

Report of: Chief Officer Democratic Central Services

Report to: Director of Resources

Date: 17th September 2012

Subject: Award of furniture contract to Flexiform Business Furniture Ltd

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

A tender exercise the design, installation and supply of office based furniture has recently been completed, this report seeks approval to award the contract to Flexiform Business Furniture Ltd

Recommendations:-

The Director of Resources is recommended to approve the award of the contract for the design, installation and supply of office based furniture to Flexiform Business Furniture Ltd

1 Purpose of this report

1.1 The purpose of this report is to seek the approval of the Director of Resources, to the proposed additional staffing required in Facilities Management to support delivery of the agreed Business Improvement agenda.

2 Background information

2.1 The Council is developing it's changing the workplace initiative to modernise the way in which staff work to support flexible ways of working and ultimately to support improved service delivery. The council has in particular developed accommodation standards which it proposes to roll out throughout its office portfolio. The accommodation standard is based on best practice through other local authority re location schemes.

The council aims for improved utilisation through a number of parallel initiatives including:

- Move to modern office environments capable of

supporting flexible working.

- Introduction of flexible working initiatives coupled with hot desking or desk sharing.
- System furniture and bespoke office planning.
- Revised Information technology facilities enabling the use of smaller desks.
- A more rigorous separation of day to day filing and archive filing with a new central facility.
- The introduction of electronic document record management thus creating a paperless office...

2.2 In April 2012 a group of officers were tasked with producing tender documents for the procurement of furniture not just linked to the Changing the Workplace agenda but to address the ad hoc procurement of furniture that was happening across the council

2.3 In August 2012 a tender for the design, installation and supply of officer furniture for was issued to six companies from the Government Procurement Services framework agreement. The award of this contract had a weighting of 400 points on price and 600 points on quality. Two companies submitted a formal tender which we accepted as being in accordance with the tender documents

2.4 Representatives from Facilities Management, Intelligence and Improvement and Corporate Procurement have now completed the tender evaluation process.

3 Main Issues

Of the tenders returned the return from Flexiform was the only one that met the minimum criteria set out in the section that covered quality. This minimum score was designed to ensure that the successful bid met the requirements set out in the tender document which would allow the council to meet its aspirations of Changing the Workplace along with the consolidation of furniture to a single supplier. Flexiform had a quality section score of 318.75 with an overall score of 918.75 points

The companies were selected from the Government Procurement Services framework agreement. The decision to use this method to select the companies was taken following a delegated decision signed by the Chief Officer Democratic and Central Services

4 Corporate Considerations

4.1 Consultation and Engagement

Consultation and engagement has taken place over the last 2 years during the pilot project phase of Changing the Workplace. Consultation has also taken place with other stakeholders in Intelligence and Improvement who have represented such areas the central hubs and within City Development dealing with the environmental impacts of the contract.

4.2 Equality and Diversity / Cohesion and Integration

Equality, diversity, cohesion and integration requirements are embedded in all planning processes including location, fit out and service re-design.

A comprehensive Equality Impact Assessment has been completed that covers all aspects of the delivery. From this an action plan has been drawn up and maintained by all action owners. The following summarises some of these actions that are in place to help mitigate the impact of the projects on certain groups:

- There are clear principles in place for accessing the different work styles.
- Equality requirements are embedded in all planning processes for locations and fit-out
- The impact on staff is clearly understood.
- A mechanism is in place to gather ongoing feedback from managers and staff already working in new ways
- The relationship between Access to Work and Changing the Workplace is clear.
- Appropriate staff and manager guidance, materials and learning interventions are in place to enable staff to access new ways of working.
- Business Improvement principles are aligned to the council's values.

4.3 Council Policies and City Priorities

The Programmes support the Council ambition to be "The Best City Council in the UK" and the Council's new values. It will assist in the achievement of outcomes contained in the Council Business Plan 2011-2015 and help to deliver the wider city priorities and specifically the priorities on leading the transformation of our workplace culture and working environment in the context of the council's new values.

4.4 Resources and value for money

The award of a framework contract for the supply of office based furniture ensures that the procurement of office furniture is consolidated to a single supplier thus delivering value for money whilst also ensuring a high level of quality is maintained throughout the term of the contract

4.5 Legal Implications, Access to Information and Call In

There are no specific legal implications arising from the proposals contained in this

report. The Chief Procurement Officer has advised that the tender has process has been completed in accordance with contracts procurement rules

5 Conclusions

Following a thorough and comprehensive tender exercise that focussed on price and quality the successful company was Flexiform Business Furniture Ltd. This company have been successfully awarded other similar contracts throughout the Changing the Workplace pilot projects.

6 Recommendations

- 6.1 The Director of Resources is recommended to approve the award of the contract for the design, installation and supply of office based furniture to Flexiform Business Furniture Ltd

7 Background documents¹

- 7.1 The papers referred to in preparing this report are:
- Changing the Workplace, Executive Board Report – 18th July 2012 (Public document only)
 - Changing the Workplace, Executive Board Report – 25th Aug 2010
 - Delegated Decision Report, 6th September 2012

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.