



**OFFICE OF THE POLICE & CRIME
COMMISSIONER FOR THAMES VALLEY**

REQUEST FOR DECISION – PCC 2018 / 008

Title: Refurbishment of White House Grade II Listed Building

The project involves the refurbishment of the White House building at Sulhamstead, including the complete renewal of the services installations; external redecoration and repairs and replacement of the boiler servicing the White House, Training block and Stable block at the Police Training Centre in Sulhamstead. The work forms part of the TVP approved capital plan.

A two stage OJEU tender process was established to firstly, under 'Request for Information' to identify contractors capable of carrying out the works in accordance and needs of a Grade II listed Building and secondly 'Under Request for Quote' to provide bids to carry out and complete the works in accordance with TVPs specification and requirements.

Full details are provided in Annex 1.

Recommendation:

The Police and Crime Commissioner is invited to agree the award of contract in respect of the above to MD Building Services Limited

The total value of this contract is estimated at £2,298,630.29 over the full project period (including extension options). The suppliers meet all the requirements of the contract specification and offer the most economically advantageous solutions.

The above contract is for an on-site works period of 26 weeks, with no extension options thereafter.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature

Date 20.4.18

PART 1 – NON-CONFIDENTIAL

1 Introduction and Background

- 1.1 The project involves the refurbishment of the White House building at Sulhamstead, including the complete renewal of the services installations; external redecoration and repairs and replacement of the boiler servicing the White House, Training block and Stable block at the Police Training Centre in Sulhamstead. The work forms part of the TVP approved capital plan.
- 1.2 Due to the anticipated contract value of the works and the need to employ a contractor with specialist knowledge on working on Grade II Listed Buildings an OJEU level stage process was believed to be the best way forward.
- 1.3 Stage 1 – Request for Information (RFI) was issued through Bluelight. 21 Expressions of Interest were received from the industry with 9 of these becoming formal bids. On technical compliance checks 1 of these bids was excluded for lack of documentation. The 8 remaining bids were evaluated on cost and deliverable criteria with the 6 highest scoring bidders being taken through to Stage 2 – RFQ.
- 1.4 Stage 2 – Request for Quotation (RFQ). The 6 highest scoring bidders were invited to submit formal quotations against TVPs commercial and technical documentation. Following a review of the documentation 2 bidders withdrew from the process. Out of the 4 remaining bidders only 3 formal bids were received and these were reviewed for technical compliance. All 3 passed the technical compliance and were taken through to full evaluation, as follows:
 - 1.5 Cost 70% of overall score
 - 1.6 Deliverables 30% of overall score
 - 1.7 Full details are provided in Annex 1

2 Issues for Consideration

- 2.1 The initial bid values were
 - Contractor A:- £2,261,474.14
 - Contractor B:- £2,280,656.42
 - Contractor C:- £2,909,689.94
- 2.2 All bids were review and assessed by TVPs external Quantity Surveying. Following post bid clarifications and arithmetic checking bid values were revised as follows:
 - Contractor A:- £2,252,497.63
 - Contractor B:- £2,298,630.29
 - Contractor C:- £2,906,470.63

- 2.3 TVPs Property Services Team evaluated the deliverable criteria (30%), based on the following evaluation criteria:-

| Question | Score % |
|---|---------|
| AW 4.1 – Provide suitably detailed programme identifying Sectional Completion dates | 10 |
| AW 4.2 – Asbestos – identify how you would safely approach the works with presumed concealed asbestos | 5 |
| AW 4.3 – Approach to the work to comply with Listed Building Officer and Contract Administrator | 5 |
| AW 4.4 – Key issues to complete the M&E with minimal disruption to existing finishes and external vehicular movements | 10 |

- 2.4 The Evaluation Scores were:

| Question | Contractor A | Contractor B | Contractor C |
|----------|--------------|--------------|--------------|
| AW 4.1 | 8 | 10 | 4 |
| AW 4.2 | 10 | 8 | 4 |
| AW 4.3 | 10 | 8 | 8 |
| AW 4.4 | 6 | 10 | 10 |

- 2.5 The overall Tender Results as follows

| | Weighting | Contractor A | Contractor B | Contractor C |
|--------------|-----------|--------------|--------------|--------------|
| Cost | 70% | 70.00% | 68.60% | 54.25% |
| Deliverables | 30% | 25.71% | 30.00% | 21.43% |
| Total | 100% | 95.71% | 98.60% | 75.68% |
| Ranking | | 2 | 1 | 3 |

3 Financial Comments

- 3.1 According to the tender evaluation, the Most Economically Advantageous Tender is Contractor B which has a contract value of £2,298,630.29.
- 3.2 As a consequence of accepting this tender, there will be a requirement to increase the current total budget for this project by circa £271,000. Ongoing efforts will be made to reduce this impact with a view to delivering this project at a lower overall cost. Any additional cost will be funded by an appropriation from the earmarked Optimisation Bias reserve.
- 3.3 By completing this project we will prolong the useful life of this building and will ensure we meet our legal obligations to maintain the condition of Listed Buildings. In addition, the public reception improvements will assist security of the building whilst providing a more appropriate environment for an important building.
- 3.4 The use of energy efficient lighting and a biomass boiler installation will not only reduce the energy consumption of the building, but will also generate an ongoing income from the Renewable Heating Incentive (RHI).

4 Legal Comments

- 4.1 The procurement process was completed in accordance with the Public Contract Regulations 2015

5 Equality Comments

- 5.1 No specific comments

6 Background Papers

- 6.1 Not applicable.

Public Access to Information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? No

If yes, for what reason?
Until what date?

Is there a Part 2 form? No

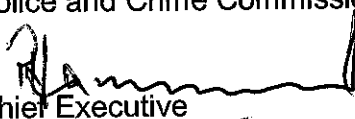
ORIGINATING OFFICER DECLARATION (as appropriate):

| | Officer | Date reviewed |
|---------------------|----------------|---------------|
| Head of Procurement | Richard Fowles | |
| Legal Advice | Lisa Sammons | |
| Financial Advice | Linda Waters | |

OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

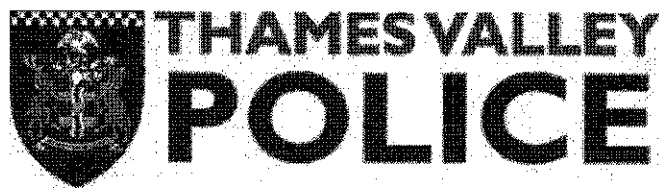
We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Chief Executive

20/4/18
Date


Chief Finance Officer

20/4/18
Date



Procurement Services

Gateway B: Procurement Outcome Report

Refurbishment of White House Grade II Listed Building

Contract Award (and POR) Sign-Off Sheet

By approving this document the Procurement Governance Board confirms acceptance of the detail contained within this document, approval to proceed with contract award, implementation and realisation of the benefits.
In the case of a Procurement which results in a new contract (or extension) the document replaces the previous award paper, and has a section for the relevant sign-offs below.

| | |
|--|---|
| Contract Title: | REFURBISHMENT OF WHITE HOUSE GRADE II LISTED BUILDING |
| Procurement Governance Board Approval Date (as minuted) | 19.16 |

Recommendations

The Police and Crime Commissioner is invited to agree the award of contract in respect of the above to MD Building Services Limited

The total value of this contract is estimated at £2,298,630.29 over the full project period (including extension options). The suppliers meet all the requirements of the contract specification and offer the most economically advantageous solutions.

The above contract is for an on-site works period of 26 weeks, with no extension options thereafter.

Contract Award Sign-Off:

In addition to approval by the Procurement Governance Board, the below sign-offs are also required prior to the award of any new contract:

| Competitive Process Approval Level | Single Tender Approval Level | Reviewer | 1st Approver | 2nd Approver |
|------------------------------------|------------------------------|-----------------------|------------------------|---------------------|
| > £1m | > £50k | HoP | Director of Finance | OPCC or PCC |
| OJEU Level - £1m | £25k - £50k | DoF (if not approver) | Head of Procurement | OPCC or CFO or DoF |
| £100k - OJEU Level | £10k - £25k | N/A | Procurement Mgr | Head of Procurement |
| £50k-£100k | N/A | N/A | Procurement Mgr | N/A |
| £0k-£50k | N/A | N/A | S&CM Specialist or P2P | N/A |

Please fill in the below table with the appropriate sign-offs as detailed above.

| Approval Role | Name | Job Title | Signature and Sign-Off Date |
|------------------|----------------|---------------------------|-----------------------------|
| Reviewer: | Richard Fowles | Head of Procurement | 11-4-18 |
| First Approver: | Linda Waters | Director of Finance | 13-4-18 |
| Second Approver: | Ian Thompson | Police Crime Commissioner | 16-4-18 |

Executive Summary

The project involves the refurbishment of the White House building including the complete

renewal of the services installations; external redecoration and repairs and replacement of the boiler servicing the White House, Training block and Stable block at the Police Training Centre, Sulhamstead. The work forms part of the TVP approved capital plan.

A two stage OJEU tender process was established to firstly, under Request for Information, to identify contractors capable of carrying out the works in accordance and needs of a Grade II listed Building. Secondly, Under Request for Quote to provide bids to carry out and completed the works in accordance with TVPs specification and requirements.

| Procurement Governance Board Submission Record | |
|--|----------------------|
| Project Stage | Date Approved by PGB |
| <input type="checkbox"/> PLD | |
| <input checked="" type="checkbox"/> POR | |
| <input type="checkbox"/> CMR | |

| Summary of Benefits | |
|---|----------------|
| Cashable Savings: | Not applicable |
| Non-Cashable Savings: | Not applicable |
| Other Benefits: | |
| Total Savings as a % of baseline spend: | % |

Please store the signed off Gateway documents together to maintain an audit trail throughout the project.

Gateway C

Procurement Outcome Report (POR)

The purpose of this document is to outline the recommended describe the outcomes of the Project previously approved by the Procurement Governance Board at PLD stage. This Procurement Outcome Report presents the recommended solution and outlines the benefits this will deliver to TVP and implementation requirements to secure delivery and key tasks needed to measure the achievement of the benefits.

By approving this document the Procurement Governance Board confirms acceptance of the detail contained within this document, approval to proceed with contract award, implementation and realisation of the benefits.

Please note, this document replaces the Contract Award Paper.

Please update the information previously provided to the Board as applicable.

The below sign-off acts as confirmation from the main stakeholders that they have been consulted in the completion of this document, including acceptance that the recommendation meets business requirements, was compliant to EU Procurement Regulations and provides the most economically advantageous solution for TVP

| Role | Name/Job Title | Signature and Sign-Off Date |
|------------------------------|----------------|-----------------------------|
| Project Sponsor | Robert Croker | 10/04/2018 |
| Procurement Business Partner | Ally Hughes | 11/04/2018 |
| Procurement Lead | Des Dockerill | 05/04/2018 |
| Head of Unit | David Griffin | |
| TVP Finance | Hugh Morris | |
| Legal | N/A | |

Public access to information

Information in this POR is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? no

If yes, for what reason? E.g. Alcatel period

Until what date?

Part 1 – For publication on Intranet Site

| | |
|--|------------------------------|
| Proposed Supplier (s) | MD Building Services Limited |
| Planned Contract Start Date | May 2018 |
| Contract Durations (months) | 26 Weeks |
| Contract Extensions Available (months) | 0 |
| Total Contract Value (over full contract period including extension options) | £2,298,630.29 |

| Project Savings | |
|---|--|
| Baseline Spend (highlight any changes to information provided in PID/PLD) | N/A |
| Savings Enabled: Detail of High, Low and Expected level if the savings are likely to be variable e.g. based on demand. Include Annual & Total Contract Savings | Please complete the POR Savings Analysis using the Project Governance Worksheet Final figure should be referenced from there and the completed template presented as part of the POR proposal. Cashable:£0 Non-Cashable: £0 Total: |
| Savings Start Date | |
| Savings Types (based on Savings Definitions in Savings Analysis Worksheet) | |

| Scope and Requirements |
|--|
| Copy these from previous gateway documents and highlight any changes |
| The proposed project involves the refurbishment of the White House building including the complete renewal of the services installations; external redecoration and repairs and replacement boiler servicing the White House, Training block and Stable block. Police Training Centre, Sulhamstead |

| Summary of Approach |
|---|
| Provide overview of approach and outline any changes to approached previously agreed |
| <p>Due to the anticipated contract value of the works and the need to employ a contractor with specialist knowledge on working on Grade II Listed Buildings An OJEU level stage process was believed to be the best way forward.</p> <p>Stage 1 – Request for Information (RFI) was issued through Bluelight. 21 Expressions of Interest were received from the industry with 9 of these becoming formal bids. On technical compliance checks 1 of these bids was excluded for lack of documentation. The 8 remaining bids were evaluated on cost and deliverable criteria with the 6 highest scoring bidders being taken through to Stage 2 – RFQ.</p> <p>Stage 2 – Request for Quotation (RFQ) The 6 highest scoring bidders were invited to submit formal quotations against TVPs commercial and technical documentation. Following a review of the documentation 2 bidders withdrew from the process. Out of the 4 remaining bidders only 3 formal bids were received and these were reviewed for technical compliance. All 3 passed the technical compliance and were taken through to full evaluation, as follows:</p> <p>Cost 70% of overall score</p> |

The initial bid values were

Contractor A:- £2,261,474.14

Contractor B:- £2,280,656.42

Contractor C:- £2,909,689.94

All bids were review and assessed by TVPs external Quantity Surveying. Following post bid clarifications and arithmetic checking bid values were revised as follows:

Contractor A:- £2,252,497.63

Contractor B:- £2,298,630.29

Contractor C:- £2,906,470.63

The External QS report is associated with this POR.

TVPs Property Services Team evaluated the deliverable criteria.

Deliverables 30% of overall score based on the following evaluation criteria:-

| Question | Score % |
|---|---------|
| AW 4.1 – Provide suitably detailed programme identifying Sectional Completion dates | 10 |
| AW 4.2 – Asbestos – identify how you would safely approach the works with presumed concealed asbestos | 5 |
| AW 4.3 – Approach to the work to comply with Listed Building Officer and Contract Administrator | 5 |
| AW 4.4 – Key issues to complete the M&E with minimal disruption to existing finishes and external vehicular movements | 10 |

Evaluation Scores

| Question | Contractor A | Contractor B | Contractor C |
|----------|--------------|--------------|--------------|
| AW 4.1 | 8 | 10 | 4 |
| AW 4.2 | 10 | 8 | 4 |
| AW 4.3 | 10 | 8 | 8 |
| AW 4.4 | 6 | 10 | 10 |

Overall Tender Results as follows

| | Weighting | Contractor A | Contractor B | Contractor C |
|--------------|-----------|--------------|--------------|--------------|
| Cost | 70% | 70.00% | 68.60% | 54.25% |
| Deliverables | 30% | 25.71% | 30.00% | 21.43% |
| Total | 100% | 95.71% | 98.60% | 75.68% |
| Ranking | | 2 | 1 | 3 |

Achievement of project objectives

Describe extent to which the original objectives have been achieved

The proposals achieve the original objectives of 5.3 (prioritise wellbeing of staff) and 6 (maximise resources and rationalise and maximise the usage of the estate) In addition the new M&E services installation is expected to deliver ongoing energy savings

Legal Comments

The procurement process was completed in accordance with the Public Contract Regulations 2015

Project Benefits

Detail all financial and non-financial benefits delivered by the project

By completing this project we will prolong the useful life of this building and will ensure we meet our legal obligations to maintain the condition of Listed Buildings. In addition, the public reception improvements will assist security of the building whilst providing a more appropriate environment for an important building.

The use of energy efficient lighting and a biomass boiler installation will not only reduce the energy consumption of the building, but will also generate an ongoing income from the Renewable Heating Incentive (RHI).

Financial Implications

Detail any budgetary constraints and any financial implications of the new arrangement

As a consequence of accepting this tender, there will be a requirement to increase the current total budget by c£271,000 which will be met from the Optimisation Biased Reserves, which has been approved by Finance. Ongoing efforts will be made to reduce this impact with a view to delivering this project at a lower overall cost. Any additional cost will be funded from the earmarked Optimisation Bias reserve

Equality Comments

Summary of Diversity Impact Assessment

N/A