



Executive
23 April 2012

Report from the Chief Executive

Wards Affected:
ALL

Brent Civic Centre – Authority to Tender Contract for Furniture, Furnishings and Equipment (FFE)

1.0 Summary

- 1.1 This report follows the report to Executive in October 2010 where Members agreed to award the contract for the Design & Build contractor for the Civic Centre. As previously reported to Executive in October 2009, the contracts for the construction and fit out of the Civic Centre would remain separate. This report now requests approval to tender for the Furniture, Furnishings and Equipment (FFE) for the Civic Centre.

2.0 Recommendations

- 2.1 The Executive to give approval to the pre-tender considerations and the criteria to be used to evaluate tenders for the Furniture, Furnishings and Equipment for the Civic Centre as set out in paragraph 3.5.
- 2.2 The Executive to give approval to officers to invite tenders for the Furniture, Furnishings and Equipment in accordance with European procurement regulations using the Restricted Procedure and to evaluate them on the basis and in accordance with the approved evaluation criteria referred to in paragraph 3.5.

3.0 Detail

- 3.1 Following the approval from Executive in October 2009 to procure the design and build contractor for the Civic Centre, Skanska Construction UK were

appointed. Construction started in November 2010 and practical completion and handover of the building is on programme for December 2012. On handover, there will be a three month fit out period before occupation. Fit out will encompass furniture delivery, assembly and installation of all items described in paragraph 3.5.

- 3.2 Sufficient FFE will be procured to enable 2300 people to work from the Civic Centre. The FFE will allow the council to run the range of activities in all the public and democratic areas to meet service needs but also cater for a significant number of community and corporate events.
- 3.3 The FFE for the building will be procured using the EU restricted procurement route, following a two stage process. Some specialist joinery items will be procured separately due to the specialist nature of the products.
- 3.4 An ergonomist has been appointed to provide support to the procurement process to ensure national ergonomic standards are met.
- 3.5 In accordance with Contract Standing Orders 88 and 89, pre-tender considerations have been set out below for the approval of the Executive.

Ref.	Requirement	Response	
(i)	The nature of the service.	Furniture, Furnishings & Equipment contracts for the fit out of the Civic Centre. Lot 1: Workstation Desks, Storage and Lockers Lot 2: Loose Furniture for Administration Areas Lot 3: Loose Furniture for Public and Democratic Areas Lot 4: Specialist Furniture for Conference Rooms and Civic Hall Lot 5: Workstation Chairs	
(ii)	The estimated value.	£2.4m - £3m	
(iii)	The contract term.	<ul style="list-style-type: none"> • Appointment and manufacture prior to practical completion of the building • Fit out • End date: July 2013 	
(iv)	The tender procedure to be adopted	EU Restricted Procedure. The lots will be advertised under one notice which will allow potential tenderers to bid for one or more lots. Consortia bids will be allowed. Tenderers will be required to submit a fixed price based on schedule of quantities.	
(v)	The procurement timetable.	Indicative dates are: Trade adverts and OJEU contract notice placed Expressions of interest returned Shortlist drawn up in accordance with	April 2012 May 2012 June 2012

		<p>the Council's approved criteria</p> <p>Invite to tender</p> <p>Deadline for tender submissions</p> <p>Panel evaluation and interviews</p> <p>Conclusion of Panel assessment</p> <p>Executive approval to award contract</p> <p>Mandatory minimum 10 calendar day standstill period – notification issued to all tenderers and additional debriefing of unsuccessful tenderers</p> <p>Award date and Contract start date</p>	<p>June 2012</p> <p>July 2012</p> <p>July/August 2012</p> <p>August 2012</p> <p>September/October 2012</p> <p>September/October 2012</p> <p>October 2012</p>
(vi)	The evaluation criteria and process.	<p>Shortlists are to be drawn up in accordance with the Council's Contract Procurement and Management Guidelines. This will involve interested parties submitting a pre qualification questionnaire and thereby meeting the Council's financial standing requirements, technical capacity and technical expertise. The Council's standard PQQ will be adapted to reflect the nature of the project and legal constraints. Once tenders are received, the evaluation panel will evaluate the tenders on the basis of assessing which is the most economically advantageous tender using the following criteria:</p> <ul style="list-style-type: none"> (1) Cost (50%) (2) Quality (50%), divided into <ul style="list-style-type: none"> (a) Understanding Brent objectives for the project (b) Demonstrating key product requirements in line with Brent's specification (c) Project specific methodology (d) Programme (e) Management & Resources (f) Quality Management (project specific) 	

		(g) Sustainability (project specific) (h) Risk Management (i) Health & Safety Management (j) Client Care (post installation)
(vii)	Any business risks associated with entering the contract.	No business risks are considered to be associated with entering into the proposed contract. In addition Financial Services and Legal Services have been consulted concerning this contract and risks associated with entering into this contract are set out sections 4 and 5 of the report.
(viii)	The Council's Best Value duties.	The Council has a duty to achieve Best Value in all its procurement and service delivery activities. Tenders will therefore be assessed on the basis of quality and cost and the successful tenderer will be one that provides the most economically advantageous tender.
(ix)	Any staffing implications, including TUPE and pensions.	See Section 7 below. There are no TUPE implications.
(x)	The relevant financial, legal and other considerations.	See sections 4 and 5 below.

- 3.6 The Executive is asked to give its approval to these proposals as set out in the recommendations and in accordance with Standing Order 89.

4.0 Financial Implications

- 4.1 The Civic Centre programme has a budget set aside for Furniture, Furnishings and Equipment. It is expected that the Furniture, Furnishings and Equipment contract value will be within this sum. There are no additional financial resources outside the existing Civic Centre programme necessary for this contract.

5.0 Legal Implications

- 5.1 The proposed Furniture, Furnishings & Equipment contract is a supply contract under the Public Contracts Regulations 2006 ("the EU procurement regulations") and needs to be tendered in compliance with these. This involves placing a contract notice in the Official Journal of the European Union. By using a restricted (two-stage) procedure only those companies able to meet the Council's minimum standards of technical capacity and financial standing will be invited to tender. An award of contract will then be made in accordance with the regulations on the basis of the most economically advantageous tender.

- 5.2 In addition the contract is a High Value contract under Brent's Contract Standing Orders and so pre-tender considerations and subsequent contract award both need to be approved by the Executive.
- 5.3 The Council's powers to furnish the Civic Centre are within section 132 of the Local Government Act 1972, which allows local authorities to acquire or provide and furnish offices. Other various powers exist to provide libraries and other facilities.
- 5.4 Once the tendering process is undertaken Officers will report back to the Executive in accordance with Contract Standing Orders, explaining the process undertaken in tendering the contracts and recommending award.

6.0 Diversity Implications

- 6.1 A comprehensive equality impact assessment (EqIA) was completed as part of the planning approval for the Civic Centre and followed by a predictive EqIA in March 2011. This later assessment reviewed in detail the impact on staff of the implementation of new working practices, change in workplace culture and change to accommodation.
- 6.2 Improving access to the council's facilities is a key principle of the Civic Centre project. This will mean that all sections of Brent's community and all staff will both be welcome and comfortable in the new building. Under the Disability Discrimination Act 1995 there is a duty to make reasonable adjustments. A range of adjustable and flexible furniture, inclusive of particular needs, will ensure people can use the new facilities regardless of any disabilities.
- 6.3 The procurement process for the FFE will seek to ensure the tenderers approach to manufacture, transportation and installation processes considers equality and diversity issues as a high priority. After requesting to participate, these companies will be asked in the PQQ to provide evidence of an equality policy and answer a range of equality questions. The Invitation to Tender pack will ask for information on how equality issues will be factored into the programme and delivery process.

7.0 Staffing Implications

- 7.1 The development of a high quality modern building will provide vastly improved office space and working conditions for Brent staff. With the majority of services relocating to the Civic Centre, its development provides an opportunity for the more strategic deployment of staff resources together with enhanced opportunities for better interdepartmental working in support of the 'One Council' agenda.
- 7.2 Recent staff survey results have shown that more than 1 in 2 of our staff are less than satisfied with their physical working conditions. The Civic Centre will provide new spaces in which staff can work and with high quality, durable and

suitable FFE, could impact on retention of staff and work performance, especially longer-term, by improving staff morale and the associated positive traits in improved sickness levels and greater positive staff engagement.

8.0 Environmental Implications

- 8.1 The Council aspires to be one of the most sustainable local authorities in the UK and be an exemplar of environmental practice and performance on sustainability issues. It also wishes to be seen as a leading light, pro-actively tackling the issue of climate change and dealing with its potential impact on the borough.
- 8.2 The Council recognises that the development of the Civic Centre is fundamental to achieving its vision for the future of the borough. 'Environment and sustainability' has been established as one of the four key priority themes for this development. The Council also aspires to have a BREEAM (Building Research Establishment Environmental Assessment Method) 'Outstanding' building and if this is achieved, it is envisaged that the Civic Centre will be a global icon for sustainability.
- 8.3 Sustainability has been a fundamental aspect of the design and construction stages and will continue through the fit out stage when the FFE will be installed. Tenderers will be asked to demonstrate how they support the council's sustainability and BREEAM objectives.

Background Papers

- Report to Executive 18 October 2010: Brent Civic Centre - Authority to award contract for Design and Build contractor
- Report to Executive 19 October 2009: Brent Civic Centre – Concept Design Proposals and Authority to Tender Contract for a Design and Build Contractor
- Equality Impact Assessment March 2011
- Equality Impact Assessment November 2009

Contact Officers

Aktar Choudhury – Civic Centre Programme Director. Tel: 020 8937 1827

Andy Donald – Director of Regeneration & Major Projects. Tel: 020 8937 1037

Fiona Ledden – Director of Legal & Procurement. Tel: 020 8937 1292

Gareth Daniel
Chief Executive