

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Cllr Andrew Jones, Cabinet Member for the Economy

Date: 11 December 2025

Subject: Contract Award and Decision Report for Civic Campus Furniture, Fixtures, and Equipment for Ground Floor to Floor 5

Report Author: Dan Murray, Civic Campus Project Director

Responsible Director: Bram Kainth, Executive Director - Place

SUMMARY

The Civic Campus is an ambitious regeneration programme to transform London Borough of Hammersmith and Fulham Council's (the "Council") civic and democratic centre. Upgraded furniture and furnishings are needed across the workspace, public, civic, and event spaces in line with the vision. The significant reuse of existing furniture stock is no longer feasible due in part to the age of items, their depreciation in quality, plus the fact that this stock has already been distributed and used across the Council estate. Wherever possible the first option will be for suitable existing workplace furniture to be reused within the building in preference to purchase of new items.

This report provides an overview of the requirement procured, the pre-procurement considerations which informed the procurement strategy agreed, the approach adopted in achieving the Most Economically Advantageous Tender (MEAT), and the post-procurement activities, including the outcome of the procurement process.

RECOMMENDATIONS

1. Appendices 1, 2, 3 and 4 are not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that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. Annexes 3 and 4 are not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that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).
3. To approve a contract award to the Preferred Supplier, identified in Appendix 1 (the "Preferred Supplier") for the Contract Award Value of SUMs included in Appendix 1 (the "Contract Award Values").

Wards Affected: All

Our Values	Summary of how this report aligns to the <u>H&F Corporate Plan</u> and the H&F Values
Building shared prosperity	<p>Creation of community spaces for residents and the public within the West King Street area. This enables additional job opportunities through the s106 agreement and as part of site operation; additional office space; and affordable homes.</p> <p>Furnishing the Civic Campus building in a way that maximises both the impact and income opportunities will be central to the success of the Campus and the London Borough of Hammersmith and Fulham (LBHF).</p>
Creating a compassionate and inclusive council	<p>The Civic Campus features world-class architecture and design for the future; its 'Zero Harm' design approach sets new benchmarks for accessibility. Collaboration has taken place with the Disabled Residents Team and Equity, Diversity and Inclusion Team to ensure the furniture procured under this strategy is of a high standard and fit for all.</p>
Doing things with local residents, not to them	<p>Creation of new public spaces to be enjoyed by all members of the local and wider community who have been engaged and consulted throughout the process the results of which are reflected in both the architecture and the specification of furniture.</p>
Being ruthlessly financially efficient	<p>Where appropriate existing furniture will be re-used and/or re-furbished in line with the requirement for accessibility. Choices for new furniture will focus on ensuring durability and function as the lowest cost.</p>
Taking pride in H&F	<p>The refurbishment of the former Town Hall will enable the delivery of the wider Civic Campus programme, creating a new and improved space for residents and the public within the West King Street area. The suitably furnished modern public and workplace environment will also help engender a sense of pride in the workforce, that can be reflected in their work with residents.</p>
Rising to the challenge of the climate and ecological emergency	<p>Stipulations about sustainably sourced products, packaging and low carbon deliveries will be key to the procurement process and there is a</p>

Our Values	Summary of how this report aligns to the <u>H&F Corporate Plan</u> and the H&F Values
	commitment of zero to landfill on any required furniture disposal.

Financial Impact

The proposed contract will be funded from capital sources as part of the approved Civic Campus programme budget.

Further details relevant to the financial impact and/or steps undertaken to provide financial assurance are included in Appendix 2.

*Bhavesh Thakker, Principal Accountant, 8th December 2025
Verified by James Newman, AD Finance, 9th December 2025*

Legal Implications

This procurement process was managed and undertaken in accordance with the Procurement Act 2023 (UKPGA 2023/54), and the Procurement Regulations 2024 (UKDSI 2024/9780348259728), as well as the requirements of the Council's Contract Standing Orders (CSOs).

Joginder Singh Bola, Senior Solicitor (Contracts & Procurement), 8th December 2025

Procurement Comments

The procurement strategy for the Civic Campus Furniture complied with the Council's Contract Standing Orders (CSOs) as they relate to high value contracts; specifically, CSO 16.1, section D.

The procurement process was conducted in adherence with the strategy report approved by the Cabinet Member for Economy on 01 August 2025 and to the requirements of a further competition under the Crown Commercial Service (CCS) RM6308 Furniture & Associated Services 2 Framework.

The Procurement and Commercial team facilitated the moderation meeting and have reviewed the evaluation process and scoring methodology and confirms that it aligns with the established award criteria and is accurate.

Subject to the approval of the contract award decision sought in this report, a record of the decision, along with the signed call-off agreement entered by the Council, must be uploaded on the Council's e-procurement portal capitalESourcing.

A Contract Manager must also be named and assigned via the portal to oversee the delivery and performance of the contract.

In accordance with the requirements of the PCR 2015, which the CCS RM6308 Furniture & Associated Services 2 Framework was established under, a Contract Award Notice must also be published on Find a Tender Service (FTS) via

capitalE Sourcing, to ensure transparency and accountability requirements are fulfilled in respect of awarded public sector contracts.

Taiwo Adelano, Category Specialist, 11th December 2025

Background Papers Used in Preparing This Report

DETAILED ANALYSIS

Procurement Approach

1. The procurement process has been undertaken in accordance with the Procurement Strategy included at Annex 1, agreed by Cllr Andrew Jones, Cabinet Member for the Economy on 1 August 2025, and CSO 18 of London Borough of Hammersmith and Fulham Council's (the "Council") Contract Standing Orders (CSOs), which defined the process to be followed.
2. A mini competition was initiated under Lot 1; Office Furniture (standard and corporate) of the Crown Commercial Services (CCS) RM6308 Furniture and Associated Services Framework. Expressions of Interest (EOI) were sought from all suppliers listed under this lot on 16 October 2025, with a closing date of return of 23 October 2025. All eight suppliers confirmed their interest to participate. However, not all suppliers submitted a response.
3. The procurement process commenced on 28 October 2025 when the Invitation to Tender (ITT) and procurement document suite was issued to all suppliers who had expressed interest, with a closing date of return of 11 November 2025 at 17:00.
4. The quality (including added value), and price weightings applicable to this procurement process are set out below, and were identified as being appropriate, to a model designed to drive a greater influence over the quality (including added value) of the contract, during the contract term.

Criteria	Weighting	
Quality, including Added Value (60%)	Quality	Added Value
	50%	10%
Price (40%)	40%	
Total (100%)	100%	

5. Tenderers were asked to complete the detail outlined in the Mini-Competition Document and provide product information in line with the Furniture Specification issued by the Council. Each product was also given a unit price in the Pricing Schedule. The mini-competition also required each of the suppliers

to demonstrate that they were able to meet the aggressive timescale required by the project.

Conflicts of Interest

6. All officers and decision makers have been required to complete a Conflict of Interest Declaration form to record any actual, potential, and/or perceived conflicts, along with appropriate mitigations (as appropriate), on the Conflicts Assessment.
7. Approval of this Contract Award by the Cabinet Member for the Economy constitutes their declaration that they do not have any actual, potential, and/or perceived conflicts, relevant to this procurement, except where a specific Conflict of Interest Declaration form has been completed and provided, advising differently.
8. All members of the Evaluation Panel were required to complete and sign a Conflict of Interest and Confidentiality Undertaking Declaration. A completed and signed copy of this form was returned by all members of the Evaluation Panel, ahead of them reviewing Potential Supplier responses.

Procurement Outcome

9. Procurement responses were received from four (4) out of the eight (8) Potential Supplier(s) invited to participate in the mini competition.
10. The Procurement Responses received were checked to determine they were compliant of the rules of the procurement process. All four responses received were compliant.
11. The Potential Suppliers demonstrated minimum capacity and capabilities, as set out in the Minimum Standards Questionnaire (MSQ), and that their commercial offer was not abnormally low. Further details relevant to the procurement outcome are included in Appendix 3.
12. Following assessment and moderation of all compliant Procurement Responses received, moderated weighted scores were confirmed. Detail of these is included in the Moderation Matrix, included at the annexes of this report.
13. The Preferred Suppliers' procurement response has been objectively assessed as providing the Most Economically Advantageous Tender (MEAT) in providing this requirement.
14. Breakdown of moderated scores against all assessment criteria for the Preferred Suppliers and unsuccessful suppliers is included in Appendix 4.

People Based Considerations

15. The Transfer of Undertakings (Protection of Employment) Regulation 2006 (UKSI 2006/246) (TUPE) is not applicable to this contract.

Risk Assessment and Proposed Mitigations

16. The table below includes the key risks and proposed mitigations identified as being relevant to the contract award.

Identified Risk	Proposed Mitigations
1. Supplier Reliability	Robust supplier due diligence will be undertaken, and a diversified supplier base will be used. Quality assurance checks will take place at multiple stages e.g., pre shipment, delivery and post installation.
2. Supply Chain Disruptions	Preferred supplier is a UK based manufacturer and has an adequate supply chain readily available. It should be noted that the order placement will be before the Christmas period – which traditionally manufacturers use as downtime – but the preferred supplier has demonstrated their commitment to meet the required deadline.
3. Lack of practical completion on the building	Although PC has not yet been attained, the plan is for the furniture installation to be completed while the testing and commissioning process is completed.
4. Storage and Logistics	Preferred supplier will work with the project team to ensure delivery and installation is in line with requirements and does not disrupt broader construction fitout works. Suppliers will be required to deliver as and when the space is ready.

Mobilisation Timetable

17. The table below provides an estimated timetable of the competition process through to contact commencing.

Action	Date
1. Contracts Assurance Board (CAB) (Award)	Friday, 12 December 2025
2. SLT / Cabinet Member (Award)	Tuesday, 16 December 2025
3. Contract Engrossment	Monday, 22 December 2025
4. Contract Details Notice Published	Monday, 22 December 2025
5. Contract Signed	Tuesday, 23 December 2025
6. Contract Start Date	Tuesday, 23 December 2025
7. Contract End Date (initial term, excluding extension periods)	Wednesday, 23 December 2026

Action	Date
8. Contract End Date (including all extension periods)	Monday, 23 December 2030

Contract Management

18. Immediately after contract award, there will be a detailed review of each product proposed in the submissions to confirm their suitability, agree the finishes and validate the quantities required for the initial orders. This process will outline the standards required and will be measured once the delivery and installation of goods has been completed.
19. There will also be a session to review the delivery and installation schedule to ensure that it will fall in line with the programme needed to mobilise the Civic Campus Building – noting that this may be different from that set out in tender documents.
20. Post award, the relationship with the supplier will be managed by the Civic Campus Venue Director and/or the Facilities Management Lead. Supplier will be contacted as and when furniture is required within the 60-month contract duration.
21. The service level arrangements for post contract support will be defined as part of the standard terms and conditions.

Conclusion

22. Following conclusion of the procurement process, it is recommended that the contract is awarded to the Preferred Supplier, who achieved the highest score, following comprehensive and objective assessment and moderation of all compliant Procurement Responses received, by the Evaluation Panel.
23. The contract value for the furniture for the Civic Campus has been maximised to account for changes in requirements, product suitability or replacement over a 5-year period. This will ensure that there is a call-off arrangement in place to supplement or change any products over time, without requiring additional procurement processes.

Equality and Inclusion Implications

24. There are no negative equality implications identified for groups sharing protected characteristics. The procurement process will embed inclusive design principles, aligned with the Council's 'Zero Harm' approach, ensuring furniture is accessible, safe, and suitable for all users, including those with disabilities, older residents, and neurodiverse individuals.

25. Engagement with the Disabled Residents Team and EDI team has informed specifications, and further collaboration will continue throughout implementation. The supplier will be required to demonstrate compliance with accessibility standards and consider diverse needs across age, gender, ethnicity, and care experience.
26. Progress will be monitored through post-installation reviews and user feedback, with an Equality Impact Assessment undertaken if required to ensure compliance with the Public Sector Equality Duty.

*Verified by: Yvonne Okiyo, Strategic Lead for Equity, Diversity, and Inclusion (EDI),
28th November 2025*

Risk Management Implications

27. In addition to the risks described above there is a reputational risk that the Civic Campus project is not seen as ruthlessly financially efficient. To mitigate this, there will be substantial reuse of workplace furniture, details of which can be made available, as required.
28. Approval of this report and procurement of this furniture is critical to ensure prompt occupation of the Civic Campus and full utilisation of the new facilities including potential income arising from the new commercial spaces.

Jules Binney, Risk and Assurance Manager, 10th December 2025

Climate and Ecological Emergency Implications

29. The Preferred Supplier has committed to reducing absolute Scope 1 and Scope 2 greenhouse gas (GHG) emissions for UK manufacturing and logistics by 50% by 2030 and by 100% by 2040. Additionally, they have pledged to reduce Scope 3 GHG emissions for UK manufacturing to net zero by 2050.
30. The Preferred Supplier embraces the “Reduce, Reuse and Recycle” circular economy sustainability model:
 - **Reduce:** Every product supplied is designed to be 99–100% recyclable. Therefore, they can strip products down to their component parts and recycle, ensuring no waste goes to landfill.
 - **Reuse:** Through a dedicated initiative, the supplier partners with local charities, schools, and small businesses near their clients to donate products for continued use. In addition, packaging is re-used where possible.
 - **Recycle:** All waste packaging is returned to the supplier for recycling. They actively encourage dealers, suppliers, and contractors to participate in their packaging recycling scheme. Packaging is reused where possible and, when necessary, broken down into recyclable components such as plastic, cardboard, strapping, netlon, polystyrene, and office paper.

31. In addition, the Preferred Supplier harnesses heat and energy from wood recycling to power its factories and offices and supplements its electricity needs with solar panels. Furthermore, they procure zero-carbon, 100% renewable electricity for all their UK sites including offices, manufacturing warehouses, and showrooms, achieving the Science Based Targets initiative (SBTi) goal of 100% renewable electricity by 2030, six years ahead of schedule.

Verified by: Charlotte Slaven, Head of Climate Strategy & Engagement, 9th December 2025.

Local Economy and Social Value Implications

32. It is a requirement that all contracts let by the council with a value above £100,000 propose and commit to social value contributions that are additional to the core services required under the contract.
33. The supplier has committed to Social Value Outcomes including support for students at local educational institutions, support for VCSEs through donations, support for community projects through donations, volunteering and support for environmental conservation.
34. It is recommended that the commissioner and Social Value officer work with the chosen supplier at contract commencement to ensure that the contributions committed by the supplier are realistic and supported by a delivery plan.
35. It is recommended that the commissioner works closely with Legal Services to ensure appropriate social value clauses are included in the contract, so that the council can enforce its right to remedies if social value commitments are not delivered.

Harry Buck, Social Value Officer (Procurement), 8th December 2025

Digital Services and Information Management Implications

36. IT Implications: There are no IT implications resulting from this report.

Umit Jani, Strategic Relationship Manager for People, Tuesday 18th November 2025

Consultation

37. Regular engagement with the following to update and/or collaborate on design ideas and layouts.
 - The Council's Workforce
 - Union members
 - Disabled Residents Team
 - The Council's Equity, Disability and Inclusion team

- Proudlock Associates Ltd.
- Co-existence Ltd.
- RSHP LLP
- LOTI

LIST OF APPENDICES

Appendix 1 (Exempt) – Contract Award Details

Appendix 2 (Exempt) – Further Financial Assurance

Appendix 3 (Exempt) – Procurement Outcome

Appendix 4 (Exempt) – Moderated Assessment Scores

Annex 1 – Procurement Strategy

Annex 2 – Procurement Timetable

Annex 3 (Exempt) – Moderation Matrix

Annex 4 (Exempt) – Social Value Portal (SVP) Assessment Summary (Added Value)