

**TO: EXECUTIVE MEMBER FOR TRANSFORMATION & FINANCE
14 AUGUST 2017**

**EASTHAMPSTEAD HOUSE - DEMOLITION 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 demolition of Easthampstead House and to create a new car park

2 RECOMMENDATION

- 2.1 **That the Procurement Plan for the procurement of the works contract for the demolition of Easthampstead House (incl Annex), attached at annex A (restricted paper), is approved.**

3 REASONS FOR RECOMMENDATION

- 3.1 That the decision to award the works contract for the demolition of Easthampstead House and create a new car park is approved

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

5 SUPPORTING INFORMATION

- 5.1 This project will enable the Council to consolidate its property portfolio and reduce the existing operational arrangements and budgets.
- 5.2 The demolition of Easthampstead House will improve the appearance of the vacant site, remove the liability for business rates and will enable the Council to sell the site.
- 5.3 It is expected that the tendering process will provide for an increase in the quality of provision whilst ensuring value for money.
- 5.4 The demolition of Easthampstead House is below the OJEU threshold, notices will be placed on the South East Business Portal and Contracts Finder.
- 5.5 The actual construction and demolition construction phase will be based on the successful tenderers submission.

Unrestricted

Currently the programme dates are as follows:

Task	DATE
Procurement Plan Sign Off	14 August 2017
Selection Questionnaire (SQ) Published / S.E Business Portal	September 2017
Response deadline	October 2017
Evaluation complete	November 2017
ITT issued	February 2018
ITT response deadline	March 2018
Contract award	April 2018
Demolition works commence	June 2018
Demolition works complete	September 2018
Handover	October 2018

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Comments by the Borough Solicitor are covered in the body of this Procurement Plan.

Borough Treasurer

- 6.2 Comments by the Borough Treasurer are covered in the body of this 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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