report Title: **Award of Design, Print and Associated Services framework agreement.**

Forward Plan reference number (if applicable): **19**

Report of: **Sharon Kemp, Assistant Chief Executive, Policy, Performance, Partnerships and Communications**

Wards(s) affected: **All**

Report for: **Decision**

1. Purpose

- 1.1 Approval is sought for a Design, Print and Associated Services Framework to be formalised and implemented across the Council. It also seeks agreement for those businesses that have been successful in the tendering process to be awarded a place on the Framework Agreement.

2. Introduction by Cabinet Member (if necessary)

- 2.1 As a Council we aim to achieve value for money in all aspects of our procurement. Moving to a Framework arrangement will enable us to maintain quality while saving money. I commend this report to you.

3. Recommendations

- 3.1 That Members agree to the establishment of a Council Framework Agreement for Design, Print and Associated Services, as allowed under the European Union Directive on public procurement (the Consolidated Directive), as implemented in the UK by the Public Contracts Regulations 2006, and in accordance with the Council Standing Orders.
- 3.2 It is proposed that the Framework Agreement will be for a term of three years with the option to extend for a further year based on satisfactory performance.
- 3.3 That Members approve the appointment of the service providers listed in Appendix A to this report to the Framework, on the basis that they submitted the most advantageous tenders that best suit the Councils' requirements.

Report Authorised by: **Sharon Kemp, Assistant Chief Executive, Policy, Performance, Partnerships and Communications**

Signed: _____



Contact Officer: **Mike Browne, Head of Communications and Consultation, ext 2901**

4. Chief Financial Officer Comments

4.1 The Chief Financial Officer has been consulted over the contents of this report and confirms that moving to a framework agreement supports the value for money agenda by driving costs down whilst still providing access to quality and responsive providers. The Communications & Consultations Unit (CCU) has significant pre-agreed savings attached to the implementation of this framework (£200k between 2008/09 – 2010/11) and to ensure these are achieved it is important that all procurement on design, print and publicity is channelled through the CCU.

5. Head of Legal Services Comments

- 5.1 5.1 The EU Directive on public procurement (the Consolidated Directive) as implemented in the UK by the Public Contracts Regulations 2006 ("the Regulations") allows local authorities to enter into Framework Agreements with contractors.
- 5.2 The Framework Agreement to which this report relates has been advertised in the Official Journal of the European Union and a restricted tender procedure followed, in compliance with the Regulations. The restricted procedure is a procedure whereby a selection from is made from the contractors who respond to an advertisement, using a pre-qualification process, with only those contractors who meet the pre-qualification criteria being invited to tender.
- 5.3 It is proposed that the Framework Agreement to which this report relates will be for a three-year period with the option to extend for a further one-year period,
- 5.4 Under Regulation 19(10) of the Regulations, local authorities can enter into framework agreements for periods which do not exceed 4 years.
- 5.5 Contractors for the Framework Agreement have been selected on the basis of the most economically advantageous tenders submitted, in accordance with Regulation 30 of the Regulations.
- 5.6 This report is recommending award of the Framework Agreement to the selected contractors identified in Appendix A of this report.
- 5.7 The total value of the contracts to be awarded under the proposed Framework Agreement is likely to exceed £500,000 therefore details of the Framework

Agreement have been included in the Council's Forward Plan, in accordance with CSO 11.04.

5.8 As the total estimated value of the contracts to be awarded under the Framework Agreement is likely to exceed £250,000, the proposed award requires the approval of Members pursuant to CSO 11.03 which provides that Procurement Committee must award all contracts valued over £250,000.

5.9 The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations in Paragraph 3 of this report.

6. Head of Procurement Comments

6.1 This procurement process has been undertaken in conjunction with CPU in line with the Procurement code of Practise

6.2 The recommendation and the centralisation of ordering will allow the Council to achieve Value for Money and continuity of supply through the establishment of the framework agreement.

6.3. Contract monitoring arrangements have been put into place to ensure that the Framework continues to represent Value for Money to the council and that Quality standards are being met

7. Local Government (Access to Information) Act 1985

This report contains exempt and non-exempt information. Exempt information is contained in Appendix A 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:

(3) information relating to the financial or business affairs of any particular person (including the authority holding that information)

List of background documents:

- Tender Report dated July 2008
- Invitation to Tender Document dated May 2008
- Tender Reports dated July 2008

8. Contract Value

8.1 The value of the contract is approx £3m per annum – length of contract 3yrs + 1yr possible extension - Total value £12m

9. Strategic Implications

9.1 The introduction of the Design, Print and Associated services framework is linked to achieving of efficiency savings put forward by CCU.

9.2 In 06/07 CCU spent £886k on print contractors and of that over £50k with three print contractors £100k with one print contractors and over £200k with two print contractors currently on the Printers Approved list. Based on this it is anticipated that with a rebate scheme in place to provide a return to the Council proportionate to the level of spend with a print contractor, in 2007 approximately **17k*** of tangible savings could have been achieved.

*Calculated in increments of:

- 1.5% up to £50k spend
- 2% for £50k to £150k spend
- 2.5% for over £150k spend

9.3 These figures are based on CCU spend only. If combined with the overall Council spend on print this approach would have realised savings in the region of £25k to £50k.

This is based on the premise that all Council print is commissioned through CCU.

9.4 Further reports on Council wide spend has shown that more work is being commissioned through CCU, but still not all.

9.5 The design and print framework will not only help the council towards achieving these cashable savings, but will ensure all work produced is of the highest standard and reflects the council's key objectives and values adding to the council's overall reputation.

9.6 The framework will give the Council the versatility to approach designers and printers on the framework that are better placed to address the changing needs and challenges of the council, hence reducing costs.

9.7 In addition the commissioning of all design and print work through CCU to contractors on the Framework will give the council better buying power with the outcome of receiving better prices.

10. Financial Implications

10.1 The budget for the design and print framework is within CCU's budget.

10.2 There is no additional financial implication for the Council's budgets.

10.3 Additional comments are contained in paragraph 4 of the report.

11. Legal Implications

11.1 These are contained in paragraph 5 of the report.

12. Equalities Implications

12.1 Haringey Council is an equal opportunities employer and service provider. Haringey Council is opposed to any form of discrimination on the grounds of;

- Race, colour, ethnic or national origin
- Being male, or female, married or unmarried
- Disability
- Age
- Sexual orientation
- Religious and political beliefs

12.2 All suppliers have been evaluated in line with the Council's Equalities Policy.

12.3 Haringey has a diverse population. All marketing material produced for the council reflects this.

Background

13. Business Case & Benefits

13.1 Last summer (2007) CEMB approved Communications & Consultations Unit (CCU) recommendations to enforce the council's policy of centralised design, print and publicity procurement.

Following the introduction of a protocol for co-operation between service areas' communications staff and communications and consultation unit, and backing from the Leader and Deputy Leader, non specialised communications staff employed by business units are now more proactive in relation to putting their work through CCU, but not enough to make a real difference to the way we buy design and print, and not enough to realise the savings.

A SAP report supplied to CCU from Procurement indicated that over £1m has been spent by the Council on design and print, which was not commissioned through CCU.

If this level of print being purchased by the Council from different print sources was centralised, therefore increasing our print buying power, it is fair to say that aggregated print buying could save 10-15% on a significant amount of the Council's overall print spend.

It must be noted that these figures are based on estimates and can only be actualised when we can see the big picture i.e. services informing us of their planned marketing and coming through CCU.

13.2 By putting in place a design and print framework the Council can build capacity, skills and strength in this area.

13.3 The design and print framework will provide a value for money solution by achieving best prices from aggregate buying and the retrospective rebate scheme.

13.4 Clear quality standards will be in place ensuring that all design and print is to the very highest standard therefore enhancing the reputation of the council.

14. Details of Framework and services to be procured

14.1 A mini-competition, or call off will be undertaken to select companies to undertake work on a project by project basis dependent on their capability and the category they are in. It is anticipated that this framework will be responsive to accommodate the impromptu and often immediate nature of the council's marketing activities. Taking this into consideration, It is unlikely that the projects will be of such a value (individually) that they will need to be referred back to Procurement Committee.

14.2 Each call-off from the framework will be awarded based on the specification of the work, the quality and the company's ability to deliver and other commercial considerations not covered in the framework bid but in accordance with the same award criteria.

The Services provided

14.3 Design and print as follows:

Print

- Digital Print
- General print up to SRA3/B3
- General print up to SRA2/B2
- General Print up to SRA1/B1
- Web Offset Printing
- Specialist and Promotional print

Design

- General design work
- 'High end' design work
- Typesetting work
- Creation of specialist artwork
- Branding work
- Web design work

The framework will be in place for three years with the possibility to extend one year.

14.4 The framework will be monitored on an ongoing basis to ensure that we achieve Value for Money. This will be done through annual bench marking of quotations received, quality of work produced and on-site visits. This will be carried out by the Design and Print team within the Communications and Consultation Unit. This information will also be used to ensure the internal design and print service remains competitive and continues to provide a value for money service.

15. The Procurement process

15.1 The design and print framework procurement followed the standard Council OJEU procurement process, designed to obtain best value in its contracting arrangements.

An advert was placed in the Haringey Advertiser on Friday (5 October).

147 Expressions of interest were received and 120 PQQs were submitted and evaluated.

Eighty five companies were invited to tender and ITT's were despatched on May 27th 2008. Fifty nine responses were received by the closing date of July 7th 2008

An evaluation panel made up of representatives from the Communications and Consultation Unit evaluated the bids

The evaluation consisted of the following elements:

Selection criteria	Weight
Price	30
Ability to meet required deadlines	25
Logistical considerations	20
Ability to meet the requirements of all categories applied for	10
Plant and equipment owned compatible with all categories applied for	10
Quality of proposal submitted	5

1	2	3	4	5
Below expectations	Approaching expectations	Meets most expectations	Meets all expectations	Exceeds most expectations

Out of a total of 500 marks 60% was required for a Design Agency to pass and 80% for

a Printing firm. This was mainly due to differences in Pricing and Logistical considerations.

15.5 The companies scored as follows and those highlighted in green have passed.

Printing firms

	Price	Deadlines	Logistics	Requirements	Equipment	Proposal	Total
PA	60	100	100	50	50	20	380
PB	150	125	80	50	50	15	470
PC	105	125	80	30	30	25	395
PD	120	125	100	50	50	20	465
PE	120	125	80	50	50	25	450
PF	30	125	100	50	50	15	370
PG	150	125	100	50	50	10	485
PH	120	75	20	50	50	20	335
PI	150	125	100	50	50	15	490
PJ	60	75	20	50	50	15	270
PK	90	100	70	40	50	20	370
PL	120	100	80	50	50	20	420
PM	60	100	80	40	50	20	350
PN	150	125	100	50	50	20	495
PO	90	125	100	50	50	20	435
PP	150	125	100	50	50	15	490
PQ	60	100	60	40	40	10	310
PR	60	125	60	50	50	25	370
PS	120	125	80	50	50	20	445
PT	135	100	50	50	50	25	410
PU	30	100	80	30	40	15	295
PV	60	100	50	50	50	20	330
PW	60	125	40	50	50	20	345
PX	120	125	80	50	50	10	435
PY	150	125	80	50	50	15	470
PZ	60	100	100	30	30	15	335

Designers

	Price	Deadlines	Logistics	Requirements	Equipment	Proposal	Total
DA	120	125	80	50	50	25	450
DB	90	100	80	40	40	25	375
DC	90	50	80	30	20	5	275
DD	60	125	80	30	30	25	350
DE	60	75	60	40	40	10	285
DF	60	75	80	30	30	10	285
DG	60	100	80	50	40	25	355
DH	90	125	60	40	40	20	375
DI	60	100	80	40	40	20	340
DJ	120	100	80	40	40	20	400
DK	60	75	80	40	40	20	315
DL	90	100	80	40	40	15	365
DM	90	100	80	40	40	20	370
DN	90	100	60	40	30	10	330
DO	60	75	60	40	40	20	295
DP	90	50	60	30	30	10	270
DQ	30	100	80	40	40	20	310
DR	60	100	60	40	40	20	320
DS	90	100	80	40	40	20	370
DT	60	100	60	40	40	15	315
DU	90	100	80	40	40	20	370
DV	90	100	80	40	40	15	365
DW	90	125	60	30	40	20	365
DX	60	100	60	40	40	20	320
DY	90	100	80	40	40	20	370
DZ	90	100	60	40	40	20	350
DA1	60	75	60	40	40	10	285
DB1	90	50	40	30	30	10	250
DC1	60	50	80	30	30	10	260
DD1	60	75	80	40	40	10	305
DE1	30	50	80	40	40	10	250
DF1	120	75	60	40	40	10	345
DG1	90	100	80	40	40	15	365

15.6 Resulting from the procurement process, the framework will seek the approval for proposed companies identified in Appendix A of this report.

16. Rebate scheme

16.1 The rebate scheme is only applicable to printing firms on the framework and will be at the levels as indicated by these printing firms in the ITT.

16.2 During the tender process it was clearly indicated that a rebate scheme would be in operation and companies were asked to indicate how much rebate they were willing

to offer.

The Rebate scheme will operate as follows:

	Up to £50k (%)	£50k to £150k (%)	Over £150k (%)
PB	2.5	3	3.5
PD	2.5	2.75	3.25
PE	2.5	5	7.5
PG	1.25	2	2.75
PI	1.25	2	2.75
PL	1	2	3
PN	1.5	2.25	2.75
PO	0	0	2.5
PP	2.5	3.5	4
PS	1.5	2	3
PT	1.5	2	3.5
PX	1.5	10	20
PY	2	2.25	2.5

17. Conclusion

17.1 This procurement had a large response and therefore has proved to be challenging. This framework is a key part of the strategy to realise offered and agreed savings, and with all work commissioned through the Communications and Consultation Unit in line with the Category Management process will ensure that the council not only has better buying power when procuring these services, but achieves a return on investment, whilst also managing the quality and capability of these suppliers.

18. Use of Appendices / Tables / Photographs

Appendix A (i) – Evaluation Data (exempt information)



Haringey Council

Agenda item:

[No 1]

Procurement Committee

30 September 2008

Report Title: Drug Interventions Programme Contract extension, 2008 - 2009

Forward Plan reference number (if applicable): 76

Report of: Sharon Kemp, Assistant Chief Executive, PPP&C

Wards(s) affected: All

Report for: Key decision

1. Purpose

1.1 To request the extension of the DIP contract for a further 12 months from 1st April 2008 to 31st March 2009, as allowed in the original contract awarded on 26th June 2006.

2. Introduction by Cabinet Member

Haringey Drug Interventions Programme is part of a national programme aimed at breaking the links between drug misuse and crime, by encouraging drug misusing offenders into appropriate treatment. The DIP is funded by a grant for the Home Office and works with some of the most vulnerable citizens of the borough. I fully support the recommendation to extend the contract as outlined at paragraph 3.i of this report.

3. Recommendations

3.1 To extend the DIP contract for a further 12 months from 1st April 2008 to 31st March 2009 in the amount of £1,102,194.

Report Authorised by: Sharon Kemp, Assistant Chief Executive – Policy, Performance, Partnerships and Communication.

Contact Officer: Paulette Haughton, Drug Interventions Programme, Project Manager. X6953/6018 paulette.haughton@haringey.gov.uk

4. Director of Finance Comments

4.1 The Chief Financial Officer has been consulted on this contract extension and confirms that DIP grant of £1.262m has been allocated to Haringey for the financial year 2008/09.

5. Head of Legal Services Comments

5.1 The Head of Legal Services notes the contents of the report.

5.2 The original report presented to Procurement Committee in June 2006 contained an option to extend the contract for a period of twelve months.

5.3 This is not a priority activity service so there is no requirement under the Public Contracts Regulations 2006 to undertake a European tendering exercise.

5.4 Contract Standing Order 13.02 allows the Procurement Committee to agree an extension to a contract providing that to do so is consistent with Financial Regulations.

5.5 The Head of Legal Services confirms that there is no reason preventing Members from agreeing the recommendations contained in this report.

6 Head of Procurement Comments

6.1 The original contract includes an option to extend for a single period of 12 months but dependent upon the satisfactory performance of the service provider.

6.2 The contract manager confirms that performance meets contract requirements and on this basis, the Head of Procurement is satisfied that the request to extend is in the Council's overall best interests.

7 Local Government (Access to Information) Act 1985

7.1 Procurement Committee Report – 20th June 2006

7.2 The following background papers were consulted in the preparation of this report:

- Contract specification and other contract documentation
- Tender and tender support documents returned by the five tenderers
- Evaluation assessments and other relevant papers and files

7.3 This report contains exempt and non-exempt information. Exempt information is contained in Part B 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 (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).

8 Strategic Implications

8.1 The DIP assesses Class A drug users and engages them in treatment thus feeding in to the LAA, specifically NI 30 and 40.

9 Financial Implications

8.1 The cost of this contract will be met from the available central government funding.

10 Legal Implications

9.1 See "Head of Legal Services comments" at para five.

11 Equalities Implications

11.1 This client group is among the most disadvantaged of Haringey's communities and includes a high proportion of BME young men who do not readily access drug treatment services. A relatively low proportion of women drug misusers access treatment services: the DIP works with the Drug and Alcohol Action Team (DAAT) to address these imbalances and to encourage as many drug misusing offenders as possible into treatment. All relevant equalities considerations were addressed during the tendering process. The Senior Equality and Diversity Officer was part of the tender evaluation process to ensure that equalities issues were robustly addressed and was satisfied that this was the case. The Equalities Team has been consulted in the preparation of this report and has no specific concerns regarding an extension of the contract.

12 Background

12.1 Haringey DIP seeks to move drug-misusing offenders "out of crime and into treatment". The service has been in operation since 2003 and is part of a national programme, underpinned by legislation. The DAAT partnership received a further 1-year grant from 1 April 2008 to 31 March 2009 with a commitment from Government for 2009/10 at the same or similar levels. See Appendix A.

12.2 In accordance with Members direction in April 2005, a procurement exercise was undertaken, starting in September 2005. There were 36 expressions of interest and 5 companies submitted formal bids.

12.3 The Drug Interventions Programme contract was awarded to Crime Reduction Initiatives (CRI) at an Executive Procurement Committee on Monday 26 June 2006 for a period of 17 months with allowance for an extension of up to 12 months. The extension request was granted at a Procurement Committee on 30 September. This report is requesting the extension of the contract for a further 12 months, to 31st March 2009, to the existing provider, during which time the contract will be put out to tender.

12.4 Due to the timing of government announcements regarding DIP funding, the contract was not put out to tender during this financial year. Indications are that government will continue to provide a level of ring-fenced funding for the DIP in the immediate future. Any tender documentation will indicate clearly that award of contract/s will be subject to confirmed government funding.

- 12.5 The service works with adults who are arrested on 'trigger offences' and who test positive for Class A drugs. The DIP assesses the treatment needs of these individuals, draws up a care plan and arranges the appropriate drug treatment and support services for them.
- 12.6 This client group is among the most disadvantaged of Haringey's communities and includes a high proportion of BME young men who do not readily access drug treatment services. A relatively low proportion of women drug misusers access treatment services: the Drug and Alcohol Action Team (DAAT) commissions the DIP services to address these imbalances and to encourage as many drug misusing offenders as possible into treatment.

13. Process

- 13.1 In September 2006 the Drug and Alcohol Action Team placed advertisements in the national Guardian newspaper, Drink and Drugs News and the North-West Observer seeking 'Expressions of Interest' in relation to providing Haringey DIP.
- 13.2 By the closing date of 4th February 2006, there were 36 expressions of interest.
- 13.3 Five (5) complete bids were submitted to the Head of Legal Services by the closing date.
- 13.4 The five bids have been subjected to a detailed evaluation under the Council's agreed criteria and in compliance with Council Standing Orders. The criteria used for all the bids were :
- Quality (covering Equalities, Health & Safety and presentations)
 - Financial Soundness
 - Flexibility
 - Price
 - Service Delivery (technical capacity and ability to deliver)
- 13.5 Evaluation of each bid was undertaken by Equalities, Finance and Health and Safety on 29th March.
- 13.6 Evaluation by the specialist panel made up of officers and representatives from partner agencies took place on 3rd, 4th and 5th April 2006.
- 13.7 Bidders made formal presentations on 26th and 27th April and the specialist evaluation process was completed on 4th May 2006.

A summary of overall points is set out below:

Contractor	Points position		Possible	
A	1297.48	54.5%	2380	(3)
B	1562.33	65.6%	2380	(1)
C	1337.26	56.1%	2380	(5)
D	1295.42	54.4%	2380	(4)
E	1438.88	60.4%	2380	(2)

- 13.8 Due to changes in Government funding it was not possible to award a contract of the length originally advertised, spring 2006 to 31 March 2009. It was therefore necessary to contact all prospective providers to seek their agreement to accept a shorter contract for 17 months should they be successful. Agreement was received from all five bidders.
- 13.9 The annual costs of the bids are detailed in Part B of the report.
- 13.10 The approximate total project cost for the 17 month contract period was £1,916,272 (based on the annual 2006/07 Home Office grant of £1,421,448. Of this annual grant, £200,000 p.a. was allocated to core project costs, with £1,916,272 available to deliver the contract for the 17-month period 1 November 2006 to 31 March 2008.
- 13.11 The Chief Financial Officer has been consulted on this contract extension and confirms that a Home Office, DIP Main Grant of £1.262m has been allocated to Haringey for the financial year 2008/09.
- 13.12 For the duration of the contract regular contract monitoring meetings have been carried out with the provider and these have confirmed that there are no significant concerns about the provider.
- 13.13 The extension of this contract is a Key Decision and has been placed on the Council's Forward Plan, version 76.

14. Summary and Conclusions

- 14.1 That the Contract to provide the Haringey Drug Interventions Programme, awarded to CRI on 26th June 2006 for the period 1 November 2006 to 31 March 2008 be extended until 31st March 2009 as allowed in the original contract.
- 14.2 The budget allocated for this contract is set out in Appendix B.

15. Appendix A



GRANT FUNDING APPROVAL: IMPLEMENTATION OF THE DRUG INTERVENTIONS PROGRAMME REVISED MAIN GRANT 2008/09

1. I am writing to confirm that a grant of up to £1,262,194. is available to your Drug Action Team in 2008/09. The grant is to enable the implementation of the Drug Interventions Programme (DIP) as part of the local delivery of the new Drug Strategy, and must only be used to implement DIP.
2. The Home Office is providing a grant in 2008/09 that is 1.5% above the level you received in 2007/08. This will help absorb some inflationary costs, but no additional increases are planned for future years. 2009/10 budgets will not be set until later in 2008/09.
3. The system whereby individual DIP funding streams were merged into Revised DIP Main Grant (RMG) in 2006/07 will be maintained in 2008/09. This increase in flexibility has proven successful and has enabled DATs to embed and deliver DIP as a package rather than a number of distinct interventions.
4. However, in allocating the Revised DIP Main Grant, we expect certain key structures and capabilities will be in place. These are set out in the attached **Annex A** and aim to ensure delivery of the key Programme outcome – a reduction in drug-related offending. You will know which expectations apply to you based on your intensive status.
5. The grant is made subject to the terms and conditions detailed at **Annex B**. These should be signed by the responsible person in your finance department.
6. In order for funding to be released and for audit and management purposes, you must report how the partnership intends to spend this funding. Attached at **Annex C** is the template for setting out the spending profile for your 2008/09 Revised DIP Main Grant. This profile should be agreed by the Local Partnership, Government Office Drug Team Regional Manager and NTA Regional Manager.
7. Payments will be made based on the amounts indicated in this profile. Details of your nominated banker should be made on **Annex D**.
8. **Annexes B, C and D** must be returned to the Home Office by the **16 May 2008**.
9. We will make two payments to you in 2008/09. The first payment, subject to the receipt of **Annexes B, C and D**, will be made in June and will constitute Quarters 1 and 2. The second payment, for Quarters 3 and 4 will be made in December and only upon receipt of a completed 2007/08 Outturn Statement. This can be found at **Annex E** and must be signed off by the Chief Finance Officer.
10. **Annex E – Outturn Statement for 2007/08** should be returned to the OBIU Business Support Team at the Home Office by the 30 May 2008. The details from this outturn will be used to calculate your Quarter 3/4 payment. As there was no carry-forward facility in 2007/08 underspends will be deducted from your 2008/09 grant. You will be notified by email of the amount of your Quarter 3/ 4 payment by the 30 June 2008.
11. An in-year outturn statement covering the first three quarters of the 2008/09 financial year will be required by the 31 January 2009. The template for this can be found at **Annex F** and should

be returned to the OBIU Business Support Team at the Home Office. It does not need to be signed off by the Chief Finance Officer, but should be an accurate reflection of expenditure to date.

12. You are also required to complete a final 2008/09 Outturn Statement by the 30 May 2009. The template for this can be found at Annex G, but will be sent again in the new financial year.
13. You will not be allowed to carry forward any funding from 2008/09 to 2009/10, so please commit and spend all funding available to you this year.
14. All Annexes must be returned via your Government Office Drug Team with a Regional Authorisation Form attached (Annex H). The Government Office Drug Team should then forward the Annexes by the date specified to:

Joanne Terry,
PCSD / OBIU Business Support Unit
4th Floor, Fry Building
2 Marsham Street
London, SW1P 4DF

We will be accepting Annexes electronically on the basis that the full audit / authorising trail can be seen in the email. These should be sent to: Joanne.Terry@homeoffice.gsi.gov.uk or to the PCSD Business Support general mailbox: yfma-PCSDBS@homeoffice.gsi.gov.uk.

15. If we do not receive completed accurate Annexes by the dates specified in this letter you will be in breach of the grant terms and conditions, and we will give consideration to reducing or withholding funds.
16. For quick reference a funding timetable can be found at Annex I.
17. Should you need clarification or any further information concerning this funding please contact Joanne Terry either by email: Joanne.Terry@homeoffice.gsi.gov.uk or phone: 020 7035 4874.

Yours sincerely



Peter Wheelhouse
Head of Offender Based Interventions Unit

This page is intentionally left blank



Haringey Council

10

Agenda item:

[No.]**Cabinet Procurement Committee****On 30th September 2008**

Report Title: Disabled Adaptations Framework Agreement: Award of contract

Forward Plan reference number (if applicable)

Report of: Director of Adult Culture and Community Services

Wards(s) affected: All Report for: **Key Decision****1. Purpose**

1.1 To seek Member agreement to enter into a Framework Agreement for the provision of disabled adaptation works with the contractors identified in Appendix A. This Framework Agreement will provide a contractual mechanism for Adult Culture and Community Services and Homes for Haringey to access disabled adaptations works via the framework contractors without the need for further competition. It should be noted that the appointment of the recommended companies under this arrangement does not provide a binding commitment to award work.

2. Introduction by Cabinet Member

2.1 This contract is for the construction element of disabled facilities adaptations. The contract will be available to be used in both Council and Non-Council properties. The contract will contribute significantly to reduce the time taken from referral to Occupational Therapy Services to being able to use a disabled facilities adaptation. The reduction in time will be generated through the removal of the need to tender for each individual home.

3. Recommendations

3.1 That Members approve the proposal to enter into Framework Agreements for the provision of disabled adaptations works with the contractors identified in Appendix A, as allowed under Contract Standing Order (CSO) 11.03, for a period of two years with the option to extend the framework agreement for a further two years on an annual basis subject to satisfactory performance of the companies.

Report Authorised by: ^{pp} Mun Thong Phung, ^{LISA DEORSEN}
Director of Adult, Culture and Community Services

Contact Officer: Bernard Lanigan, Service Manager,
Physical Disabilities & OT Service, tel. 020 8489 3771

4. Chief Financial Officer Comments

- 4.1 The recommendation is in line with the Council's Contract Standing Orders.
- 4.2 As four years is the maximum period allowed under EU directions for a framework agreement, and subject to satisfactory performance of the companies, the framework agreement cannot be extended beyond September 2012.

5. Head of Legal Services Comments

- 5.1 The EU Directive on public procurement (the Consolidated Directive) as implemented in the UK by the Public Contracts Regulations 2006 ("the Regulations") allows local authorities to enter into framework agreements with contractors.
- 5.2 The Framework Agreement to which this report relates has been advertised in the Official Journal of the European Union and a restricted tender procedure followed, in compliance with the Regulations. Under the restricted procedure a selection is made of those who respond to the advertisement using pre qualification process. Only those deemed to meet the pre qualification criteria are invited to tender.
- 5.3 It is proposed that the Framework Agreement will be for two years with the option to extend for a further two years on an annual basis, Under Regulation 19(10) of the Regulations local authorities can enter into framework agreements for periods which do not exceed 4 years.
- 5.4 Contractors for the Framework Agreement have been selected based on the most economically advantageous tenders submitted, in accordance with Regulation 30 of the Regulations.
- 5.5 This report is recommending award of the Framework Agreement to the selected contractors identified in Paragraph 3.2 of Appendix A of this report.
- 5.6 CSO 11.03 provides that contracts valued above £250,000 must be made by the Cabinet Procurement Committee.
- 5.7 As the total value of the contracts to be awarded is likely to exceed £500,000 the proposed award must be in the Council's Forward Plan in accordance with CSO 11.04.
- 5.8 Statutory leaseholder consultation has not been undertaken . The legal implication of this is that the contributions recoverable by the Council from leaseholders, in respect of proposed works under the Framework Agreement, will be limited to £100 per financial year.
- 5.9 The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations in Paragraph 3 of this report.

6. Head of Procurement Comments

- 6.1 The procurement process attracted a good number of valid bids and which were competitively evaluated.
- 6.2 Previously, Disabled Adaptation works were delivered through a single contractor arrangement, but given that the contract value is around £12m over the next 4 years, it is appropriate to introduce additional contractors through a Framework Agreement to ensure service delivery and to off-set any inherent risk.
- 6.3 The Head of Procurement is satisfied that the recommendations contained in this report will offer Value for Money to the Council and service assurance to clients.

7. Local Government (Access to Information) Act 1985

- 7.1 This report contains exempt and non-exempt information. The exempt information is contained in Appendix A of the report and is **NOT FOR PUBLICATION**.
- 7.2 The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972)
(3) Information relating to the financial or business affairs or any particular person (including the authority holding the information)

8. Strategic Implications

- 8.1 The type of works which will be let under the Disabled Adaptations works framework will include but is not limited to: shower and wet room installations, wheelchair access in properties, kitchen adaptations, door entry, specialist equipment, rails, ramps, lifts (including stairlifts) etc. Works will be carried out to public sector clients and private sector clients (under the Disabled Facilities Grant). The framework agreement is due to take effect from October 2008.

9. Financial Implications

- 9.1 The appointment of the companies identified in Appendix A to this framework agreement does not provide a binding contract to award work.
- 9.2 The estimated value of works over the course of the framework agreement is £12million over 4 years. This equates to a value of £3million per year. Works will be carried out to public sector clients and private sector clients (under the Disabled Facilities Grant (DFG)).
- 9.3 All applicants to the procurement process under this framework agreement have been financially assessed using the Council's criteria for financial viability.

10. Equalities Implications

- 10.1 Adaptations are provided on the basis of assessed need. Tenure of property does impact on the nature of what might be permissible for example a private Landlord may not agree to extensive alterations to their property. This contract will deliver an equitable quality of service to all residents identified as benefiting from a disabled facilities adaptation.
- 10.2 Pre-qualification questionnaires submitted by interested companies included a section on Diversity in which companies' equalities policies have been evaluated.
- 10.3 The companies invited to tender met the Council's criteria for Equalities.
- 10.4 The framework agreement covers all Council wards and all Council directorates.

11. Consultation

- 11.1 The occupational therapists within adult culture and community services and the development and maintenance teams (specialist works) with Homes for Haringey were consulted on the most appropriate method of procuring this contract. It was agreed to let a framework agreement with 3-5 contractors for a period of two years with the option to extend for a further two years on an annual basis.

12. Section 20 Consultation

- 12.1 Adaptations to communal areas in Council properties that arise out of an individual assessment of need can be funded from the Decent Homes Programme. This would allow the Council to recharge any necessary proportion to leaseholders as the Decent Homes framework has been subject to statutory leaseholder consultation.. Alternatively if it is considered more appropriate a separate competitive tendering process could be undertaken that follows the statutory leaseholder consultation process. This would also allow any necessary costs to be recharged to leaseholders.

13. Background

- 13.1 The previous Aids and Adaptations term contract was awarded in October 2004 to one organisation. The contract was awarded for 2 years from 5 January 2005. It was extended by a period of 1 year, and expired on 4 January 2008. It was not possible to extend this term contract as the value of the work had exceeded the EU procurement threshold for works. The Framework Agreement for Minor Construction Works (Value up to £100,000) is currently being used to carry out disabled adaptations works as an interim arrangement until the Disabled Adaptations contract is in place.

Scope of the framework

The type of works which maybe let under this disabled adaptations works framework agreement will include but not limited to the following:-

- Lift installations including ceiling track hoists, through floor lifts, stair lift, platform lifts and step lifts;
 - Shower/wet room installations including level access showers, over bath showers and clos-o-mat toilets;
 - Wheelchair access within the property;
 - Wheelchair accessible ramps;
 - Kitchen adaptations;
 - Specialist kitchens for wheelchair users;
 - External adaptations including alterations to steps and installation of rails ;
 - Door entry systems;
 - Rails external and internal Extensions to domestic houses;
 - Specialist equipment deemed a requirement for the user; and
 - Works covered by the Disabled Facilities Grant including new extensions and/or adaptations to existing buildings. The end user has the right to privately tender this work even after the contractor has provided a quotation/works order which complies with the Framework agreement.
-
- Works will be carried out for both public and private sector clients.
 - The Council will also be seeking enhanced extended warranties for aspects of this work.

13.2 Under this framework there is no obligation to award project work to any supplier.

Procurement process

13.3 An EU restricted tender process was used to procure this framework agreement for a period of two years with the option to extend for a further two years on an annual basis. Four years is the maximum allowed under revised EU directives for a framework agreement. With the initial period of two years this enables Haringey to reassess the framework on a yearly basis based on performance. A contract notice was published on the Official Journal of the European Union (OJEU) website on 25 February 2008 and in *Building and the Contract Journal* magazine. All interested parties were requested to complete a pre-qualification questionnaire (PQQ). The questionnaire assessed various areas of operation, namely capability, quality, environment/sustainability, financial status, diversity and health and safety. It also requested information relating to the staffing and experience of each company.

- 13.4 61 companies expressed an interest in tendering for the framework agreement. Pre-qualification questionnaires were received from 27 companies.
- 13.5 Following the assessment by the Council against its pre-agreed criteria, 16 firms failed the credit check, one firm was excluded from the process due to having insufficiently high turnover (a turnover of £2.4million was required). The pass mark of 60% was exceeded by 10 parties.
- 13.6 Ten firms were therefore invited to tender for the framework agreement on 12th June 2008 (see Appendix A for details).
- 13.7 Nine legitimate tenders were received as one tenderer declined to tender. (See Appendix A for details).
- 13.8 The bids submitted were evaluated under the Council's agreed criteria and in compliance with Standing Orders. Tenders were evaluated on the basis of quality and price. Interviews were held with the nine tendering firms, with scores taken from the results of these interviews. The breakdown of the evaluation process is as follows:
- Quality – 40%
 - Interview – 20%
 - Price – 40%
- 13.9 The quality assessment was based upon a method statement relating to a scenario presented at tender stage. The quality assessment also looked at the areas of staffing and resourcing and qualifications and experience of individuals relevant to the framework agreement. Evaluations were carried out by Council officers representing Adult Culture and Community Services, Homes for Haringey and Construction Procurement.
- 13.10 Interview assessment was based upon a question and answer session. Questions tested both technical and non-technical aspects (e.g. how to deal with vulnerable clients (Question 6)) of the appointment under this framework agreement (see Appendix B for the questions). The panel for interviews included officers from Adult Culture and Community Services, Homes for Haringey and Construction Procurement.
- 13.11 The pricing document was based on the National Housing Federation (NHF) Schedule of Rates. The contractors accessed the NHF Schedule of Rates via a secure website. The contractors then added their percentage uplift to these rates within the tender document, along with their overheads, profit and preliminaries.
- 13.12 The programme of works for 2007 was taken into consideration in the evaluation of the schedule of rates. The overall potential costs were calculated using values obtained for works in 2007 and scored accordingly. The lowest priced bidder received the maximum 40% for this section, with the other bidders' scores adjusted

by a percentage equal to the variance between their total percentages and the lowest priced fees. Results of the price evaluation are contained in Appendix A.

13.13 See Appendix A for the final evaluation process scores.

14. Pricing

14.1 The pricing is very competitive and consistent with market rates.

15. Conclusion

15.1 This report seeks the approval of the Cabinet Procurement Committee for the award of the contract to the companies named in Appendix A.

15.2 The contract will provide disabled adaptations services for all adaptations works across all Council wards and directorates.

16. Use of Appendices / Tables / Photographs

16.1 Appendix A – Information relating to the procurement Process (Exempt)

16.2 Appendix B – Interview Questions.

This page is intentionally left blank



Haringey Council



Agenda item:

[No.]**Procurement Committee****On 30th September 2008**

Report Title: Markfield Park listed buildings refurbishment

Forward Plan reference number (if applicable):

Report of: **Director of Adult, Culture and Community Services**

Wards(s) affected: **Seven Sisters**

Report for: **Key Decision**

1. Purpose (That is, the decision required)

1.1 This report is seeking Member approval to appoint a contractor that has been selected through a competitive tendering process from seven contractors on Haringey's Major Works Construction Framework Agreement for the listed buildings refurbishment works in Markfield Park. The contractor and value of the contract is named in section 5 of appendix A of this report.

2. Introduction by Cabinet Member (if necessary)

2.1 Through this report I am asking my colleagues to agree to award a contract for the listed buildings refurbishment works in Markfield Park.

2.2 This project has received full funding from the Heritage Lottery Fund and therefore represents excellent value for money for the Council.

2.3 The eventual aim for the site is to obtain a Green Flag award in 2010 and these works will contribute towards that.

2.4 I therefore recommend to my colleagues that the works in this year are approved for Markfield Park.

3. Recommendations

3.1 That the contract is awarded to the contractor recommended in section 5 of appendix A, who submitted the lowest fixed price tender which is considered to represent the best value for money and is considered to be satisfactory as the basis for awarding them a contract.

Report Authorised by: **Mun Thong Phung** *M.T. Phung*
Director of Adult, Culture and Community Services

Contact Officer: Paul Ely 5690 / Jan Wilson 5717

4. Chief Financial Officer Comments

- 4.1 The recommendation is in line with the Council's Contract Standing Orders.
- 4.2 Provision has been made in the capital programme of £525k from Haringey's resources as a contribution towards the cost of regeneration of Markfield Park; total funding available is £3,633,550.
- 4.3 Haringey is not contributing any funding to this specific project, it is entirely externally funded.

5. Head of Legal Services Comments

- 5.1 The value of the contract to which this report relates is below the threshold requiring contracts to be advertised in the Official Journal of the European Union.
- 5.2 In accordance with CSO 8.03 (e) tenders have been invited from contractors on the Council's Major Works Construction Framework Agreement.
- 5.3 It is recommended that the contract be awarded to the contractor named in section 5 of Appendix A on the basis of the lowest price which is considered to represent the best value for money.
- 5.4 Under CSO 11.01 (a) contracts can be awarded on the basis of the lowest price.
- 5.5 As the value of the contract is over £250,000 it may only be awarded by the Cabinet Procurement Committee.
- 5.6 The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendation in Paragraph 3.1 of the report.

6. Head of Procurement Comments (to be added only if the report is progressing to Procurement Committee or if the report requires this information)

- 6.1 The selection of the contractors to compete using mini competition has been carried out in accordance with the Major Works Framework Agreements for contractors.
- 6.2 The mini competition was undertaken with those contractors who are suitable to carry out the works based on lowest price in accordance with standing order 11.01.
- 6.3 The lowest tender received has offered a reduced tender period resulting in an earlier completion for the project.
- 6.4 The Head of Procurement therefore states that the recommendations in this report will result in overall best value for the Council.

7. Local Government (Access to Information) Act 1985

7.1 List of background documents

- Heritage Lottery Fund application made by Recreation Services in September 2007.
- Management plan produced by Recreation Services in September 2007.
- Training plan produced by Recreation Services in September 2007.
- Audience Development Plan produced and revised by Recreation Services in March 2008.
- Park masterplan for the park produced by Chris Blandford Associates in September 2007.
- Conservation Statement produced by Chris Blandford Associates in September 2006.
- Buildings masterplan produced by Dearle and Henderson in September 2006.
- DCLG funding application made by Recreation Services in November 2005.

7.2 Exempt information -

This report contains exempt and non-exempt information. The exempt information is contained in Appendix A of the report and is **NOT FOR PUBLICATION**.

7.3 Reasons for exemption

The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972).

(3) Information relating to the financial or business affairs of any particular person (including the authority holding the information).

8. Strategic Implications

8.1 In February 2006, the DCLG awarded £1 million for the regeneration of Markfield Park through their GAF 2 programme. This programme released funds in support of new housing and to upgrade the community facilities around them. In the case of Markfield Park, the proposed new housing occupants of Tottenham Hale would use Markfield Park as their local park and therefore the funds were released for its upgrade. The £1 million acted as a catalyst for change for Markfield and allowed Recreation Services to bid for additional sources of money through using the initial GAF monies as match funding.

8.2 Haringey aims to be one of London's Greenest boroughs. The Council is committed to the continual improvement and enhancement of the natural environment ensuring the long term sustainability of our parks and open spaces. One of the Local Area Agreement targets includes the obtaining of 12 parks with Green Flag status by 2010. Markfield has been identified as one of these sites. A Green Flag application for Markfield Park will be submitted in 2010.

8.3 There is an extensive programme of work to be implemented this year including the main landscaping works for the park (estimated at £950,000), improvement works to the Museum and Markfield Project (estimated at £375,000) and the refurbishment of the sports pavilion (estimated at £414,000).

8.4 For Recreation Services the project has the potential to contribute to a number of Haringey Strategic Partnership (HSP) objectives for the Wellbeing and Better Places themes. These are:

- Park benefit;
- Training / Employment benefit;
- Community assets benefit;
- Community benefit.
- Improved satisfaction with your local area as a place to live;
- Quality of surroundings - increase in number of green flag award parks
- Increase in numbers volunteering;
- More residents who feel that their local area is a place where people from different backgrounds get on well together.

9. Financial Implications

9.1 The total budget for the regeneration of Markfield Park is £3,633,550 and funding has been secured from various sources. The breakdown of the funding is as follows -

£1 million from the DCLG
 £1,502,900 Heritage Lottery Fund (HLF)
 £525,000 Haringey capital resources
 £110,000 Big Lottery Fund borough play allocation
 £328,000 Football Foundation
 £147,650 Insurance monies from the fire at Crowland Primary School
 £20,000 S106 monies

9.2 The works to the listed buildings are split up into works to the structure and decoration of the buildings, as well as works to the Museum exhibit. This report is concerned with works to the structure and decoration of the buildings. There is a separate budget for the internal works.

9.3 The confirmed or current estimated cost for works outside the listed building contract is £3,352,121.

This is broken down as follows –

Playground (confirmed)	£227,000
Café (estimated)	£490,000
Old Moselle Brook (confirmed)	£154,781
Landscape (estimated)	£970,000
Museum exhibit works (estimated)	£95,000
Pavilion refurbishment (estimated)	£463,000
Additional landscaping works (estimated)	£241,000
Fees and surveys (estimated)	£197,000
Fees and surveys from previous years (confirmed)	£514,340
TOTAL	£3,352,121

9.4 Funding therefore available for this contract is £281,429.

9.5 Upon detailed examination of the lowest submitted tender, it was found that the contractor had not fully allowed for the required 5% contingency in the tender return. The tender was therefore amended by a small amount. The full details of this can be found in Appendix A.

9.6 Approval is being sought from Procurement Committee to award the contract to the contractor named in Appendix A of this report.

9.7 The listed buildings refurbishment works are scheduled to take place over 22 weeks between late November 2008 and May 2009.

9.8 A separate tender was sent out at the same time as this one for the pavilion in the park. This will be subject to a separate report at Procurement Committee. It is possible that the same contractor will undertake both works and therefore a saving will be made in the contract sums for shared preliminaries.

10. Legal Implications

10.1 See Head of Legal Services comments in Paragraph 5 above.

11. Equalities Implications

11.1 The contractors on Haringey's framework all comply with the Council's criteria for Equalities.

11.2 Markfield Park is located in super output area E01002052. The total population of this area is 1628 and the number of people who are economically active (age 16 – 74) is 1037. 26.3% of the population work full time and 7.1% are unemployed. 36% of the population have no qualifications. On the basis of declared ethnic origin, the largest communities are White: British (45.3%) and White: Other (16.8%) categories. The other significant population in the ethnic mix is Black or Black British: African at 7.4%. The Jewish religion is the most widely practiced in the area with a total of 33.7% of the population. The masterplan for the Park and buildings has been very widely consulted on and reflects the views of all sections of the community.

11.3 When the works are complete the Museum will have better access for disabled users.

12. Consultation

12.1 All the designs for the park and buildings have been subject to public consultation with local residents, schools and the Friends of Markfield Park. The local community and numerous local organisations are all in full support of the plans.

12.2 The views and aspirations of approximately 700 local people on Markfield Park have been ascertained over the last 3 years. This has allowed us to build up a good picture of who is using the park and who is not. The comments we got throughout the consultations were mainly similar in content, for example the need for toilets, a better

playground, and a café. These comments then formed the basis of the design brief for the park.

13. Background

13.1 The Council has had aspirations to improve Markfield Park for many years but until now, it has not been possible because the funding has not been available.

13.2 An independent park audit carried out by Ken McAnespie Leisure and Marketing Consultants, ranked Markfield Park as the worst in the borough in both 2003 and 2005. The park had an overall score for quality of 20% in both years.

13.3 2008/09 is year 3 of a 4 year project. Construction started last year on site with the new playground, café and drainage works. The landscaping works which were approved at Procurement Committee in July and the building works to both the listed buildings and the pavilion, are the final large scale works in the park.

13.4 The project will transform Markfield Park by carrying out a full programme of landscape and building improvement works.

14. Conclusion

14.1 This report seeks to obtain Member approval to appoint a contractor that has been selected from Haringey's framework for the listed building refurbishment works in Markfield Park. The contractor and value of the contract is named in section 5 of appendix A of this report.

15. Use of Appendices / Tables / Photographs

15.1 Appendix A – Tender report



Haringey Council

12

Agenda item:

[No.]

Procurement Committee

On 30th September 2008

Report Title: Markfield Park pavilion refurbishment

Forward Plan reference number (if applicable):

Report of: Director of Adult, Culture and Community Services

Wards(s) affected: Seven Sisters

Report for: Key Decision

1. Purpose (That is, the decision required)

1.1 This report is seeking Member approval to appoint a contractor that has been selected through a competitive tendering process from seven contractors on Haringey's Major Works Construction Framework Agreement for the pavilion refurbishment works in Markfield Park. The contractor and value of the contract is named in section 5 of appendix A of this report.

2. Introduction by Cabinet Member (if necessary)

2.1 Through this report I am asking my colleagues to agree to award a contract for the pavilion refurbishment works in Markfield Park.

2.2 This project has received funding from the Football Foundation and benefits from partnership funding from Haringey's capital resources, therefore representing excellent value for money for the Council.

2.3 The eventual aim for the site is to obtain a Green Flag award in 2010 and these works will contribute towards that.

2.4 I therefore recommend to my colleagues that the works in this year are approved for Markfield Park.

3. Recommendations

3.1 That the contract is awarded to the contractor recommended in section 5 of appendix A, who submitted the lowest fixed price tender which is considered to represent the best value for money and is considered to be satisfactory as the basis for awarding them a contract.

Report Authorised by: **Mun Thong Phung** *PP*
Director of Adult, Culture and Community Services

Contact Officer: Paul Ely 5690 / Jan Wilson 5717

4. Chief Financial Officer Comments

- 4.1 The recommendation is in line with the Council's Contract Standing Orders.
- 4.2 Provision has been made in the capital programme of £525k from Haringey's resources as a contribution towards the cost of regeneration of Markfield Park; total funding available is £3,633,550.
- 4.3 Haringey is contributing £180,000 out of the £525,000 to the pavilion refurbishment.

5. Head of Legal Services Comments

- 5.1 The value of the contract to which this report relates is below the threshold requiring contracts to be advertised in the Official Journal of the European Union.
- 5.2 In accordance with CSO 8.03 (e) tenders have been invited from contractors on the Council's Major Works Construction Framework Agreement.
- 5.3 It is recommended that the contract be awarded to the contractor named in section 5 of Appendix A on the basis of the lowest price which is considered to represent the best value for money.
- 5.4 Under CSO 11.01 (a) contracts can be awarded on the basis of the lowest price.
- 5.5 As the value of the contract is over £250,000 it may only be awarded by the Cabinet Procurement Committee.
- 5.6 The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendation in Paragraph 3.1 of the report.

6. Head of Procurement Comments (to be added only if the report is progressing to Procurement Committee or if the report requires this information)

- 6.1 The selection of the contractors to compete using mini competition has been carried out in accordance with the Major Works Framework Agreements for contractors.
- 6.2 The mini competition was undertaken with those contractors who are suitable to carry out the works based on lowest price.
- 6.3 Following receipt of the tenders, the works have been value engineered and has been tendered to the lowest two contractors. This has resulted in a revised price within the project value.
- 6.4 The Head of Procurement therefore states that the recommendations in this report will result in overall best value for the Council.

7. Local Government (Access to Information) Act 1985

7.1 List of background documents

- Heritage Lottery Fund application made by Recreation Services in September 2007.
- Management plan produced by Recreation Services in September 2007.
- Training plan produced by Recreation Services in September 2007.
- Audience Development Plan produced and revised by Recreation Services in March 2008.
- Park masterplan for the park produced by Chris Blandford Associates in September 2007.
- Conservation Statement produced by Chris Blandford Associates in September 2006.
- Buildings masterplan produced by Dearle and Henderson in September 2006.
- DCLG funding application made by Recreation Services in November 2005.

7.2 Exempt information -

This report contains exempt and non-exempt information. The exempt information is contained in Appendix A of the report and is **NOT FOR PUBLICATION**.

7.3 Reasons for exemption

The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972).

(3) Information relating to the financial or business affairs of any particular person (including the authority holding the information).

8. Strategic Implications

8.1 In February 2006, the DCLG awarded £1 million for the regeneration of Markfield Park through their GAF 2 programme. This programme released funds in support of new housing and to upgrade the community facilities around them. In the case of Markfield Park, the proposed new housing occupants of Tottenham Hale would use Markfield Park as their local park and therefore the funds were released for its upgrade. The £1 million acted as a catalyst for change for Markfield and allowed Recreation Services to bid for additional sources of money through using the initial GAF monies as match funding.

8.2 Haringey aims to be one of London's Greenest boroughs. The Council is committed to the continual improvement and enhancement of the natural environment ensuring the long term sustainability of our parks and open spaces. One of the Local Area Agreement targets includes the obtaining of 12 parks with Green Flag status by 2010. Markfield has been identified as one of these sites. A Green Flag application for Markfield Park will be submitted in 2010.

8.3 There is an extensive programme of work to be implemented this year including the main landscaping works for the park (estimated at £950,000), improvement works to the listed buildings of Museum and Markfield Project (estimated at £375,000) and the refurbishment of the sports pavilion (estimated at £462,000).

8.4 For Recreation Services the project has the potential to contribute to a number of Haringey Strategic Partnership (HSP) objectives for the Wellbeing and Better Places themes. These are:

- Park benefit;
- Training / Employment benefit;
- Community assets benefit;
- Community benefit.
- Improved satisfaction with your local area as a place to live;
- Quality of surroundings - increase in number of green flag award parks
- Increase in numbers volunteering;
- More residents who feel that their local area is a place where people from different backgrounds get on well together.
- Increasing participation in sport and physical activity

9. Financial Implications

9.1 The total budget for the regeneration of Markfield Park is £3,633,550 and funding has been secured from various sources. The breakdown of the funding is as follows -

£1 million from the DCLG
 £1,502,900 Heritage Lottery Fund (HLF)
 £525,000 Haringey capital resources
 £110,000 Big Lottery Fund borough play allocation
 £328,000 Football Foundation
 £147,650 Insurance monies from the fire at Crowland Primary School
 £20,000 S106 monies

9.2 The confirmed or current estimated cost for works outside the pavilion contract is £3,170,121.

This is broken down as follows –

Playground (confirmed)	£227,000
Café (estimated)	£490,000
Old Moselle Brook (confirmed)	£154,781
Landscape (estimated)	£970,000
Museum exhibit works (estimated)	£95,000
Listed building works (estimated)	£281,000
Additional landscaping works (estimated)	£241,000
Fees and surveys (estimated)	£197,000
Fees and surveys from previous years (confirmed)	£514,340
TOTAL	£3,170,121

9.3 Funding therefore available for this contract is £463,429

9.4 The pavilion refurbishment works have been tendered twice in quick succession. See Appendix A for a full explanation. Value engineering had to take place after the first tender as the prices were outside the budget available for the project.

The lowest 2 tenderers were approached again to re-price the schedule of reductions to give us the final tender prices that are being considering for this work.

9.5 The lowest tender contained an arithmetical error that reduced the contract sum in the Council's favour by £17,651. The contractor accepts this and has fixed the price to include this reduction.

9.6 Approval is being sought from Procurement Committee to award the contract to the contractor named in Appendix A of this report.

9.7 The pavilion refurbishment works are scheduled to take place over 22 weeks between late November 2008 and May 2009.

9.8 A separate tender was sent out at the same time as this one for the listed buildings in the park. This will be subject to a separate report at Procurement Committee. It is recommended that the same contractor undertake both works to enable a saving to be made in the contract sums based on reduced costs for preliminaries.

9.9 The revised schedule of works has been developed in conjunction with the Football Foundation, the principal funder, and is acceptable to them.

9.10 The tenders for the pitch drainage works that the Football Foundation are also funding, were returned considerably over budget. These works are going to be re-tendered to contractors on Haringey's approved list. This will be the final tender for the Markfield Park scheme.

10. Legal Implications

10.1 Please see Head of Legal Services comments in paragraph 5 above.

11. Equalities Implications

11.1 The contractors on Haringey's framework all comply with the Council's criteria for Equalities.

11.2 Markfield Park is located in super output area E01002052. The total population of this area is 1628 and the number of people who are economically active (age 16 – 74) is 1037. 26.3% of the population work full time and 7.1% are unemployed. 36% of the population have no qualifications. On the basis of declared ethnic origin, the largest communities are White: British (45.3%) and White: Other (16.8%) categories. The other significant population in the ethnic mix is Black or Black British: African at 7.4%. The Jewish religion is the most widely practiced in the area with a total of 33.7% of the population. The masterplan for the Park and buildings has been very widely consulted on and reflects the views of all sections of the community.

11.3 When the works are complete the pavilion will have better access for disabled users. There will also be disabled changing rooms in the pavilion for sports people and referees.

12. Consultation

12.1 All the designs for the park and buildings have been subject to public consultation with local residents, schools and the Friends of Markfield Park. The local community and numerous local organisations are all in full support of the plans.

12.2 The views and aspirations of approximately 700 local people on Markfield Park have been ascertained over the last 3 years. This has allowed us to build up a good picture of who is using the park and who is not. The comments we got throughout the consultations were mainly similar in content, for example the need for toilets, a better playground, and a café. These comments then formed the basis of the design brief for the park.

13. Background

13.1 The Council has had aspirations to improve Markfield Park for many years but until now, it has not been possible because the funding has not been available.

13.2 An independent park audit carried out by Ken McAnespie Leisure and Marketing Consultants, ranked Markfield Park as the worst in the borough in both 2003 and 2005. The park had an overall score for quality of 20% in both years.

13.3 2008/09 is year 3 of a 4 year project. Construction started last year on site with the new playground, café and drainage works. The landscaping works which were approved at Procurement Committee in July and the building works to both the listed buildings and the pavilion, are the final large scale works in the park.

13.4 The project will transform Markfield Park by carrying out a full programme of landscape and building improvement works.

14. Conclusion

14.1 This report seeks to obtain Member approval to appoint a contractor that has been selected from Haringey's framework for the pavilion refurbishment works in Markfield Park. The contractor and value of the contract is named in section 5 of appendix A of this report.

15. Use of Appendices / Tables / Photographs

15.1 Appendix A – Tender report



Haringey Council

13

Agenda item:

[No.]**Procurement Committee****On 30th September 2008**

Report Title: George Lansbury House and Elizabeth Blackwell House – Rewiring Scheme

Forward Plan reference number (if applicable):

Report of: **Niall Bolger, Director of Urban Environment**

Wards(s) affected: **Woodside**

Report for: **Key Decision**

1. Purpose

1.1 This report sets out a proposed programme of works relating to upgrading all electrical installations and upgrading the satellite TV services in preparation for the digital conversion at George Lansbury House & Elizabeth Blackwell House.

2. Introduction by Cabinet Member

The report has been agreed by the Lead Member for Housing. Cllr Bevan also approves of the fact that residents have been advised about their satellite dishes.

3. Recommendations

- 3.1 To facilitate the delivery of the electrical installation and satellite upgrade members of the Procurement Committee are requested to agree:
- 3.2 To award the contract for the above project, to the contractor named in Paragraph of Appendix A as allowed under Contract Standing Order (CSO) 11.01(a).
- 3.3 That the total contract cost excluding fees as detailed in Para 2.1 of Appendix A be noted.

Report Authorised by: *Payroll A* Niall Bolger, Director of Urban Environment

Contact Officer **Elena Wilmot - Project Manager,**
Homes for Haringey, River Park House (6th Floor)
225 High Road, London N22 4HQ
Telephone: 0208 489 1018 email: elena.wilmot@homesforharingey.org

4.0 Comments of the Chief Financial Officer

4.1 Provision for the spend in 2008/09 has been made in the Mechanical & Electrical Services budget within the HRA Capital programmes for that year. The balance of the expenditure forecast to be spent in financial years 2009/10 and 2010/11 respectively, will be a first call on resources available in those years.

5.0 Head of Legal Services Comments

- 5.1 The value of this contract is below the threshold for works contracts where tendering in Europe is required under the Public Contracts Regulations 2006 (currently £3,497,313).
- 5.2 The report states that tenders for the contract were invited from the contractors on the Council's Approved List of Specialist Contractors capable of undertaking the required works, based on their experience and financial capability.
- 5.3 CSO 8.03(e) allows invitation of tenders from a Council Approved List where one exists in respect of the subject matter of a proposed contract.
- 5.4 The report is recommending that the contract be awarded to the contractor named in Paragraph 2.1 of Appendix A on the basis that they submitted the lowest priced tender.
- 5.5 Under CSO 11.01 (a), contracts can be awarded on the basis of lowest price.
- 5.6 The report states that the statutory leaseholder consultation has been undertaken and no adverse comments were received from leaseholders.
- 5.7 The Council's Arms Length Management Organisation, Homes for Haringey, who undertook the procurement of the contract on behalf of the Council have confirmed that, in accordance with CSO 11.04, details of this contract have been included on the Forward Plan (Version No. 18) as the value of the

contract is above the Council's Key Decision threshold of £500,000.

5.8 Cabinet Procurement Committee approval of the proposed award is required, pursuant to CSO 11.03 because the value of the contract is over £250,000.

5.9 The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendation in Paragraph 3.1 of this report to award the contract to the contractor named in Paragraph 2.1 of Appendix A.

6.0 Head of Procurement Comments

6.1 The contractors chosen for this tender have been selected from the Councils pre-qualified list of contractors.

6.2 A tender was competitively sought in accordance with standing orders CSO 11.01 for lowest price only.

6.3 Homes for Haringey acting as Consultants for this project, recommend that the tender process is offering value for money.

6.4 In summary, this procurement has been appropriately undertaken and the Head of Procurement supports the recommendation made to Members to appoint the contractor as named at paragraph 2.1 of Appendix A

7.0 Local Government (Access to Information) Act 1985

7.1 List of Background Documents:

- Tender report by Design and Engineering, Homes for Haringey, dated 25th July 2008.

7.2 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):

7.3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).

8.0 Strategic Implications

- 8.1 Homes for Haringey supports and aims to delivery key elements of the Council's Housing Strategy as it relates to providing good quality homes for residents. In meeting the need for good quality and affordable homes, the ALMO also accepts that it has a duty of care governed by statute to maintain all electrical installations and ensure they are safe.
- 8.2 The rewiring programme forms part of the overall asset management strategy approved by the Council and HfH Board. The 5 year capital programme aims to delivery the strategy on behalf of the Council.
- 8.3 Upgrading the electrical installations will reduce the need for responsive maintenance work and the replacement TV aerial system will prepare properties for digital TV.

9.0 Financial Implications

- 9.1 This scheme is estimated to cost the amount set out in paragraph 6.1 of Appendix A and is projected to be phased as shown in the same paragraph.
- 9.2 Provision for this exists within the Mechanical & Electrical works budget within the Housing Capital Programme.

10.0 Legal Implications

- 10.1 Please refer to Paragraph 5 (above).

11.0 Equalities Implications

- 11.1 The proposed works will benefit all residents living in these dwellings. The provision of a digital satellite system will also provide residents from the ethnic community access to channels in their language.

12.0 Consultation

- 12.1 Homes for Haringey has consulted with the residents that will be effected by the works set out in this report. The process of consultation involved detailed newsletters issued to all residents.
- 12.2 Upon the appointment of the contractor, a meeting will be arranged for the residents to meet the contractor and the Project Team so that any concerns can be addressed.

13.0 Background

13.1 The wiring to the blocks has not been renewed since the blocks were constructed approximately 40 years ago. The current system has reached the end of its useful life and needs to be replaced to comply with the current regulations and Health & Safety requirements. The new wiring to these blocks will reduce the need for unplanned maintenance in the future. Landlord services are included in the scheme to bring the whole of the electrical installation to the same standard. The electrical certification for the complete rewire will negate the need for maintenance work and electrical tests for the dwellings for a period of 10 years and the landlord's installation for a period of 5 years. The project also includes the provision of Integrated Reception System (IRS) core satellite TV services to prepare for digital switch over in 2012.

14.0 Tenders

- 14.1 Tenders were invited from five firms from the Approved List of Contractors. The contractors were selected on their experience and financial capability. Consideration was also given to ensure that the contractors would not exceed their financial limit in the delivery of a project of this value.
- 14.2 Tenders were invited on the basis of a fixed price contract for a period of 28 weeks.
- 14.3 Three out of five contractors invited to tender submitted a tender.
- 14.4 All tenders are open for acceptance for a period of six months from 15th July 2008, the closing date for receipt of tenders. Therefore tenders should be accepted by 15th January 2009.
- 14.5 The lowest firm price tender received with a contract period of 28 weeks is recommended for acceptance.
- 14.6 Full details of the tendering exercise are laid out in paragraph 3.0 of Appendix A.
- 14.7 Listed below is a summary of the contract details:

Number of dwellings in project:	168
Total fixed price construction cost (excluding fees):	see Para 2.1 of Appendix A
Anticipated Contract start on site:	5 th January 2009
Anticipated Contract completion:	17 th July 2009
Contract duration:	28 weeks

15.0 Property address location

- 15.1 Listed below are the property addresses that will benefit from upgraded electrical installations under this programme. In total there are 168 dwellings in this project which are made up of the following property types:

General Needs Dwellings

Property Address	No of units	Property Type	No of Leaseholders
1-84 George Lansbury House	84	High Rise	3, 9, 14A, 15, 21, 24, 31, 34, 38, 46, 50, 61, 67, 82
1-84 Elizabeth Blackwell House	84	High Rise	3, 20, 22, 27, 33, 36, 45, 54, 55, 57, 68, 72, 75, 76

16.0 Schedule of works

- 16.1 The project entails the complete electrical rewire of all council owned dwellings and the landlord services including the communal lighting, lightning protection systems and provision of TV core services IRS (integrated reception system). Further details are set out below.

16.2 Digital Satellite Provision

- 16.3 The provision of an integrated satellite reception system will reduce the quantity of satellite dishes affixed to the property and reduce damage to the building fabric. Under this scheme, the satellite upgrade will provide Sky, Turksat and Hotbird for residents.

- 16.4 Residents were written to in February 2008 and advised to remove their individual dish. Where dishes have not been removed, instructions will be given to the contractor to remove them. The relevant tenancy officer will be provided with the details in order to pursue enforcement action should the dishes be erected after completion of the works.

16.5 Sustainability

- 16.6 The procurement of materials and components to be used during the decent homes programme will involve the selection of products that have a positive impact on the environment. The new wiring contains an element of copper; a material that can be recycled at the end of its useful life and will reduce the need for maintenance as testing of the electrical system is

carried out after ten years for dwellings and five years for the landlord's services.

16.7 Conservation Areas

16.8 For the purposes of this project the properties are not located in conservation area.

17.0 Leasehold Implications

17.1 As a result of applications made under the Right to Buy legislation, there are 28 leaseholders as well as council tenants, living in the properties affected by the works described in this report.

17.2 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.

17.3 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.

17.4 The Housing Service issued to the following Section 20 Notices to the leaseholders:

- Notice of Intention issued on 18/02/07 and expired on 20/03/07.
- A second Section 20 Notice (Notice of Estimates) was issued on 06/08/08 and expired on 04/09/08.
- The notice gave a description of the proposed works and provided details of two estimates for the costs of the works. No observations or comments were received from leaseholders.

17.5 The total amount estimated to be recovered from 28 leaseholders is £172,667.81.

17.6 Leaseholders total estimated recoverable charges within the 5 year Section 125 period is £9,570

17.7 Leaseholders outside of the 5 year Section 125 period, the total estimated recoverable charge is £73,099

- 17.8 The charges to all 28 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 7.46%.

18.0 Project Management

- 18.1 Homes for Haringey, managing this contract on behalf of the Council 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.
- 18.2 The key members of the project team are as follows:

Elena Wilmot	Project Manager – Homes for Haringey
Leonard Fevrier	Electrical Engineer/Contract Administrator – Homes for Haringey
Paul Saward	CDM Co-ordinator – Gardiner & Theobald
Emeka Anyanwu	Tenancy Housing Manager – Homes for Haringey

19.0 Health and Safety Implications

- 19.1 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.
- 19.2 The Construction (Design and Management) Regulations 1994 apply to this project and the contractor's Construction Phase Health and Safety Plan will be checked and approved by the Planning Supervisor before works start on site.

20.0 Conclusion

- 20.1 That the procurement committee accept the recommendations outlined in section 3 above.

21.0 Use of Appendices / Tables

- 21.1 **Appendix A** Exempt information



Haringey Council

14

Agenda item:

[No.]**Procurement Committee****On 30th September 2008**

Report Title: Winkfield Road, Cedar House, Daphne House, Tredegar Road –
Rewiring & Integrated Reception system

Forward Plan reference number

Report of: **Niall Bolger Director of Urban Environment**

Wards(s) affected: **Woodside; Bounds
Green.**

Report for: **Key Decision**

1. Purpose

1.1 This report sets out a proposed programme of works relating to upgrading all electrical installations and upgrading the satellite TV services in preparation for the digital conversion at Winkfield Road, Cedar House, Daphne House, Tredegar Road.

2. Introduction by Cabinet Member

The report has been agreed by the Lead Member for Housing. Cllr Bevan also approves of the fact that residents have been advised about their satellite dishes.

3. Recommendations

- 3.1 To facilitate the delivery of the electrical installation and satellite upgrade members of the Procurement Committee are requested to agree:
- 3.2 To award the contract for the above project, to the contractor named in Paragraph 2.2 of Appendix A as allowed under Contract Standing Order (CSO) 11.01(a).
- 3.3 That the fixed price cost excluding fees as detailed in Para 2.1 of Appendix A be noted.

Report Authorised by:  Niall Bolger, Director of Urban Environment

Contact Officer: **Graham Clarke - Project Manager,**
Homes for Haringey, River Park House (6th Floor)
225 High Road, London N22 4HQ
Tele phone: 0208 489 1160 email: graham.clarke@homesforharingey.org.

4.0 Comments of the Chief Financial Officer

4.1 Provision for the spend in 2008/09 has been made in the Mechanical & Electrical Services budget within the HRA Capital programme for that year. The balance of the expenditure forecast to be spent in financial years 2009/10 and 2010/11 respectively, will be a first call on resources available in those years.

5.0 Head of Legal Services Comments

- 5.1 The value of this contract is below the threshold for works contracts where tendering in Europe is required under the Public Contracts Regulations 2006 (currently £3,497,313).
- 5.2 Tenders for the contract were invited from the contractors on the Council's Approved List of Specialist Contractors capable of undertaking the required works based on their experience and financial capability.
- 5.3 CSO 8.03(e) allows invitation of tenders from a Council Approved List where one exists in respect of the subject matter of a proposed contract.
- 5.4 The report is recommending that the contract be awarded to the contractor named in Paragraph 2.1 of Appendix A on the basis that they submitted the lowest priced tender.
- 5.5 Under CSO 11.01 (a), contracts can be awarded on the basis of lowest price.
- 5.6 The report states that the statutory leaseholder consultation is currently being undertaken and that no comments have been received from leaseholders to date. The consultation period is however yet to expire as at the date of provision of these comments.
- 5.7 The Council's Arms Length Management Organisation, Homes for Haringey, who undertook the procurement of the contract on behalf of the Council have confirmed that, in accordance with CSO 11.04, details of this contract have been included on the Forward Plan (Version No. 17) as the value of the contract is above the Council's Key Decision threshold of £500,000.

5.8 Cabinet Procurement Committee approval of the proposed award is required, pursuant to CSO 11.03 because the value of the contract is over £250,000.

5.9 The Head of Legal Services confirms that, provided the Council considers comments from leaseholders made between the date of provision of these comments and the expiry date of the statutory leaseholder consultation period (20 September), there are no legal reasons preventing Members from approving the recommendation in Paragraph 3.1 of this report to award the contract to the contractor named in Paragraph 2.1 of Appendix A.

6.0 Head of Procurement Comments

6.1 The contractors chosen for this tender have been selected from the Councils pre-qualified list of contractors.

6.2 A tender was competitively sought in accordance with standing orders CSO 11.01 for lowest price only.

6.3 Homes for Haringey acting as Consultants for this project, recommend that the tender process is offering value for money.

6.4 In summary, this procurement has been appropriately undertaken and the Head of Procurement supports the recommendation made to Members to appoint the contractor as named at paragraph 2.1 of Appendix A.

7.0 Local Government (Access to Information) Act 1985

7.1 List of background documents:

- Tender Report by Design and Engineering, Homes for Haringey, August 2008

7.2 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)

7.3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).

8.0 Strategic Implications

8.1 Homes for Haringey supports and aims to delivery key elements of the Council's Housing Strategy as it relates to providing good quality homes for residents. In meeting the need for good quality and affordable homes, the

ALMO also accepts that it has a duty of care governed by statute to maintain all electrical installations and ensure they are safe.

- 8.2 The rewiring programme forms part of the overall asset management strategy approved by the Council and HfH Board. The 5 year capital programme aims to delivery the strategy on behalf of the Council.
- 8.3 Upgrading the electrical installations will reduce the need for responsive maintenance work and the replacement TV aerial system will prepare properties for digital TV.

9.0 Financial Implications

- 9.1 This scheme is estimated to cost the amount set out in para. 6.1 of Appendix A and is projected to be phased as shown in the same para.
- 9.2 Provision for this exists within the Mechanical and Electrical Works Budget within the Housing Capital Programme.

10.0 Legal Implications

- 10.1 Please refer to Paragraph 5 (above).

11.0 Equality Implications

- 11.1 The proposed works will benefit all residents living in these dwellings. The provision of a digital satellite system will also provide residents from the ethnic community access to channels in their language.

12.0 Consultation

- 12.1 Homes for Haringey have consulted with the residents that will be affected by the works set out in this report. The process of consultation involved detailed newsletters being issued to all residents.
- 12.2 Upon the appointment of the contractor, a meeting will be arranged for the residents to meet the contractor and the Project Team so that any concerns can be addressed.

13.0 Background

- 13.1 The wiring to the blocks has not been renewed since the blocks were constructed approximately 40 years ago. The current system has reached the end of its useful life and needs to be replaced to comply with the current regulations and Health & Safety requirements. The new wiring to these blocks will reduce the need for unplanned maintenance in the future. Landlord services are included in the scheme to bring the whole of the electrical installation to the same standard. The electrical certification for

the complete rewire will negate the need for maintenance work and electrical tests for the dwellings for a period of 10 years and the landlord's installation for a period of 5 years. The project also includes the provision of Integrated Reception System (IRS) core satellite TV services to prepare for digital switch over in 2012.

14.0 Tenders

- 14.1 Tenders were invited from four firms from the Approved List of Contractors.
- 14.2 Tenders were invited on the basis of a fixed price contract for a period of 28 weeks.

Tender 'A' - fixed price contract, for a period of 28 weeks.
Tender 'B' – contractor's offer period

- 14.3 Three out of four contractors invited to tender submitted a tender. The overall range of tenders, that is the difference between the highest and the lowest tenders submitted, was 83%. This was partly due to the very low preliminaries of 2.46% of their tender sum and the vagaries of the construction market at this time.
- 14.4 All tenders are open for acceptance for a period of six months from 15th July 2008, the closing date for receipt of tenders. Therefore tenders should be accepted by 15th January 2008.
- 14.5 The lowest firm price tender received with a contract period of 28 weeks is recommended for acceptance.
- 14.6 Full details of the tendering exercise are laid out in paragraph 3.0 of Appendix A.
- 14.7 Listed below is a summary of contractor details:

Number of dwellings in project:	115
Total fixed price construction cost (excluding fees):	See para. 2.1 of Appendix A
Anticipated Contract start on site:	6 th January 2009
Anticipated Contract completion:	17 th July 2009
Contract duration:	28 Weeks

15.0 Property Address Location

- 15.1 Listed below are the property addresses that will benefit from upgraded electrical installations under this programme. In total here are 115 dwellings in this project which are made up of the following property types:

General Needs Dwellings

Property Address	No of units	Property Type	No of Leaseholders
1-19/78 Winkfield Road	19	Low rise	2, 4, 8
1-26 Daphne House	26	Low rise	3, 4, 6, 7, 12, 14, 15, 17, 18, 19, 23, 25
1-26 Cedar House	26	Low rise	2, 6, 12a
1-44 Tredegar Road	44	Low rise	8, 9, 17, 18, 21, 22, 25, 26, 28, 31, 35, 36, 41

16.0 Schedule of works

16.1 The project entails the complete electrical rewire of all council owned dwellings and the landlord services including the communal lighting, lightning protection systems and provision of TV core services IRS (integrated reception system). Further details are set out below.

16.2 Digital Satellite Provision

16.3 The provision of an integrated satellite reception system will reduce the quantity of satellite dishes affixed to the property and reduce damage to the building fabric. Under this scheme, the satellite upgrade will provide Sky, Turksat and Hotbird for residents.

16.4 Residents were written to on 10 September advising them to remove their individual dish. Where dishes have not been removed, instructions will be given to the contractor to remove them. The relevant tenancy officer will be provided with the details in order to pursue enforcement action should the dishes be erected after completion of the works.

16.5 Sustainability

16.6 The procurement of materials and components to be used during the decent homes programme will involve the selection of products that have a positive impact on the environment. The new wiring contains an element of copper; a material that can be recycled at the end of its useful life and will reduce the need for maintenance as testing of the electrical system is carried out after ten years for dwellings and five years for the landlord's services.

16.7 Conservation Areas

16.8 The properties within this project are not located in conservation area.

17.0 Leasehold Implications

- 17.1 As a result of applications made under the Right to Buy legislation, there are 31 leaseholders living in the properties affected by the works described in this report.
- 17.2 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.
- 17.3 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.
- 17.4 The Housing Service issued to the following Section 20 Notices to the leaseholders:
- Notice of Intention issued on 07/12/07 and expired on 06/01/08
- A second Section 20 Notice (notice of estimates) was issued on 21/08/08 and is due to expire on 20/09/08
- The notices gave a description of the proposed works and provided details of two estimates for the costs of the works.
- 17.5 The total amount estimated to be recovered from 31 leaseholders is £138,783.
- 17.6 Leaseholders total estimated recoverable charges within the 5 year Section 125 period is nil.
- 17.7 Leaseholders outside of the 5 year Section 125 period, the total estimated recoverable charges is £138,783
- 17.8 The charges to all 31 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 7.46%.

18.0 Project Management

18.1 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.

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

Graham Clarke	Project Manager – Homes for Haringey
Leonard Fevrier	Contract Administrator – Homes for Haringey
Paul Seward	CDM Co-ordinator – Gardiner & Theobald
Angela Lawson	Tenancy Housing Manager – Homes for Haringey

19.0 Health and Safety Implications

19.1 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.

19.2 The Construction (Design and Management) Regulations 1994 apply to this project and the contractor's Construction Phase Health and Safety Plan will be checked and approved by the Planning Supervisor before works start on site.

20.0 Conclusion

20.1 That the procurement committee accept the recommendations outlined in section 3 above.

21.0 Use of Appendices / Tables

21.1 Appendix A Exempt information.

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank