

Record of Cabinet portfolio holder decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Councillor Rob Simister
Key decision?	Yes
Date of decision (same as date form signed)	2 April 2015
Name and job title of officer requesting the decision	Andrew Down Head of HR, IT & Technical Services
Officer contact details	Tel: 01235 540372 Email: andrew.down@southandvale.gov.uk
Decision	<ol style="list-style-type: none"> 1. To agree to award the contract for refurbishment of the new council offices at Milton Park as an exception to the council's contracts procedure rules (under CPR 140 re immediate action) to the extent that tenders have been invited from a smaller number of bidders than is normally required 2. To appoint GTA Interior as the primary contractor for the fitting out of the council offices at Milton Park 3. To authorise the Head of HR, IT & Technical Services to agree the form of contract and to make minor amendments to the schedule of works and to enter into the contract
Reasons for decision	<p>Since the destruction of the Crowmarsh office by fire, the councils' staff have been working in difficult temporary conditions at Abbey House and Old Abbey House in Abingdon, at serviced offices in Sandford, and at home.</p> <p>Terms have been agreed for the rental of premises at 135 Eastern Avenue, Milton Park. Although structurally sound, the building is in a poor condition decoratively and also requires a number of adaptations to make it suitable for use by council staff and visitors.</p> <p>Our agents, Lambert Smith Hampton (LSH), invited tenders from two trusted contractors, which had both indicated their ability and desire to respond within the required timescale. The decision to limit the invitation to two contractors was determined by the need to obtain responses quickly so that the fit-out works can commence as soon as possible.</p>

	<p>Two responses were received, of which GTA Interior was by a significant margin the lower cost. LSH has provided a tender report and further material providing assurance that the bid from GTA is competitive and represents value for money. Our loss adjusters, GAB Robins, have given their agreement to proceed with the fit-out work, the costs of which will be underwritten by our insurers under the additional costs policy.</p> <p>The scope of the work includes:</p> <ul style="list-style-type: none"> • Removal of existing partitions • Construction of new partitions to create offices, meeting rooms and interview rooms • Replacement of floor coverings • Provision of accessible toilets • Necessary modifications to ventilation and heating systems • Necessary modifications to lighting and fire alarm systems • Provision of dropped kerbs to permit wheelchair access to the building from the car park
<p>Alternative options rejected</p>	<p>We could have moved into the building without carrying out these works. However, it would have failed to meet accessibility requirements; the existing partitions are not suitable for our use and do not allow for office accommodation to be securely separated from public areas; and the carpets and paintwork are in poor condition. Much of the building currently has a tatty and unloved feel about it which would not be welcoming to staff or visitors.</p> <p>We could have taken longer over the procurement process in order to secure a wider choice of possible contractors. Although it is possible that this would have resulted in a lower priced contract, the extra time would have prolonged the adverse impact of our current working arrangements. Officers consider it very important to provide an efficient, pleasant and professional working environment for employees as soon as can reasonably be achieved.</p>
<p>Legal implications</p>	<p>The form of contract will be the JCT Intermediate with Contractors Design 2011 (ICD11) building contract including all subsequent revisions and amendments.</p> <p>The Construction (Design & Management) Regulations 2015 will apply.</p> <p>This procurement falls below the threshold at which works contracts must be advertised in the Official Journal of the European Union.</p>
<p>Financial implications</p>	<p>The contract cost is currently estimated at £478,500. The</p>

	final figure will be agreed with our loss adjusters, the cost to be underwritten by our insurers.			
Other implications	None			
Background papers considered	None			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	N/A			
List consultees		Name	Outcome	Date
	Ward councillors			
	Legal	Pat Connell	Amended wording	30 March 2015
	Finance	Bob Watson	Agreed	27 March 2015
	Health and safety	Sarah Minns	Agreed	27 March 2015
	Sustainability	Heather Saunders		
	Diversity and equality	Cheryl Reeves	Agreed	30 March 2015
	Communications	Shona Ware	Agreed	27 March 2015
Strategic Management Board	David Buckle	Agreed	27 March 2015	
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	N/A			
Has this been discussed by Cabinet members?	Yes			
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature Councillor Robert Simister Date 2 April 2015			

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 2 April 2015	Time: 9:40am

Date published to all councillors	Date: 7 April 2015	
Call-in deadline	Date: 13 April 2015	Time: 5:00pm