
Meeting: Executive

Date: 12 January 2010

Subject: Award of Contracts (Construction and Furniture) for the Interim Accommodation Plan

Report of: Councillor Maurice Jones - Portfolio Holder for Resources

Summary: The report proposes the award of construction contracts related to the Interim Accommodation Plan.

Advising Officer: Clive Heaphy – Director of Resources

Contact Officer: Caroline Carruthers - Assistant Director IT and Property Assets

Public/Exempt: Report and Appendix A: Public/ Appendix B and C: Exempt (paragraph 3: information relating to the financial affairs of the authority)

Wards Affected: All

Function of: Executive

Key Decision Yes

Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The delivery of the Interim Accommodation Plan supports the achievement of the Council's vision and priorities through ensuring availability of improved property and ICT infrastructure for officers and Members in the provision and delivery of services to customers.

Financial:

A full financial evaluation and explanation is included in the Exempt Appendix.

Legal:

The contracts have been tendered in accordance with procurement policy. In the case of construction, this has involved a pre-qualification process followed by a tender to six short-listed bidders. The furniture contract has been procured in competition using OGC Buying Solutions framework providers.

Risk Management:

It is intended that contract expenditure will be kept within the agreed budget limits.

The risk in not awarding the contracts will be that the Council's recently acquired property Technology House will not be completed and staff will be unable to move from a number of Bedford based properties that are planned for closure.

Staffing (including Trades Unions):

It is the intention to consult with those staff affected by the programme on the final choice of furniture once the contract has been agreed.

Equalities/Human Rights:

Equality and diversity are key issues for all directorates within Central Bedfordshire Council. We expect our contractors to comply with our Corporate Equalities Policy and incorporate this within their method statements. As part of ongoing contract monitoring arrangements the Council will check that statutory service delivery and employment requirements relating to equality are being met.

Community Safety:

No issues to report.

Sustainability:

There are three principle areas in which the sustainability agenda is being addressed; re-use of existing buildings and equipment, recycling of materials, and efficiency of services. Each of these elements is supply-side driven. We are also addressing demand-side issues through the efficient use of space, and travel to work issues.

Re-use

- We are re-using existing second-hand property at Dunstable and Technology House, rather than acquiring new buildings
- During the construction phase, where appropriate, we are re-using elements from the existing building including light fittings, ceilings, and doors.

Recycle

- Our construction waste will be pre-sorted prior to removal from site, and thereafter recycled by our construction contractors. Our contractors have advised that between 70% and 90% of construction waste could be recycled from our sites; this includes recycling of carpets, plasterboard and metals.

Efficiency of Services

- A number of improvements to Technology House are being made by the landlord to improve the efficiency of the building:
 - Replacement of worn out heating and electrical plant
 - Replacement of worn out roof coverings to reduce heat loss

- As part of our fit-out we will be looking at the introduction of localised switching for lights, and the use of more efficient lamps.
- As at Priory House, we will also look to issue an Energy Display Certificate which will record the use of energy in the building, and the buildings overall efficiency.

In terms of Central Bedfordshire Council's Corporate Environmental Policy, the recommendations contained in this report will have no significantly adverse environmental implications.

Summary of Overview and Scrutiny Comments:

- This report has not been considered by the Corporate Resources Overview and Scrutiny Committee.

RECOMMENDATION(S):

That the construction contract is awarded to Contractor 1, and that the furniture contract is awarded to Contractor A.

Reason for Recommendation(s): To deliver the Interim Accommodation Plan and to support the move of staff into the Central Bedfordshire geographic area.

BACKGROUND

1. The Interim Accommodation Programme approved by Executive in July 2009 provides an intermediate solution for ICT and accommodation with an improved medium term financial position. Work has progressed including the acquisition of Technology House, Bedford (to allow rationalisation of accommodation and exit from Borough Hall).
2. The letting of these contracts relate to the recent acquisition of space within Technology House, which now requires fitting out to allow occupation by Council staff, and to the objective to increase the number of staff within the Dunstable office.
3. The Standard Award Criteria Evaluation Model was applied to the evaluation of both contracts. This is a points system based upon the award of marks for financial submissions and for quality submissions. In the case of the construction contract 25% of the marks were awarded to the quality of the submission, and 75% to the financial element.
4. For the furniture contract 80% of the marks were awarded to the quality of the submission, and 20% to the financial element. The criteria are specified at Appendix A, for assessment of quality.

Appendices:

Appendix A – Tender Award Criteria for Construction and Furniture Contracts.

Appendix B – Tender Analysis and recommendation for Construction contract – Exempt

Appendix C – Tender Analysis and recommendation for Furniture contract – Exempt

Background Papers:

None

Tender Evaluation Award Criteria

Construction Contract

The criteria for quality evaluation is as follows:-

- Provide a completed Human Resources/ Equalities Questionnaire.
- Provide evidence of all relevant Insurance Policies.
- Resources, Staffing and CV's. Provide CV's of named staff for the proposed schemes. These shall demonstrate previous similar and compatible experience to the works described within the tender documents.
- Programme and Milestones. Provide relevant programmes for the schemes demonstrating phasing, critical path and completion of the schemes within the described given timescales. This should also include a narrative describing the contractors approach and philosophy to achieve successful project delivery and which should specifically address the key project risks and issues associated with each scheme.

Furniture Contract

The criteria for quality evaluation is as follows:-

- Outline Method Statement, Methodology and Programme/Gantt Chart for the project, including snagging and change control processes. This should address the specific risks/issues associated with delivering such a complex multi-site project. Please provide an example of individual staff workstation requirements schedule.
- Provide two case studies demonstrating capabilities, resources and related experience.
- Provide CV's of staff whom will work directly on the project, and where appropriate, details of other resources available to CBC This will include demonstration of project management skills to deliver such a requirement.
- Whole-life approach. The furniture will be used for both existing buildings and the proposed long term solution. Please outline the suppliers control over the lifecycle of the product, from manufacture, installation through to ongoing maintenance and day-to-day support.
- Please provide evidence of the quality of space planning. We require suppliers to use the drawings supplied and re-configure the Technology House second floor scheme. Our basic requirement is for 223 workstations, however you are free to suggest alternative seating/breakout, storage (filing, lockers, pedestals), and meeting arrangements, based on your knowledge and experience of similar schemes. Please provide any drawings in .dwg and .pdf formats.