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| DECISION NUMBER: PCCG-2021-009 | |
| <u>OFFICE OF THE POLICE AND CRIME COMMISSIONER</u> | |
| LEAD CHIEF OFFICER: | Nigel Stephens - Assistant Chief Officer Resources |
| TITLE: | Provision of Removals and Relocation of Furniture |
| DATE: | 21 June 2021 |
| TIMING: | Urgent |
| PURPOSE: | For Decision |
| 1. | <u>RECOMMENDATION</u> |
| 1.1 | <p>To award a Call-Off Contract for the Provision of Removals and Relocation of Furniture to Crown Workspace (Contractor).</p> <p>This is in accordance with the Manual of Governance (sections 84-86 of Part 3e Standing Orders Relating to Contracts).</p> |
| 1.2 | The contract is to be awarded for an initial three (3) years, with an option to extend for a further twelve (12) months. |
| 2. | <u>INTRODUCTION & BACKGROUND</u> |
| 2.1 | Gwent Police (GWP) does not currently have a contract for office removals. |
| 3. | <u>ISSUES FOR CONSIDERATION</u> |
| 3.1 | The contract is a collaborative contract with South Wales Police. |
| 3.2 | The GWP is not able to confirm all project requirements at this stage as they are not known. Therefore the Call-Off Contract has been setup with a maximum budget only (initial period and extension), meaning that GWP can use the services/products up to that value only, see 4.2. |
| 3.3 | GWP (acting as the lead) facilitated a direct award procedure under the collaborative Removals Solutions framework of YPO (reference 988) and ESPO (reference 655). |
| 3.4 | Three suppliers are available via the framework, all providing the same service but with different prices. |
| 3.5 | A desk-based evaluation of the framework suppliers pricing was conducted using the impending GWP Head Quarters (HQ) move as the scenario. The same hypothetical requirements were applied to all suppliers in order to |

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| | <p>determine the best economic outcome. The remaining two supplier were more expensive:</p> <p>Supplier 1 – Contractor (cheapest)</p> <p>Supplier 2 – 21.6% more expensive</p> <p>Supplier 3 – 13.8% more expensive</p> |
| 3.6 | The framework agreed pricing has been fixed for the Call-Off Contract initial term. |
| 3.7 | During the Call-Off Contract term an Order Form will be required to be completed and agreed between GWP and the Contractor for each required project, as per the framework guidance. The framework agreed pricing will be used each time. |
| 4. | <u>NEXT STEPS</u> |
| 4.1 | Upon approval of the report, the direct award Call-Off Contract will need to be signed by the Office of the Police and Crime Commissioner (OPCC). |
| 4.2 | <p>As stated in 3.2 the Call-Off Contract for GWP has a maximum value of:</p> <ul style="list-style-type: none"> - Initial three (3) years = £404,700 - Extension = £134,900 <p>Total maximum value = £539,600</p> |
| 5. | <u>FINANCIAL CONSIDERATIONS</u> |
| 5.1 | <p>It is not possible to confirm the exact contract value currently due to the continuous changing Estates platform. However, the maximum Call-Off value, as stated in 4.2, was determine based on the following conditions:</p> <ol style="list-style-type: none"> 1. Current projected Estates projects 2. historic usage 3. Unforeseen requirements buffer. |
| 6. | <u>PERSONNEL CONSIDERATIONS</u> |
| 6.1 | N/A |
| 7. | <u>LEGAL IMPLICATIONS</u> |
| 7.1 | A Legal review is not required as a complaint framework has been used. |
| 8. | <u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u> |

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| 8.1 | <p>This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p> <p>Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.</p> |
| 9. | <u>RISK</u> |
| 9.3 | The exact cost of each project will only be known at the time of each requirement and the Contractor confirms each cost. The maximum Call-Off Contract value will therefore act as the overall limit. |
| 9.4 | If the Call-Off Contract is not awarded, GWP will not have a compliant contract in place to address future requirements. |
| 10. | <u>PUBLIC INTEREST</u> |
| 10.1 | This document will be made available to the public on the Police and Crime Commissioner's website. |
| 11. | <u>CONTACT OFFICER</u> |
| 11.1 | Huw Pearce, Senior Procurement Officer |
| 12. | <u>ANNEXES</u> |
| 12.1 | N/A |

For OPCC use only

Office of the Chief Constable

I confirm that the Provision of Removals and Relocation of Office Furniture has been discussed and approved at a formal Chief Officers' meeting.

It is now forwarded to the OPCC for approval purposes.

Signature:



Date: 29.06.2021

Police and Crime Commissioner for Gwent

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

Signature:



Date:

05/07/2021