

## Record of individual Cabinet member decision

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

<b>Decision made by</b>	Andrew Crawford
<b>Key decision?</b>	Yes – value over £75k
<b>Date of decision</b> (same as date form signed)	15 July 2022
<b>Name and job title of officer requesting the decision</b>	Mark Foster Property Assets Manager
<b>Officer contact details</b>	<a href="mailto:Mark.foster@southandvale.gov.uk">Mark.foster@southandvale.gov.uk</a> 07510 921696
<b>Decision</b>	To approve the Tender process outcome the details of which are set out in the attached confidential appendix and to agree to appoint SCM Ltd as the preferred bidder and to enter into an industry standard, Joint Contracts Tribunal (JCT) minor works contract for the carrying out of the works details of which are set out below.
<b>Reasons for decision</b>	<p><b>BACKGROUND</b></p> <p>South Oxfordshire District Council has served notice on the existing leased office at 135 Milton Park which is jointly occupied and shared with the Vale and the lease ends on 18 October 2022.</p> <p>After a search and review of alternative locations, Abbey House, Abingdon has been selected as an interim location. Abbey House is owned by Vale of White Horse, and there is available space to accommodate both council's hybrid office needs on an interim/business continuity basis.</p> <p>South Oxfordshire District Council has taken a decision to develop a new office at Didcot Gateway for the intended shared occupation of both councils in the future, a decision that is unaffected by these interim arrangements.</p> <p>The council does need to make some alterations to the building at Abbey House, for its own purposes, and to align with the needs of the existing tenant (Oxfordshire County Council).</p> <p>The move from 135 to Abbey House comes with associated costs in terms of removals and clearance.</p> <p><b>APPROVAL OF CONTRACTOR APPOINTMENT</b></p> <p>The Specified works are: - to build partitioning to create secure reception</p>

	<p>space for OCC and the District Council, reconfigure the ground floor office area for new desk layout, additional security for segregation with tenants, upgrade lighting to LED.</p> <p>The council anticipated that the cost of the specified works would be likely to be less than £75,000. Accordingly, an Invitation to Quote was progressed rather than a formal tender. That said, the invitation was placed on the procurement portal and was open to all bidders. The contract attached to the invitation was a JCT Minor Works contract which remains the suitable form of contract for the value of the bids received. The opportunity was well received in the market. However only three final bids were received. Six companies chose not to bid after providing an initial intention to do so, indicating that the timeframe for the works as their reason. A further 22 companies viewed the opportunity but did not bid.</p> <p>Of the three bids, two were non-compliant, as they did not include a safeguarding policy which was a mandatory Pass/Fail criteria. In order to demonstrate value for money in considering the compliant bid all three bids were evaluated by the team on their responses to the quality aspect of the requirement and the prices submitted.</p> <p>The evaluation results are attached as part of the confidential appendix. The price quality weighting was 60 per cent price and 40 per cent quality in this instance. Officers are seeking approval to award to SCM Limited who submitted the compliant bid at a price of £126,688.</p>
<b>Alternative options rejected</b>	<p>Staying at 135 Milton Park was expensive (Circa £1m p.a.) and post Covid the space was identified as being too big for the hybrid model office requirements.</p> <p>A search of the local office market did not produce any viable alternative options.</p>
<b>Climate and ecological implications</b>	<p>Leaving 135 Milton Park will reduce the Councils energy consumption, as a smaller space is to be occupied in Abbey House.</p> <p>Part of the schedule of works is the replacement of existing fluorescent lighting in Abbey House with new LED fittings and motion sensor control, which will reduce energy consumption.</p>
<b>Legal implications</b>	<p>Notice has been served exercising the Break Clause in the lease at 135 Milton Park, and the councils therefore have to vacate by 18 October 2022 in compliance with the terms of the Notice. Legal agreements are being negotiated to amend the lease of OCC at Abbey House and the related facilities management agreement to accommodate occupation by both councils. This is ongoing</p>
<b>Financial implications</b>	<p>A separate ICMD seeking approval to the overall project budget accompanies this document.</p> <p>The cost of the project is proposed to be shared equally 50:50 by SODC and VOWH. Full project cost estimate: -</p> <p>Capital expenditure for minor fitout and building works £220,452</p> <p>Revenue expenditure for moves and IT costs £22,148</p> <p>TOTAL £242,600</p>

	<p>Proportion to be funded by either council 50% = <b>£121,300</b> (Capital £110,226 &amp; Rev £11,074)</p> <p>The Council currently has £89,000 capital budget available in its Operational Property Assets – essential works budget, but it is anticipated that other property projects will require this allocation.</p> <p>It is proposed to allocate £40,000 from this budget, and approval is sought to transfer the required balance of £86,684 from the £500,000 essential capital works budget by way of a virement.</p> <p>This transfer, together with the contribution from SODC, will cover the full cost of all the capital works required.</p>			
<b>Other implications</b>	<p>Risks – The council has received only one compliant bid so there is little choice. Either the council proceeds with the compliant bid or a further competitive process is carried out and the latter would not achieve delivery of the works within the timeframe to enable the councils to move to Abbey House prior to October 2022. If the council proceeds with the compliant bid the deadlines for delivery are very tight and there is a risk of timescales not being met or being met with an impact on quality which will be mitigated by proactive contract management by the council. Financial due diligence has been carried out which concludes there is a low to moderate risk. We have received one satisfactory client reference form Royal Berkshire Hospital.</p>			
<b>Background papers considered</b>	None			
<b>Declarations/c onflict of interest?</b>  <b>Declaration of other councillor/officer consulted by the Cabinet member?</b>	None			
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Legal <a href="mailto:legal@southandvale.gov.uk">legal@southandvale.gov.uk</a>	Pat Connell	Comments incorporated	13/7/22
	Finance <a href="mailto:Finance@southandvale.gov.uk">Finance@southandvale.gov.uk</a>	Simon Hewings	Comments incorporated	13/7/22
	Procurement <a href="mailto:Procurement@southandvale.gov.uk">Procurement@southandvale.gov.uk</a>	Angela Cox	Comments incorporated	13/7/22

	Climate and biodiversity <a href="mailto:climateaction@southandvale.gov.uk">climateaction@southandvale.gov.uk</a>	Chloe Bunting	Supportive. Comments to be included in project delivery about promoting public transport and reducing car use to staff.	11/7/22
	Diversity and equality <a href="mailto:equalities@southandvale.gov.uk">equalities@southandvale.gov.uk</a>	Lynne Mitchell	Agree with proposals	7/7/22
	Risk and insurance <a href="mailto:risk@southandvale.gov.uk">risk@southandvale.gov.uk</a>	Allison Holliday	Agreed	13.07.2022
	Communications <a href="mailto:communications@southandvale.gov.uk">communications@southandvale.gov.uk</a>	Andy Roberts	Noted for information	13/7/22
	Senior Management Team <a href="mailto:ExecutiveSupportSAV@southandvale.gov.uk">ExecutiveSupportSAV@southandvale.gov.uk</a>	SMT	Agreed	15/07/22
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny Committee chairman?</b>	Application to be made to Scrutiny Chair for waiver			
<b>Has this been discussed by Cabinet members?</b>				
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature <b>Cllr Andy Crawford</b>  Date 15 July 2022			

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

For Democratic Services office use only		
Form received	Date: 15 July 2022	Time: 15:06
Date published to all councillors	Date: 15 July 2022	
Call-in deadline	Date: 22 July 2022 @ 17:00, subject to potential call-in waiver.	

Confidential Appendix – Tender evaluation results

(Confidential for internal circulation only)

**Small works contract at Abbey House**

Supplier	SCM		Supplier 1	Supplier 2	
Weighted Quality Score (40%)	35	Highest Quality	35	27	29
	100%			77%	83%
Price	£ 126,688	Lowest Price	£ 126,688	£ 140,080.36	£ 107,980.25
	adjusted price score (% of lowest)			1.00	0.90
Weighted Cost Score (x 60%)	60.00			54.26	70.40
total weighted score	95.00			81.26	99.40
Ranking	1			Fail - no safeguarding policy provided	Fail - no safeguarding policy provided