

**TO: EXECUTIVE  
14 MARCH 2017**

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**CIVIC ACCOMMODATION PROCUREMENT PLAN  
Director of Corporate Services**

**1 PURPOSE OF REPORT**

- 1.1 To approve the Procurement Plan for the procurement of the works contract for the refurbishment / remodelling of Time Square.
- 1.2 To seek a delegation of the decision to award the construction contract for the Time Square refurbishment works to the Director of Corporate Services in consultation with the Executive Member for Transformation & Finance. This is in order to be able to move quickly to commence the contract in view of the need to deliver the savings from vacating Easthampstead House as quickly as possible.

**2 RECOMMENDATION**

- 2.1 **That the Procurement Plan for the procurement of the works contract for the refurbishment / remodelling of Time Square attached at annex A (restricted paper), is approved.**
- 2.2 **That the decision to award the construction contract for the Time Square refurbishment works is delegated to the Director of Corporate Services in consultation with the Executive Member for Transformation & Finance. This is in order to be able to move quickly to commence the contract in view of the need to deliver the savings from vacating Easthampstead House as quickly as possible.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 That the decision to award the construction contract for the Time Square refurbishment works is delegated to the Director of Corporate Services in consultation with the Executive Member for Transformation & Finance.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None, as it is a requirement of the Contract Standing orders that any contracts in excess of £100,000 are required to go out to a formal tendering process to ensure value for money and compliance with legislation.

**5 SUPPORTING INFORMATION**

- 5.1 This project will enable the Council to consolidate it's property portfolio and reduce the existing operational arrangements and budgets required in order to maintain both sites.

## Unrestricted

- 5.2 It is expected that the tendering process will provide for an increase in the quality of provision whilst ensuring value for money.
- 5.3 The works are below the OJEU threshold, notices will be placed on the South East Business Portal and Contracts Finder.
- 5.4 The actual construction phase will be based on the successful tenderers submission in both cases.

Currently the programme dates are as follows:

Task	DATE
Procurement Plan Sign Off	14 March 2017
Selection Questionnaire (SQ) Published / S.E Business Portal	27 March 2017
Response deadline	15 May 2017
Evaluation complete	22 May 2017
ITT issued	14 June 2017
ITT response deadline	11 July 2017
Contract award (Time Square remodelling works only)	12 September 2017
Construction starts	14 October 2017
Construction completion	06 February 2018
Handover	20 February 2018

The above project programme is based on the decision of award of the works contracts being delegated to the Director of Corporate Services in consultation with the Executive Member for Transformation and Finance.

## 6 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 No significant legal issues arise from the matters discussed in this report.

### Borough Treasurer

- 6.2 The financial implications are contained in the Procurement Plan.

### Equalities Impact Assessment

- 6.3 Attached as appendix B.

Strategic Risk Management Issues

6.4 Contained within the procurement plan.

**7 CONSULTATION**

Principal Groups Consulted

7.1 Council Officers including the Head of Procurement, Borough Solicitor and the Borough Treasurer were consulted in the drafting of this plan.

Contact for further information

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