


<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>OFFICER DELEGATED DECISION</b></p> <p><b>20<sup>th</sup> March 2019</b></p>	
<p><b>AWARD OF CONTRACT FOR MOVE MANAGER SERVICES RELATING TO THE WEST KING STREET RENEWAL DECANT PROGRAMME</b></p>	
<p><b>Report of the Chief Executive, Kim Smith</b></p>	
<p><b>Classification: Open report with exempt appendix</b></p> <p>The appendix to this report is exempt from disclosure on the grounds that it contains information relating to the <b>financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 and also legally professional privileged under paragraph 5</b> of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>	
<p><b>Accountable Director:</b> Jo Rowlands, Strategic Director for the Economy</p>	
<p><b>Report Author:</b> Katie Randall, West King Street Renewal Programme Director</p>	<p><b>Contact Details:</b> Tel: 07525 798841 E-mail: <a href="mailto:katie.randall@lbhf.gov.uk">katie.randall@lbhf.gov.uk</a></p>

AUTHORISED BY:

The Chief Executive has signed this report.

DATE: 28 May 2019

## **1. SUMMARY**

- 1.1. This report seeks approval to award the contract to provide Move Manager services for the decant of the Town Hall, Town Hall Extension and 181 King Street (the “Town Hall site”) to Johnsons Moving Services. Move Manager services are required to provide vacant possession of the Town Hall site to enable the successful delivery of the West King Street Renewal (‘WKSR’) Programme.
- 1.2. An EU compliant procurement exercise was undertaken in accordance with the Council’s Contract Standing Orders (‘CSOs’) via the Council’s Capital E-Sourcing system and was based on 40% price, 60% quality award criteria. Johnsons Moving Services were identified as the most economically advantageous tender.
- 1.3. Approval for this contract award is being sought under powers delegated to the Chief Executive in consultation with the Cabinet Member for the Economy and the Arts by Cabinet at its meeting on 3<sup>rd</sup> December 2018. The costs associated with this contract award are to be funded from the WKSR Decant Programme budget, which was also approved by Cabinet on 3<sup>rd</sup> December 2018.

## **2. RECOMMENDATIONS**

That the Chief Executive, in consultation with the Cabinet Member for the Economy:

- 2.1. Approves the award of the contract for Move Manager services relating to the delivery of the WKSR Decant Programme to Johnsons Moving Services, for the sum detailed in Exempt Appendix 1 of this report.

## **3. REASONS FOR DECISION**

- 3.1. In December 2018, Cabinet agreed the following recommendations as part of the approval of the business case and delivery strategy for the West King Street Renewal Programme:

“To waive Contract Standing Order (CSO) 8 for a procurement strategy to be approved for contracts over £100,000 for the two contracts (i) and (ii) below on the grounds that this is in the Council’s overall interests due to there being insufficient time to obtain approval for the Procurement Strategy, and delegate authority to the Chief Executive in consultation with the Cabinet Member for the Economy and the Arts, to approve the award of the following services contracts, following CSO and EU procurement rules-compliant appointment exercises:

- (i). a client-side West King Street Renewal and Town Hall refurbishment programme delivery team; and
  - (ii). services required to enable the relocation of Council services from the Town Hall site to alternative temporary or permanent locations (including move management and clearance services and CCTV network relocation services).”
- 3.2. Move Manager services are required to coordinate the safe transition of services, members of staff and their belongings from the Town Hall site to the identified decant premises according to a detailed moves schedule, to be agreed with the Council’s Strategic Leadership Team.

- 3.3. The costs associated with this contract award are to be funded from the WKSR Decant Programme budget, for which the latest budget was approved by Full Council on 23<sup>rd</sup> January 2019.

#### **4. PROPOSAL AND ISSUES**

- 4.1. In order to deliver vacant possession of the Town Hall site to enable delivery of the WKSR Programme, the Council has a requirement to decant approximately 1,200 staff into two main decant sites for the duration of the WKSR development. In addition, there are approximately 100 members of staff operating specialist functions that require permanent relocation from the Town Hall site to another identified decant site.

- 4.2. The key objectives of the Move Manager service is to:

- develop a detailed moves schedule, to be agreed by the Council's Strategic Leadership Team;
- ensure Heads of Service and Directors are familiar with the space they will be working in and have signed off the detailed move plans;
- develop a moves process to ensure everyone is clear on their role, what will happen and when;
- identify and arrange for the resources needed to support the move schedule and process;
- co-ordinate and manage all move activity to ensure a smooth transition of services, people and belongings from their current location to the relevant decant sites;
- support communication of the move schedule and provide advice and support to staff affected by the move;
- oversee the work of the relocations specialist (the external contractor) executing the 'lift and shift' to ensure they are completing agreed tasks as required;
- manage all data associated with the move including personal information, team lists and any associated inventories; and
- Conduct a full furniture audit covering The Town Hall, Town Hall Extension & 145 King Street. All furniture will be identified and graded in quality. This will determine what can be used in the current state and what needs replacing/ recycling. Local charities, businesses and schools will be able to benefit from the councils excess furniture.

- 4.3. Invitation to Tender documentation and a specification were posted on the Capital E-Sourcing system as an open invitation for companies with the relevant skills and experience to bid. The award criteria for the bids was 40% price, 60% quality. Organisations were asked to submit details of the following:

- Summary of proposed approach to the project;
- Programme i.e. an indicative timeline and steps to be undertaken to deliver the moves;
- Management and Co-ordination i.e. how the Consultant would work effectively with the teams involved in the moves process, both internal (ICT, FM and services) and external parties;
- Logistics i.e. coordination of people and belongings in and between sites; and
- Resources i.e. an indication of the time needed to deliver the project.

- 4.4. All tenders submitted were within the allocated budget for this resource. Seven organisations submitted tenders and the scores are set out in the exempt appendix below.
- 4.5. The highest score was achieved by Johnsons Moving Services. It is therefore recommended that Johnsons Moving Services are awarded the contract for Move Manager Services relating to the WKS SR Decant Programme.

## **5. OPTIONS AND ANALYSIS OF OPTIONS**

### **Do nothing**

- 5.1. Providing vacant possession of the Town Hall site is required to enable the successful delivery of the WKS SR Programme within agreed timescales. There is a risk to business continuity and service delivery if team moves associated with providing vacant possession of the Town Hall site are not well managed.
- 5.2. The appointment of an experienced Move Manager, who will act as a clear point of contact for services, manage stakeholder engagement, gather requirements and guide services through the moves process, is essential to mitigating risks to business continuity and service delivery. Failure to award the contract for Move Manager services is likely to delay the decant of the Town Hall site, which in turn risks delays to the overall WKS SR programme. This option is not recommended.

### **Award the contract for Move Manager services relating to the WKS SR Decant Programme to Johnsons Moving Services**

- 5.3. Johnsons Moving Services provided the most economically advantageous tender following a CSO- and EU-compliant procurement exercise. This option is therefore recommended.

## **6. CONSULTATION**

- 6.1. The Cabinet Member for the Economy and the Arts has been consulted on the decision to be taken by the Chief Executive under delegated powers via this report.

## **7. LEGAL IMPLICATIONS**

- 7.1. This report recommends the award of a contract in respect of Move Manager services for the sum detailed in Exempt Appendix 1 of this report. As this value falls below the relevant EU Procurement threshold for Services of £181,302, the full procurement regime set out in the Public Contracts Regulations 2015 (PCR) does not apply. Nonetheless, the process for inviting and evaluating tenders is required to have been conducted in accordance with the EU Treaty principles of equal treatment, non-discrimination, transparency and proportionality.
- 7.2. Under the Council's Contract Standing Orders ('CSOs'), where no suitable existing contract or framework agreement can be used in respect of the required contract, a minimum of three written tenders must be sought using the Council's e-tendering system, which must be published in Contracts Finder and an open tendering procedure must be used. These requirements have been satisfied according to paragraphs 4.3 to 4.5 of this report.

- 7.3. The Procurement Strategy and Business in respect of the WKSР Programme approved by Cabinet on 3<sup>rd</sup> December 2018, provided delegation in respect of decisions to award certain services contracts relating to this programme (such as the proposed contract award for the Move Manager Services) to be made by the Chief Executive in consultation with the Cabinet Member for the Economy and the Arts. Accordingly, the subject matter of this report is for the Chief Executive to decide following the consultation of the relevant Cabinet Member.
- 7.4. It is recommended that advice be sought on the appropriate terms and conditions for this service from Legal Services.
- 7.5. This proposed contract award exceeds £5,000 and therefore must be published in the Council's Contracts Register in accordance with CSO 18.6.1. Furthermore, as the Contract value exceeds £25,000, Regulation 112 of the PCR requires the Council to publish on Contracts Finder within a reasonable time providing the name of the winning bidder, the date on which the contract was entered into, the value of the contract and whether the contractor is an SME (small or medium-sized enterprise or VCSE (voluntary, community, and social enterprise).
- 7.6. *Implications provided by: Hannah Ismail, Solicitor, Sharpe Pritchard LLP, external legal advisers seconded to the Council tel. 0207 405 4600.*

## **8. FINANCIAL IMPLICATIONS**

- 8.1. The decant programme move budget is £2.373m as most recently approved in the West King Street Renewal Programme report that went to Full Council on 23<sup>rd</sup> January 2019
- 8.2. *Implications completed by: Firas Al-Sheikh, Head of Housing Financial Investment and Strategy, tel. 020 8753 4790.*
- 8.3. *Implications verified by: Emily Hill, Assistant Director, Corporate Finance, tel. 020 8753 3145.*

## **9. COMMERCIAL IMPLICATIONS**

- 9.1 This report seeks approval to award the contract for Move Manager services relating to the delivery of the WKSР Decant Programme to Johnsons Moving Services, for the sum detailed in Exempt Appendix 1 of this report.
- 9.2 The value of the contract is under the statutory threshold for services and therefore the full PCR 2015 do not apply. The Council's CSO's require calling off from an existing framework agreement or conducting an open tender exercise. The procurement followed an open procedure, in accordance with the CSO's and the opportunity was advertised in Contracts Finder.
- 9.3 Seven bids were received and, in accordance with the results of the evaluation and moderation of the Tenders Appraisal Panel, Johnsons Moving Services have been

ranked as the most economically advantageous tenderer, based on a 60%-40% quality-price ratio.

9.4 A contract award notice shall be placed in Contracts Finder and a contract entry created in the Contracts Register to meet the statutory transparency requirements.

9.5 *Implications verified by Andra Ulianov, Head of Contracts and Procurement, tel. 020 8753 2284.*

## **10. RISK MANAGEMENT**

10.1 The proposals are consistent with the Council Priority, Being Ruthlessly Financially Efficient, in undertaking and completing a procurement, the Council is delivering best value for money for the local taxpayers. Move management includes overseeing and arranging the processes involved in relocating the Council during the decant to new locations. The Move Managers will ensure that the expectations of the Council is met during the move and that they are run efficiently and securely.

10.2 *Implications verified by Michael Sloniowski, Risk Manager, tel. 020 8753 2587, mobile 07768 252703.*

## **11. EQUALITY IMPLICATIONS**

11.1 It is not anticipated that there will be any negative impact on any groups with protected characteristics, under the terms of the Equalities act 2010, from the awarding of this contract.

11.2 *Implications completed by Peter Smith, Head of Policy & Strategy, tel. 020 8753 2206.*

## **12. IT IMPLICATIONS**

12.1 IT Implications - the WKSIR Programme will require the council's Network Comms Hub to be relocated to 145 King St and adequate IT service provision to put in place at each of the decant sites (for example, internet connectivity; structured cabling; data points, etc). Existing IT equipment such as desk monitors will also need to be safely relocated alongside staff.

12.2 In addition, there are IT implications arising from relocating the specialist services such as the CCTV network and Careline. IT Services are working closely with the WKSIR programme and the relevant service providers to minimise the impact of this highly demanding timeline. The tight timescales may result in less than optimal solutions in order to decant, and it is possible some follow-up work may be needed to ensure adequate service resilience during the length of the decant.

12.3 IM Implications: Johnsons Moving Services will be expected to have a GDPR policy in place and all staff will be expected to have received GDPR training.

12.4 If not already covered by the existing Privacy Impact Assessment (PIA), a PIA will need to be completed and kept up to date, to ensure all potential data protection risks around the contract with Johnsons Moving Services are properly assessed with mitigating actions agreed and implemented. For example, a contract data

protection and processing schedule or an information sharing agreement template and a Supplier Security Checklist to ensure the systems used by the contractors comply with H&F's regulatory requirements.

- 12.5 Any contracts will need to include H&F's new data protection and processing schedule. This is compliant with the General Data Protection Regulation (GDPR) enacted from 25 May 2018.
- 12.6 *Implications verified/completed by: Tina Akpogheneta, Interim Head of Strategy and Strategic Relationship Manager, tel. 020 8753 5748*

### **13. BUSINESS IMPLICATIONS**

- 13.1 A procurement exercise was undertaken in accordance with H&F Contract Standing Orders via the Council's Capital E-Sourcing system. Whilst local businesses were not specifically engaged, it was open to all.
- 13.2 We will work with the Council's Local Supply Chain Project to promote future opportunities to local SMEs and engage any suitable ones in tendering for future contracts.
- 13.3 *Implications verified/completed by: Albenia Karameros Economic Development Programme Manager, tel. 07739 316957.*

### **14. BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

None

### **LIST OF APPENDICES:**

Exempt Appendix 1 – Results of Tender Evaluation.