

## London Borough of Hammersmith and Fulham Record of Cabinet Member Decision

**The call-in has expired and the decision can be implemented.**

- Draft Decision List published on: 1 August 2025
- Confirmed Decision List published on: 6 August 2025

1. **TITLE: Procurement Strategy for Civic Campus Furniture, Fixtures and Equipment for Ground Floor to Floor 5**

2. **DECISION MADE BY:** Cabinet Member for the Economy

3. **DECISION:**

1. To agree that Appendix 1 is not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).
2. To ensure value for money in consideration of being ruthlessly financially efficient, the Council recommends the use of the three frameworks identified in this strategy, and to agree packages suited to each framework in terms of price and availability of suitable products, to deliver the Council's aspiration for the Civic Campus to be a centre of excellence.
3. To re-use and/or refurbish fit for purpose items that can be reasonably installed, largely those within the Council workspace, and items used to maintain the building's heritage.
4. To hire items that are used occasionally for ad-hoc events and by way of a trial arrangement before capital investment is made.
5. To approve procurement of furniture in line with this strategy, using a combination of the three frameworks identified in this strategy, purchasing options (i.e., mini competition and/or direct award), and Lots, for the estimated Total Cost included in exempt appendix 1 (the "Total Cost"), over a period of 1 to 5 years.

4. **REASON FOR DECISION:**

1. Reasons for **purchasing** furniture:

- To create an inviting, inclusive and dynamic environment for all.
- To create the ambience of a fully functioning commercial space.
- To support workforce productivity by providing areas which are suitable for evolving business needs. Providing confidentiality, large meeting rooms and creative comfortable environments utilised depending on work being completed.
- To provide furniture which is accessible for an inclusive, professional and

commercial offering to potential clients who choose H&F to host their events. Thereby enhancing the Council's market offering and growing the events and/or cultural programme to generate further income.

- To provide items of furniture which benefit the wellbeing of those working and visiting the building. For example, soft and welcoming furnishings complimenting individual areas (i.e., multifaith room, family room, contemplation room and occupational health).

2. Reasons for **hiring** furniture:

- At the current time, there are no event or cultural activity bookings requiring purchases or hiring of any furniture with the Civic Campus.
- The Events / Cultural programme will be forecasting limited events for Years 1, 2, and 3 enabling the team to assess and forward plan requirements over time whilst being ruthlessly financially efficient. At this point an informed decision can be made on whether it would be beneficial to make a purchase or hire specific furniture.
- Should hiring be a more beneficial option, the hire of any furniture will be recharged to external hirers and offset against the budget cost. Events must reflect service model to cover any hire costs.

5. **ALTERNATIVE OPTIONS CONSIDERED:**

3. **Option 1: Do nothing or decommissions the existing requirement – Not recommended**

The reuse of existing furniture stock (purchased during the Town Hall decant) is no longer feasible due in part to the age of items and their depreciation in quality, plus this stock has already been distributed and used across the Council estate.

4. **Option 2: Deliver the supplies, services, and/or works in-house (make/buy decision) – Not recommended**

This approach is not considered cost effective or operationally efficient, given the logistical demands and lack of internal capacity for handling assembly and installation. Outsourcing to a specialist supplier is likely to ensure better value for money, quality assurance, and timely delivery.

5. **Option 3: Undertake a fully regulated competitive and compliant procurement process, advertised to the market – Not recommended**

It is recognised that a procurement process, advertised to the market would attract the widest competition, however, the disadvantage to this approach is the time it takes to procure, which can be upwards of 10 months. This is not a timeframe we have available to us on this occasion, so an alternative compliant route to procure needs to be used. The Council needs to secure an arrangement for supply as quickly as possible. Undertaking our own procurement exercise for this requirement does not guarantee that suppliers would bid for this contract. The Council would also not benefit from lower costs that can be achieved through the collective buying power associated with the use of a framework agreement.

6. **Option 4: Procure using a compliant framework, Dynamic Purchasing System**

**(DPS), or Dynamic Market established by a compliant framework provider – Recommended (Part)**

As an alternative to Option 3, we propose purchasing required items under an existing framework, either using a mini competition or direct award as necessary to achieve the aims of this strategy, with a call off agreement, such as the CCS Furniture and Associated Services 2 framework (RM6308), YPO Supply, Delivery, & Installation of Furniture framework (001244) and YPO Office Solutions framework (001281). By using a combination of frameworks, buying options, and Lots it is understood this will ensure value for money for the Council. For bespoke or highly specialised items e.g., reception desks, multiple quotes will be obtained prior to proceeding with purchase. Competitive quotes and contract options will also be explored for hire agreements as needed, to ensure value for money for the Council. Where bespoke items are identified as costing above the supplies and services threshold, a separate report will be prepared for approval.

**6. CONFLICTS OF INTEREST AND DISPENSATIONS GRANTED:**

None.

Date of Decision
01 August 2025