

## PT4 - Committee Procurement Report

This document is to be used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

### Introduction

City Procurement Project Reference:	19/300/PS		
Project / Contract Title:	Great Arthur House – Fire Safety Doors		
Project Lead & Contract Manager:	Jason Crawford & Peter Smith	Lead Department: DCCS	Community and Children's Services
Category Manager:	Diana Morris	Other Contact:	Jason Crawford Peter Smith
Total Contract Value (excluding VAT and inc. extension options):	£1.6 - £1.9m tbc	Contract Duration (inc. extension options):	TBC
Budget approved Capital/Revenue:	No Capital	Capital Project reference (if applicable):	29800113
<b>Gateway Approval Process</b> - Is this project subject to the Gateway process? Yes  - If so, what was the last Gateway report, and date of approval, and what is the next Gateway report and scheduled date for recommendation for approval? Last Gateway report 1-2 - January 2018 Next Gateway 3-4 - HMASc 16 September 2019			
<b>Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)?</b> N/A			

### Procurement Strategy Recommendation

City Procurement team recommended option
Traditional – Client Led (Single Stage)

### Route to Market Recommendation

City Procurement team recommended option
Sub OJEU Open Tender Process – because of the specialist nature of these works, I would recommend approaching the open market to attract specialist firms to undertake this work.

### Specification and Evaluation Overview

<b>Summary of the main requirements:</b> Replacement of front doors to meet statutory requirements as laid out in Part B of the Buildings Regulations 2010. The original scope has been expanded and will now include: <ul style="list-style-type: none"> <li>• Replacement of all panel compartmentation and replacement of internal/external common area fire doors, which could include the entire screen, hardwood framing.</li> <li>• Hardwood framing may need to be removed and replaced.</li> <li>• The additional works will also require the removal and reinstatement or re-siting of Gas and Electric Meters, as well as a solution to the current ventilation of the gas services pipes, as these form an integral feature of the existing screens and currently ventilate into the communal areas</li> </ul>	
<b>Technical and Pricing evaluation ratio</b> 70% (Technical) / 30% (Price)	
<b>Overview of the key Evaluation areas (if known at this stage):</b>	
<b>Does contract delivery involve a higher than usual level of Health &amp; Safety, Insurance, or Business risk to be allowed in the procurement strategy?</b> No	
<b>Are there any accompanying documents with this report? e.g. PTO/outlined project plan identifying roles and responsibilities as appropriate</b> If yes, please include information in the appendices section below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Will this project require the winning supplier(s) to process personal data on our behalf?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit <a href="#">Designing Specifications under GDPR</a> . You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to category board (for information).	
Evaluation Panel – Please enter Names and Departments below (if known)	
James Crawford Peter Smith Jason Hayes	Community and Children's Services

**Procurement Strategy Options** This could include inter-departmental usage, external collaborative opportunities, existing contracts integrated once expired or adding it to an existing contract. Options for Make (In-house delivery) versus Buy (Outsource) decision to be considered; also indicate any discarded or radical options.

<b>Option 1: Traditional – Client Led (Single Stage)</b>
<b>Advantages to this Option:</b> Cost certainty before commitment to start works Client responsible for the design development and maintain control over design Contractor is responsible for achieving the stated quality Full design pre-tender
<b>Disadvantages to this Option:</b> Contractor involvement in design development in this process is minimal
<b>Please highlight any possible risks associated with this option:</b> Any design changes as variations maybe costly and increase whole cost as well as time for completion.

**Route to Market Options:** Route to market is the way in which the City will invite suppliers to bid for the procurement.

<b>Option 1: OJEU – N/A</b>
<b>Advantages to this Option:</b>
<b>Disadvantages to this Option:</b>
<b>Please highlight any possible risks associated with this option:</b>
<b>Option 2: Sub OJEU Open Tender Process</b>
<b>Advantages to this Option:</b> Engage with specialist fire door suppliers Larger selection of suppliers
<b>Disadvantages to this Option:</b> Longer procurement process depending on the number of responses Evaluation of a larger number of suppliers
<b>Please highlight any possible risks associated with this option:</b> Suppliers that respond do not have the relevant experience or are unable to undertake these works due to other commitments. This could put a strain on resources to evaluate responses depending on the number of responses received.
<b>Option 3: External Framework</b>
<b>Advantages to this Option:</b> Specialist suppliers on the framework Quicker route to market, suppliers have already been approved Fewer suppliers to evaluate
<b>Disadvantages to this Option:</b> Limited response from framework suppliers if the project is not of interest or the framework is oversubscribed. Anticipated volume levels are uncertain and could lead to suppliers building in a risk premium for this uncertainty.
<b>Please highlight any possible risks associated with this option:</b> Suppliers may not have the capacity to deliver our requirement.

**Price Mechanism**

<b>Option 1: Lump sum fixed price with breakdown</b>
<b>Advantages to this Option:</b> Fixed lump sum price for all the works is agreed before the works start. Clear cost for individual doors/works

**Disadvantages to this Option:**

If additional works are required could be costly.

**Form of Contract****Option 1: CoL Standard amendments to JCT****Advantages to this Option:**

Risk is on the contractor who is liable for the technical design and must ensure that it is in line with the Specification.  
Claims dealt with retrospectively

**Disadvantages to this Option:**

Does not support collaborative working

**Please highlight benefits and possible risks associated with this option relative to the specifics of the project :** Any fault, defect, error or omission in the design of the works (other than design provided by the contractor). Can lead to variations.

**Option 2: CoL Standard amendments to NEC3****Advantages to this Option:**

Pro-Active approach to delivery  
Using the spirit of mutual trust  
Support collaborative working

**Disadvantages to this Option:**

SME's may not have experience dealing with these terms.  
Terms favour the supplier

**Please highlight benefits and possible risks associated with this option relative to the specifics of the project:**

PM must ensure that the contract is managed well as delays can incur additional costs.

**Outline of appendices**

- N/A

**Report Sign-offs**

<b>Senior Category Manager Chamberlain's Department</b>	Michael Harrington	<b>Date</b>	<b>21/06/2019</b>
<b>Departmental Stakeholder DCCS</b>	Jason Crawford	<b>Date</b>	<b>21/06/2019</b>