



Haringey Council

Agenda item:

[No.]

**Cabinet Procurement Committee**

**On 22 July 2010**

Report Title. Office Removals – Award of Contract	
Report of <b>Director of Corporate Resources</b> Signed : <i>J. Pender</i> <i>S/7/10</i>	
Contact Officer : Martin Cable, Team Leader - Accommodation Strategy	
Wards(s) affected: <b>All</b>	Report for: Key Decision
<b>1. Purpose of the report</b> 1.1. To seek Cabinet Procurement Committee approval to the award of a framework contract for office removals.	
<b>2. Introduction by Cabinet Member</b> 2.1. I ask the Committee to approve the recommendation in this report.	
<b>3. State link(s) with Council Plan Priorities and actions and /or other Strategies:</b> 3.1. Regular contract reviews will ensure the delivery of high quality, efficient services.	
<b>4. Recommendations</b> 4.1. That Members' approve the award of a four year framework agreement for office removals to the contractors named in Appendix A.	
<b>5. Reason for recommendation</b> 5.1. The office removals contract is used widely across the council as part of the programme to rationalise buildings and to aid re-organisation of space to improve	

the efficiency of use.

## **6. Other options considered**

6.1. A single provider was not considered to provide the flexibility that a framework contract offers.

## **7. Summary**

- 7.1. The current office removals contract has recently expired (May 2010). The work covered by this contract includes the relocation of furniture, equipment and sundries in relation to property rationalisation (particularly in relation to SMART working) and council service re-organisations. The contract also supports Electoral Services' election process.
- 7.2. A restricted tender process for the new Framework Agreements was carried out by advertisement in the Official Journal of the European Union (OJEU) and was advertised on the council's website.
- 7.3. The Framework agreement will consist of three contractors.
- 7.4. 16 contractors responded at the Pre-Qualification Questionnaire (PQQ) stage, 11 of whom met the required basic criteria and were evaluated against the PQQ criteria. The 8 highest scorers were invited to submit a schedule of rates and respond to quality questions at the Invitation to Tender (ITT) stage. 7 contractors submitted bids to this final tender stage.
- 7.5. Six valid tenders were received and evaluated in line with the criteria set out in the ITT based on 60% quality and 40% price. Details are included in Appendix A of the report.
- 7.5 Company A scored the highest total number of points and are recommended as the main contractor.
- 7.6 Companies B and C scored the next highest total number of points and are recommended as the two further contractors.
- 7.7 Regular Contract review meetings will be held with the contractor to monitor performance using feedback from users of the service.

## **8. Chief Financial Officer Comments**

8.1. The Chief Financial Officer has been consulted and has no further comments to add.

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

9.1 The removal services are being procured via a Framework Agreement. This is a method of procuring which is compliant with EU procurement legislation as set out in the Public Contracts Regulations 2006.

9.2 Corporate Resources Directorate wishes to award a Framework Agreement to the

contractors listed in Appendix A on the basis set out in the tender documentation..

9.3 Because of the proposed value of individual contracts to be awarded under the Framework Agreement, the award needs to be approved by the Procurement Committee in accordance with CSO 11.03 (award of contracts over £250,000).

9.4 Because of the proposed value of the contracts to be awarded under the Framework Agreement, there is also a requirement under Contract Standing Orders that the Framework Agreement is included in the Forward Plan (see CSO 11.04). Corporate Resources Directorate has confirmed that this has taken place.

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

#### **10. Head of Procurement Comments**

10.1. The recommendation is in line with the Procurement Code of Practise

10.2. The framework agreement has been competitively tendered and awarded on the Most Economically Advantageous Tender (MEAT) criteria. This ensures that the recommendation offers a Value for Money Service.

10.3. The contract will be monitored to ensure contract compliance.

The process undertaken minimised any risk of challenge to the Council

#### **11. Equalities &Community Cohesion Comments**

11.1 The contractors named in Appendix A of this report have been equalities proofed through officer evaluation of their Pre-Qualification Questionnaire submissions against the PQQ criteria, which includes a section on equalities and were found to be equalities sound for the purpose of doing business with Haringey Council.

#### **12. Consultation**

12.1. The two main users of this contract (Children's and Young People's Service and Corporate Property Services) have been consulted in the preparation of this report.

#### **13. Service Financial Comments**

13.1. The contract is for four years with an estimated value of £200k per annum.

13.2. The use of this contract is funded by individual budget holders across the council.

#### **14. Use of appendices /Tables and photographs**

14.1. Appendix A: Exempt information

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

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