

**Report for:** Cabinet Member Signing scheduled 27 March 2026

**Item number:** 6

**Title:** Award of contract for the acquisition of Fixtures, Fittings and Equipment (FF&E) for the Civic Centre

**Report authorised by:** Jess Crowe, Corporate Director of Culture, Strategy and Communities

**Lead Officer:** Aktar Choudhury, Project Director

**Ward(s) affected:** All

**Report for Key/  
Non-Key Decision:** Key Decision

## 1. Describe the issue under consideration

1.1 Following Cabinet approval of the Civic Centre Development Project and the agreed procurement strategy for client fit-out items, this report seeks approval to award contracts for the supply, delivery, installation, refurbishment and relocation of Fixtures, Fittings & Equipment (FF&E) for the new Civic Centre.

1.2 The Civic Centre will become the Council's principal headquarters from 2027 and will provide office accommodation, democratic and civic functions, and community spaces within a Grade II Listed building and the new annexe building.

1.3 The FF&E procurement has been structured into two Lots to ensure value for money, support sustainability objectives and reflect the differing architectural technical requirements of the buildings and partial re-use of existing furniture:

- Lot 1 – New Furniture (Supply, Delivery and Installation)
- Lot 2 – FF&E Refurbishment, Relocation and Installation

1.4 This report also seeks approval to issue Letters of Intent for each Lot, capped at up to 10% of the contract value, to enable early mobilisation and programme certainty ahead of installation following Practical Completion.

1.5 The proposed budget for the Civic Centre FF&E is fully contained within the overall Civic Centre budget approved by Cabinet on 12 November 2024.

## 2. Cabinet Member Introduction

N/A

## 3. Recommendations

That Cabinet Member for Placemaking, and Local Economy approve:

3.1 Pursuant to Contract Standing Orders 0.08 and 2.01.c) the following: award of contract for Lot 1 – New Furniture (Supply, Delivery and Installation) to Bidder J for the sum of £519,530.51.

3.2 The award of contract for Lot 2 – FF&E Refurbishment, Relocation and Installation to Bidder G for the sum of £256,815.50

3.3 The contract is for a period of 5 years commencing 15<sup>th</sup> of April 2026 to 15<sup>th</sup> April 2031, with an option to extend for a further period(s) of up to 1 year.

3.4 To approve the issuance of Letters of Intent for each Lot for up to 10% of the respective contract values to enable early mobilisation

3.5 In the event of the Council being unable to award the contract for Lot 1 to Bidder J to agree the award of the contract to Bidder K (named in paragraph 6.1.1 of the Exempt portion of the report (Part B)) who submitted the next highest scored bid.

3.6 In the event of the Council being unable to award the contract for Lot 2 to Bidder G to agree the award of the contract to Bidder H (named in paragraph 6.1.2 of the Exempt portion of the report (Part B)) who submitted the next highest scored bid.

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

4.1 The Civic Centre will become the Council's main headquarters from 2027 and is designed to support flexible, inclusive and sustainable ways of working.

4.2 The FF&E procurement supports the delivery of modern office accommodation, civic and democratic functions, public-facing spaces and areas for community use within a flagship Grade II Listed building and new-build annexe.

4.3 The two-Lot procurement approach enables the Council to:

- Secure high-quality new furniture where reuse is not appropriate.
- Maximise reuse, refurbishment and adaptation of existing furniture.
- Support value for money and sustainability objectives.
- Accommodate specialist requirements, including the Council Chamber.

4.4 The proposed contracts enable the Council to deliver a fully functional client fit out within the approved programme and budget.

#### **5. Alternative options considered**

##### **5.1 Do Nothing**

5.1.1 This option is not recommended as the Council would be unable to occupy the Civic Centre without the necessary FF&E.

5.1.2 Failure to procure FF&E would result in significant operational risks, delay to other fit out contractors, occupation, disruption to services and undermine the objectives approved by Cabinet.

## **6. Background information**

### **6.1 Context**

6.1.1 Cabinet approved the redevelopment of the Civic Centre to serve as the Council's new headquarters, with construction currently underway.

6.1.2 The Civic Centre forms part of a wider programme to modernise how the Council works, improve staff wellbeing and provide a civic and community hub for the borough.

6.1.3 The Council has adopted a strong reuse and circular economy approach, prioritising refurbishment and reuse of existing furniture wherever feasible and exploring opportunities to receive donated furniture from other organisations.

6.1.4 Due to the Grade II Listed status of the Civic Centre and the specific requirements of civic and democratic spaces, some new furniture is required.

### **6.2 Scope of works**

6.2.1 The FF&E scope includes, but is not limited to:

- Workstations and Workbench tables – including power management
- Meeting chairs
- Meeting tables – including power management
- Soft seating
- Café and breakout furniture
- Council Chamber furniture
- Furniture for all weather external use (can be used internally)
- Refurbishment, reupholstery, adaptation and relocation of existing furniture.
- Fully coordinated delivery and installation

6.2.2 Installation is planned to take place within a 12-week period following Practical Completion of the building.

### **6.3 Procurement Process**

6.3.1 Strategic procurement led the procurement process in line with the council standing orders regarding contracts with an estimated value of £25,000 and over (CSO12.01). The tender was divided into two lots –

- **Lot 1 - Furniture (Supply, Delivery and Installation)**
- **Lot 2 - Existing FF&E Refurbishment Relocation and Installation**

Tender documents, including Method Statements quality questions and Furniture pricing schedules for both lots were prepared, and a tender notice was published on the government procurement portal – **Find a Tender** in line with the 2023 Procurement Act on January 12, 2026.

6.3.2 An open competitive tender process was undertaken for both Lots; Tenderers were invited to bid for one or both Lots. This was managed through the Council's electronic procurement portal and by the close of the tender on the 9<sup>th</sup> of February 2026, eleven (11) suppliers had responded to Lot1 and seven (7) had responded to Lot 2 with submission via the HPCS portal.

6.3.3 The evaluation was carried out by a panel of made of officers from the service and procurement in line with the evaluation criteria set out in the tender documents. It was assessed based on the following weightings: Quality 60% and Price 985240%. Below are the results of the evaluation process for both Lots: -

**Lot 1 – Furniture (Supply, Delivery & Installation)**

	<b>Quality</b>	<b>Price</b>	<b>Total</b>	<b>Ranking</b>
<b>Bidder A</b>	28.00	22.74	50.74	10
<b>Bidder B</b>	38.31	34.10	72.41	3
<b>Bidder C</b>	8.85	15.20	24.05	11
<b>Bidder D</b>	38.89	24.92	63.81	8
<b>Bidder E</b>	45.83	19.59	65.42	5
<b>Bidder F</b>	42.30	27.52	69.82	4
<b>Bidder G</b>	35.62	28.75	64.38	7
<b>Bidder H</b>	28.44	27.10	55.54	9
<b>Bidder I</b>	39.21	25.88	65.09	6
<b>Bidder J</b>	48.72	40.00	88.72	1
<b>Bidder K</b>	48.22	25.56	73.78	2

**Lot 2 -**

	<b>Quality</b>	<b>Price</b>	<b>Total</b>	<b>Ranking</b>
<b>Bidder A</b>	42.00	31.63	73.63	7
<b>Bidder B</b>	46.40	40.00	86.40	3
<b>Bidder C</b>	41.40	36.11	77.51	6
<b>Bidder E</b>	45.40	36.64	82.04	5
<b>Bidder F</b>	53.40	31.63	85.03	4
<b>Bidder G</b>	50.00	39.11	89.11	1
<b>Bidder H</b>	54.00	32.52	86.62	2

Following the conclusion of the tender process. For Lot 1, **the Bidder J obtained** the highest score therefore, providing the most advantageous tender. it is therefore proposed that a contract award is made to them. For Lot 2, **the Bidder G** obtained the highest score therefore, providing the most advantageous tender. it is therefore proposed that a contract award is made to them.

## **6.6 Social Value**

6.6.1 Social value formed part of the quality evaluation and includes commitments relating to the following details of which are contained in Part B of this report:

- Local employment and skills;
- Sustainability and carbon reduction;
- Community engagement and reuse of furniture

## **6.7 Overall Programme costs**

6.7.1 The cost of the FF&E contracts will be contained within the Civic Centre budget approved by Cabinet on 12 November 2024.

## **7. Contribution to the Corporate Delivery Plan 2022-2024 High level Strategic outcomes'**

### **Resident Experience and Enabling Success:**

- A Supported and Enabled Workforce:
- Work towards successful delivery of new Civic Centre

### **A Culturally Rich Borough:**

- Promoting an ambitious arts and culture programme for Haringey
- Promote and elevate arts and culture initiatives and borough wide programmes

## **8. Carbon and Climate Change**

8.1 The award of contracts for Fixtures, Fittings & Equipment (FF&E) supports the Council's commitment to reducing carbon emissions through sustainable procurement.

8.2 The FF&E strategy prioritises the reuse, refurbishment and relocation of existing furniture wherever feasible, reducing embodied carbon by avoiding new manufacture and minimising transport and disposal impacts.

8.3 Where new furniture is required, specifications require items to be durable and capable of reuse or relocation, supporting circular economy principles and reducing waste over the lifecycle of the assets.

8.4 Sustainability considerations, including reuse, waste reduction and minimising transport-related emissions, formed part of the procurement evaluation.

8.5 This approach supports the wider sustainability ambitions of the Civic Centre project, including alignment with the building's ambition to achieve BREEAM Outstanding rating.

## **9. Statutory Officers comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)**

### **9.1 Finance**

9.1.1 Cabinet on 12 November 2024 agreed a capital budget provision of £1.35m for client fit-out items for the Civic Centre under capital scheme 330 – Civic Centre Works. To date, approximately £15,000 has been spent, leaving a remaining uncommitted balance of £1.35m.

The recommendation is to award contracts for Lot 1 to Bidder J for £394,530.51, plus contingency as set out in the part b report, and Lot 2 to Bidder G for £156,815.00, plus a contingency as set out in the part b report. The proposed contract awards can be contained within the remaining approved budget provision.

### **9.2 Procurement**

9.2.1 Strategic Procurement has undertaken a fully compliant open tender process in accordance with the requirements of the Procurement Act 2023. A tender notice and accompanying instructions were published on the Find a Tender Service, ensuring transparency and equal access for all prospective bidders.

9.2.2 Following the evaluation of submissions, as detailed in section 6, it is recommended that Lot 1 (Supply and Delivery of New Furniture) and Lot 2 (FFE, Refurbishment, Relocation and Installation) be awarded to the highest-scoring bidders, identified as Bidders J and G in the exempt appendix. These recommendations are made in line with the PA23 requirement to award contracts on the basis of the most advantageous tender, assessed against the published evaluation criteria.

In accordance with Contract Standing Orders (CSOs) 0.08 (Cabinet Member Decision) and 2.01(c) (Cabinet award of contracts at £500k or above) — the recommendations set out in section 3 may be approved.

### **9.3 Legal**

9.3.1 The Director for Legal and Governance has been consulted in the preparation of the report.

9.3.2 Pursuant to Contract Standing Order (CSOs) 0.08 (Cabinet Member Decision) and 2.01(c) (Cabinet award of contracts at £500k or above) the Cabinet Member having the relevant portfolio responsibilities may approve the recommendations in the report.

9.3.3 The Cabinet Member for Finance and Corporate Services is being asked to approve the award of a contract for Lot 1 – New Furniture (Supply, Delivery and Installation) to Bidder J for the sum of £519,530.51, and Lot 2 – FF&E Refurbishment, Relocation and Installation to Bidder G for the sum of £256,815.50, the duration of the contracts are for a period of 5 years commencing 15th of April 2026 to 15th April 2031, with an option to extend for a further period(s) of up to 1 year.

9.3.4 The Director for Legal and Governance (Monitoring Officer) see no legal reasons preventing the approval of the recommendations within the report.

## **9.4 Equality**

9.4.1 The Council has a public sector equality duty under the Equality Act (2010) to have due regard to:

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

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

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

9.4.4 Haringey Council has undertaken an inclusive approach to the redevelopment of the Civic Centre, with a strong focus on equality, diversity, and accessibility. Key actions and considerations include:

9.4.5 Staff Engagement and Inclusive Consultation

- An extensive staff survey was conducted, reaching all staff and receiving 460 direct responses, many representing entire teams - equating to feedback from approximately 500 staff members.
- The survey focused on health and well-being, workspace preferences, and inclusive design, including layout and floor plan considerations.
- Engagement extended to:
  - Trade unions through multiple meetings.
  - The Disability Action Group.

- Departmental and Divisional Management Team Meetings.

#### 9.4.6 Accessibility and Neurodiversity

- The Civic Centre is being designed to exceed accessibility standards, ensuring it is inclusive for all staff and visitors.
- Neurodiversity was considered in the design process, with ongoing engagement planned to ensure needs are met.
- The procurement specification will include:
  - Accessible furniture, including chairs suitable for most staff, circa 95%.
  - Flexibility in the furniture to re-configure as structures change or staff needs change.
  - A diverse range of work settings to support different working styles and needs:
    - Concentration zones
    - Collaboration areas
    - Relaxation and informal conversation spaces

#### 9.4.7 Social Value and Local Economic Inclusion

The procurement process embeds social value by:

- Involving and engaging the community, including young people, in bringing the Civic Centre to life, (through the Enliven Project). Encouraging participation from local artists and exploiting this local talent by offering opportunities to showcase skills and promote artistic work.
- A strong emphasis is placed on the circular economy, with significant reuse of existing furniture and materials.

#### 9.4.8 Inclusive Design and Staff Choice

- The design promotes staff choice, enabling individuals to choose their preferred work setting based on their needs and tasks.
- Accessible power outlets, USB ports and cable management within reach from a seated position.
- A model office was set up to enable staff to trial proposed furniture and layouts, with feedback gathered through a staff survey to inform final decisions.

#### 9.4.9 Post Occupancy

- After occupancy, we plan to undertake staff surveys to gather feedback and ensure the intended outcomes are being met.

9.4.10 Overall, the inclusive approach to consultation and design described shows due regard for the council's duties under the Public Sector Equality Duty.

9.4.11 It is anticipated that the procurement in support of this project will have an overall positive impact on all staff and visitors. Furthermore, it is also anticipated that some of the positive impacts delivered through the project are specifically applicable

to staff and visitors under a range of protected characteristics, including age and disability, which will also intersect with other protected characteristics.

## **10. Use of Appendices**

10.1 Appendix 1 – Part B (Exempt)

## **11. Background papers**

11.1 This report contains exempt information under Schedule 12A of the Local Government Act 1972.