

## PT2 - Procurement Request Form

This document is to be used for all procurement requests over £100k



<b>Project Title</b>	Baynard House – ventilation system	<b>Category</b>	Compliance/Regulatory
<b>Name</b>	Samantha Tharme	<b>Directorate</b>	Department of Built Environment
<b>Date</b>	28 <sup>th</sup> October 2019	<b>Location</b>	Guildhall

### Summary of Goods or Services to be sourced

Supply and installation of new ventilation system to all floors of car park at Baynard House car park; including ancillary enabling works.

1. Installation of Cyclone fans throughout the carpark to provide smoke clearance and general air circulation:
2. Main Contractor attendance, including preliminaries, Builders work, Containment System, Removal of existing plants, Electrical installation works, etc

<b>Estimated Cost</b>	1. £275,000 2. £265,000	<input checked="" type="checkbox"/> Capital	<input checked="" type="checkbox"/> Revenue
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<b>Baseline Costs</b>	
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<b>Department Budget</b>	<input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> Pending
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<b>Business Case Link</b>	W:\ GW0/1 Briefing note. Baynard House car park – ventilation system.
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**Time Scales** Insert dates as to when you expect the goods or service to be mobilised / delivered

Contract tender February; start on site June 2020

**Key Stakeholder** What departments, teams and services are impacted and how

<b>Project Manager</b>	<b>Contract Manager</b>	<b>Legal / Finance, CO</b>
Richard Low-Foon		
Samantha Tharme	Ian Huges – car parks DBE	

**Historical Data** Insert information on past contracts, goods, services and suppliers relating to this project

Colt have been utilised to design and test ventilation system in order to progress within 2019/20. The installation is intended to be procured through the Intermediate Framework, with Colt as a preferred sub-contractor.

<b>On Sourcing Plan</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>On Status Report</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Contract Type

<input type="checkbox"/> New	<input checked="" type="checkbox"/> Replace	<input type="checkbox"/> Extension	<input type="checkbox"/> Repeat
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### Savings / Efficiencies / Benefits

The contract is planned to complete all car park floors within Baynard House Car Park.

**Data Protection - will this project require the supplier to process personal data?** No

If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit [Designing Specifications under GDPR](#).

### Risks potential risks to the business

Description of Risk	Type	Likelihood	Impact	Mitigation Plan
1.1 Continuing to operate the car park without a new ventilation system could potentially be considered a Health and Safety at Work Act contravention.	Compliance/regulatory	High	Serious	Design and test ventilation to comply with H&S at Work Act

1.2 ensuring new system adequate to be compliant with Fire Risk Strategy for future continued use of the car park	Health & Safety	Medium	Serious	Design and test ventilation to comply with Fire Risk Strategy and provide adequate ventilation in the
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Please see extract from risk register below for other risks:

Approvals <i>This must be completed by the Budget Holder and the Senior Responsible Officer and Head of Department</i>		
Name	Role	Date Approved
Zahur Khan	Senior Responsible officer Director for Transportation and Public Realm	Click here to enter a date.
Carolyn Dwyer	Director for Dept Built Environment	Click here to enter a date.
		Click here to enter a date.

Sign Off <i>This must be completed by Senior Category Manager</i>		
Name	Procurement Reference Number	Date Approved
		Click here to enter a date.

Corporate Programme Delivery Unit		
Name		Date Approved
		Click here to enter a date.

Category	Risk description	Risk impact	Likelihood	Impact classification pre-mitigation	Mitigation actions
(1) Compliance/Regulatory	R1. Continuing to operate the car park without a new ventilation system could potentially be considered a Health and Safety at Work Act contravention	as the ventilation system is known to be out of operation there is a statutory obligation to address this	Likely	Serious	concept design assessed and tested for sufficient air flow change to meet guidelines and statutory obligation to manage car park for current operational purposes
(1) Compliance/Regulatory	R2. Ensuring new system adequate to be compliant with Fire Risk Strategy for continued future use of the car park	as the ventilation system is known to be out of operation there is a statutory obligation to address this, and potentially a significant public risk if there is a fire in the building; failure to do so will also prevent installation of the proposed EV charge points	Likely	Serious	concept design assessed and tested for sufficient air flow change to meet guidelines and to be adequate for Fire Risk Strategy a risk managed approach has been taken to keep the building in use at present, with mitigating factors to manage the risk.
(2) Financial	R3. Scheme costs going over budget estimate	would require additional allocation to complete works	Possible	Serious	An amount of design work and modelling has been carried out already to determine a cost estimate and demonstrate that the proposed design will provide a compliant ventilation system
(1) Compliance/Regulatory	R4. Planning permission for any element of project/scheme	would require additional time in programme, and no guarantee of approval	Possible	Minor	confirmation from Planning office that scheme within permitted development rights
(1) Compliance/Regulatory	R5. The design is compliant with Building Control regulations	requires additional time in programme if not approved	Possible	Serious	early engagement with Building Control officers on concept, and detailed design of scheme

(1) Compliance/ Regulatory	R6. delivery of ventilation system dependent on new electricity substation connections being provided by UKPN and TfL	The programme for delivering the ventilation system is still dependant on UKPN and TfL to complete the install for the new electricity substation,	Possible	Serious	CoL officers are engaged with TfL and UKPN to understand their programme and current level of commitment
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